



TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A GENDER POLICY PLAYBOOK

Title	Development of a Gender Policy Playbook
Duration	60 days
Start date	21 June 2021
End date	21 August 2021
Location	home-based

Consultancy purpose:

The [World Wide Web Foundation](https://www.webfoundation.org/) is looking for a consultant to develop a gender policy playbook which will provide step-by-step guidance on developing and influencing gender responsive ICT policy through evidence-based research and good practice from the [Women's Rights Online Network \(WRO\)](https://www.womenonline.org/). The consultant will review the World Wide Web Foundation gender research and projects, the Women's Rights Online network initiatives, document good practices, lessons learnt and identify successful case studies on developing and advocating for gender responsive ICT policies globally. The Gender Policy Playbook will be organized according to the Web Foundation's key priority themes: 1) *Access and meaningful connectivity*; 2) *Online Safety*; 3) *Women's Rights & Empowerment*. **The Gender Policy Playbook** will:

- Provide practical approaches and guidelines on identifying policy gaps through the research using the gender scorecard methodology and feminist research practices and approaches
- Identify and document good practices in the development of gender transformative ICT policies that centre the concerns and lived experiences of women and girls.
- Review the [REACT Framework](#) and provide guidance on developing advocacy priorities for policy reform and identify examples of good practices in designing participatory and inclusive policy advocacy approaches and processes
- Document WRO partners' impact stories and successful case studies on gender transformative policy reform process and strategies from the World Wide Web Foundation and the WRO Network members and other stakeholders around the world

Consultancy Activities:

- Conduct desktop research on the gender responsive ICT policy, Web Foundation and the WRO Network's initiatives to reform tech policy, and a gender analysis of trends in the tech policy landscape in the Global South
- Conduct interviews with select Women's Rights Online Network members and Web Foundation/A4AI staff
- Conduct interviews with key stakeholders (example: policy makers, tech experts, etc.)



[PLEASE NOTE: The consultant is not expected to travel for this assignment but instead conduct interviews online]

Expected Deliverables:

- Develop a well written and formatted Gender Policy Playbook with concrete case studies and good practice from Web Foundation, WRO partners, and key stakeholders to be determined with the Web Foundation's Senior Gender Policy Manager - (15 pages max)
- Develop a PowerPoint presentation on the Gender Policy Playbook
- Documentation of WRO impact stories, and develop communications materials in collaboration with the Web Foundation communications team

Timeframe

The duration of the consultancy is 60 days from the start date

Consultant/s profile:

- Extensive experience in research and participatory research methodologies and approaches, with a preference for feminist research methodologies and practices
- Experience evaluating gender project or programmes in the Global South
- Excellent understanding of advocacy and policy reform and trends especially in the ICT/ tech sector
- Excellent analytical skills and a strong experience in gender policy analysis
- Excellent report writing and presentation skills and ability to present ideas in a coherent and creative manner

Expressions of interest:

Please send you application containing the following documentation:

1) A technical proposal, containing:

- **Project Description:** Your understanding of the Terms of Reference (TOR); the main goals & tasks for this consultancy (2-3 sentences)
- **Describe your proposed Plan:** Describe how you plan to undertake this consultancy, this includes approaches, methodology and specific activities (no more than 1 page)
- **Provide a description of your experience:** Provide an outline of your skills and competencies to undertake this consultancy. Tell us why you are best suited to undertake this project, please include examples of similar work or project that you think demonstrate your ability and skills (1 page max)
- Provide a **financial proposal** for your consultancy services in USD

2) Resume/CV with three (3) professional References (max 2 pages)

3) Written sample of similar or other policy research project (Max 2 pages)

Submit your application to jobs@webfoundation.org by **4 June 2021**. Please note in the subject of your email: **Gender Policy Book**