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FSD KENYA GENDER INTEGRATION TECHNICAL SUPPORT

1. BACKGROUND

FSD Kenya is an independent trust dedicated to the achievement of an inclusive financial system that supports Kenya's long-term development goals. We work closely with government, the financial services industry and other partners to develop financial solutions that better address the real-world challenges faced by low-income households, enterprises and underserved groups such as women. As a facilitator, FSD Kenya uses the markets systems development (MSD) approach.

FSD Kenya has identified gender and women's economic empowerment (WEE) as one of the strategic drivers in its 2022-2026 strategy. The intention is to shift to a more transformational approach that puts the issues of women's financial inclusion (WFI), women's economic empowerment and economic inclusion at the centre of all activity. This is a significant shift in how FSD Kenya will determine strategic priorities, activities and results tracking to ensure that women's needs, and opportunities are the first thing considered. FSD Kenya thus requires supplemental technical support to build and enhance the team's capacity to make this happen.

Preliminary support was provided in 2021 which entailed: undertaking a gender assessment, running a gender training for the team, and developing a gender guide. Furthermore, project specific support is being provided in undertaking gendered market and sectoral analyses and identification of opportunities for intervention to optimise gender and WEE outcomes e.g. for the Agriculture & Processing and Health finance projects. The need for ongoing technical guidance to the teams in the design and implementation of the new projects is envisaged in the remaining part of 2022. The support is expected to tail off as the team becomes conversant with this new way of designing and executing the programme.

FSD Kenya is therefore looking for a gender specialist who has experience and expertise in the market system development approach and gender integration.

2. OBJECTIVES

The objectives of this consultancy are to:

- Provide technical support in the integration of gender into FSD Kenya's programme activity including project and interventions design and implementation
- Develop relevant gender-specific indicators linked to programme and organisational results frameworks, reporting and performance

3. SCOPE OF WORK

3.1 Integration of gender into project and intervention design

A gender guide is in place which provides general guidance on programme execution. A total of six projects are planned under the current strategy. Three of these were designed under the previous strategy without using a gender lens, one has been designed with gender at the core and the design of two others is underway. The gender specialist will provide technical support in implementation of programme activity in line with the gender guide.

- Support project teams in undertaking gendered sectoral and financial market analyses to inform project and interventions design
- Identify opportunities for integrating gender into on-going work for projects designed without a gender lens
- Support project leads and teams to identify opportunities (tasks) within current and new

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- projects to realise the desired gendered outcomes
- Guide development of WFI and WEE specific project metrics/indicators and ways to measure and monitor gender results in project execution

3.2 Build gender capacity in FSD Kenya for programme execution

- Build and strengthen in-house knowledge and expertise on gender through mentoring and coaching/handholding project teams
- Provide guidance to project teams in helping partners to integrate gender into project activities (implementation and reporting)
- Support FSD Kenya staff to assess and identify potential gender project risks, impact, and mitigation strategies
- Support staff to research and report gendered impacts of project interventions

4. CONDUCT OF THE WORK

The consultant(s) will work closely with the project teams and in close coordination with the FSD Gender team, reporting to the Gender lead. Given the exigencies of COVID-19, the consultant is expected to propose a practicable way to work whilst ensuring their own safety and that of the FSD Kenya staff.

5. OUTCOMES AND DELIVERABLES

The overall outcome of this assignment is a deeper understanding of gender and WEE and enhanced capacity of the team to integrate gender into the FSD Kenya programme. The following specific deliverables are envisaged:

- A detailed workplan on how to deliver the scope of work outlined above, including a proposed sequencing of activities
- At least 5 Projects having women included which the consultant has supported
- Demonstrable gender awareness and technical capacity within FSD Kenya

The copyright for all material prepared under this term of reference will pass to FSD Kenya. It is FSD's practice to publish the reports it commissions in its own house style. There is therefore no requirement for material to be extensively formatted beyond that required to indicate how material should be logically presented in the final report. All final reports should be presented in an electronic format allowing the text and graphics to be manipulated in preparation for publication. Where a final report is presented in a portable document format (pdf) generated from another format (such as Microsoft Word) it should be accompanied by the original file from which it is generated. All representations of graphic material (tables, figures, drawings, charts, graphs and photographs) must be able to be reproduced at high print resolution. Tables, figures, drawings, charts, graphs should be provided in Microsoft Excel or Adobe Illustrator format. Photographs must be provided in high-resolution JPG images set to minimum of 300 dots per inch (dpi). Any technical questions regarding these requirements should be addressed to FSD's Communications Officer.

6. REQUIREMENTS

Mandatory requirements
Experience in design and execution of gender integration/mainstreaming programmes
Kenyan gender expertise and experience
Expertise in undertaking gendered sectoral/market analysis, development of methodologies/approaches, tools, content, and provision of technical support in their effective deployment
Financial inclusion experience
Demonstrated expertise in the market systems development (MSD) approach

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Evaluation criteria		
Criteria, sub-criteria, and point system for the evaluation of Technical Proposals		Points
1	Experience of the Consultant firm	
1.1	Previous experience in gender integration into programmes: a minimum of 10 years demonstrable expertise in undertaking gendered analysis and translating the findings into project design, and in supporting project teams in execution	25
1.2	Kenyan based gender expertise and understanding of local gender norms and other nuances	15
1.3	Market systems development (MSD) expertise and experience (10 years)	10
1.4	Solid knowledge and experience in financial inclusion and practices (at least 5 years)	10
Total Points for this criterion		60
2	Approach and methodology	
2.1	Methodological approach for the assignment as provided in the TOR including an implementation plan	20
Total Points for this criterion		20
3	Staff schedule, work and deliverable schedule	
3.1	Adequacy of the proposed staff schedule to meet the needs of the ToR	5
3.2	Responsiveness of proposed work plan in relation to the TOR	15
Total Points for this criterion		20
4	Key Professional Personnel Qualification for the Assignment Note: Bidders to include CVs and supporting certifications of ALL KEY PERSONNEL. To inform scoring for (1) above	
Total Points for the four (4) technical criteria (St)		100
The minimum technical score St required to pass for financial proposal to be scored is		75
Financial Evaluation The formula for determining the financial scores is the following: FS = 100 x Fm / FP, in which FS is the financial score, Fm is the lowest price and FP the price of the Proposal under consideration. The weights given to the Technical (T) and Financial (F) Proposals are: T = 80% and F = 20%		

7. TIMETABLE

This work will be undertaken on a draw-down contract basis, from June to December 2022. An estimate of 50 - 60 days of technical support spread relatively evenly throughout this period is envisaged.

8. SUBMISSION OF PROPOSALS

You are requested to submit your proposal comprising of technical proposal and financial proposal **separately** as submission of both technical and financial proposals as a single document **will lead to disqualification.**

Proposal documents should be as concise as possible and should not exceed a total of 10 pages (excluding annexes). Tenders exceeding this limit may be disqualified.

The technical proposal may be submitted in any format and should encompass:

- names, curriculum vitae of personnel to work on this project,
- proposed level and timing of inputs (specifying for each individual the total number of

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- days, time in-country and availability),
- relevant technical response (including the method of implementation),
- any qualification to the terms of reference, and
- the provider's relevant previous experience.

The financial proposal shall contain:

- full pricing broken down by level of effort/number of days and daily rate per consultant/team member and including details of reimbursable expenses (accommodation, travel costs etc) envisaged.

If you have any **clarification questions**, please email us at tenders@fsdkenya.org no later than **18th May 2022**. Responses to clarification questions shall be sent by **20th May 2022**.

HOW TO APPLY

Proposals should be submitted by e-mail to tenders@fsdkenya.org as follows:

Technical Proposal:

With the following subject title: **TECHNICAL PROPOSAL- Gender integration specialist**

Financial Proposal:

With the following subject title: **FINANCIAL PROPOSAL- Gender integration specialist**

Closing date: 27th May 2022 by 16:00hours (East Africa Time).