

## Terms of Reference – Gender Mainstreaming Advisor

### Review of internal policies, project management and reporting at the Thomson Foundation Group

#### 1. Background

The Thomson Foundation Group is a non-profit organisation devoted to encouraging truthful and unbiased journalism as a way of promoting civil society. It has a 60-year track record of training journalists in ethical standards and quality reporting in more than 100 countries. It works with media organisations, governments, civil society organisations and commercial bodies, principally in Africa, Asia and the Middle East, who wish to sponsor professional standards in communications. The foundation is independent and non-political. It has offices in London (Thomson Foundation) and a partner organisation in Berlin (Thomson Media gmbH).

#### 2. Purpose and Objectives

The principal purpose of the consultancy is to review existing internal policies, develop a gender mainstreaming action plan and improve the gender markers of pipeline and ongoing projects by providing guidelines to key staff that would enable them to elevate and integrate gender equality into all aspects of Thomson's work.

#### 3. Scope of Work

The gender mainstreaming consultancy will cover the *review* following internal policies and processes:

- Internal policy: code of conduct, strategy documents, ethical framework, project gender analysis guidelines for local experts, sexual abuse and exploitation and sexual harassment safeguarding approach, recruitment and procurement
- Reporting framework on Key Performance Indicators (KPIs)
- Project risk matrix

To be newly *developed* in close coordination with Thomson:

- Gender Mainstreaming Action Plan (timeline, milestones)
- Results framework template based on Action Plan
- Language guidelines based on assessment of language used by TF

The contract will be issued for two months, with a maximum of 21 working days to be allocated freely. The consultant will be working remotely, with no travel required for the assignment. The consultant will schedule regular coordination calls with Thomson's internal working group on gender.

#### **4. Eligibility criteria**

The consultant should be able to demonstrate the following:

- Master's Degree in a gender-related major, social science, or other related fields
- Between 3-5 years of recent experience working in Gender Mainstreaming in development programme and project design and/or media organisations as well as implementation application of international norms and standards on gender equalities and women's empowerment, including the Development Assistance Committee (DAC) gender equality policy marker.
- Minimum 2 years of experience in authoring/writing technical documents or information materials on gender equalities, women's rights, gender mainstreaming, and women's empowerment
- Familiarity with media development and/or development cooperation landscape is desirable
- Experience with gender equality issues within a media setting is beneficial

#### **5. Outputs and Deliverables**

The researcher will be requested to fulfil the following tasks:

- Review of internal policies and project-related guideline documents
- Review TF language and prepare guideline document for outreach
- Development of Gender Mainstreaming Action Plan based on internal review
- Development of results framework template.
- Coordinate efforts with internal working group on gender
- Compile preliminary report including an assessment and suggestions, integrate comments and finalise the report.

Deadline for submission of the draft deliverable is 26 September 2021. Final deliverables are to be submitted no later than 15 October 2021. The maximum budget available for the assignment is 5000-7000 GBP depending on workdays.

#### **APPLICATION**

Please provide a CV, statement on availability during the planned assessment period, as well as information on daily fee in GBP.

To: [TaniaT@Thomsonfoundation.org](mailto:TaniaT@Thomsonfoundation.org)

Closing date for applications: 16<sup>th</sup> August 2021

