

A new Northern Ireland – for women, peace and security

Scope and terms of reference

1. Introduction

NIWEP is a membership organisation of women's NGOs, working to ensure that the voice of women and girls in Northern Ireland is heard at the national and international level. NIWEP was established in 1988 to act as the Northern Ireland coordination to the European Women's Lobby, and NIWEP's core role is to represent Northern Ireland within the women's movement in Europe. NIWEP has special consultative status with the Economic and Social Council of the United Nations (ECOSOC) since 1999 and through this represents women and girls in Northern Ireland at the UN, including within UN human rights monitoring systems and mechanisms for gender equality. NIWEP coordinates the Northern Ireland civil society response to the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and has a key role in building capacity on UN Security Council Resolution 1325, including promoting implementation of the principles of UNSCR 1325 in policy making.

Locally, the core role of NIWEP is to share information and build capacity on international human rights instruments and mechanisms to strengthen gender equality. This involves activities from sharing evidence and working to inform policy development, to training programmes and newsletters for member organisations and their members. NIWEP also provides the secretariat to the NI Assembly All Party Group on UNSCR 1325, Women, Peace and Security.

2. Context of project

A core role for NIWEP with regard to UNSCR 1325 is building capacity on the resolution among both women's organisations and policy makers, and supporting organisations in the sector to utilise this in advocacy for gender equality and peace building. This includes supporting women and women's organisations to share their views and experiences, and sharing this evidence with policy and decision makers, including the All Party Group on UNSCR 1325, Women, Peace and Security.

In 2013-14, NIWEP supported an Inquiry into the implementation of the principles of UNSCR 1325 in Northern Ireland, undertaken by the Westminster All Party Parliamentary Group on Women, Peace and Security and the All Party Group on UNSCR 1325, Women, Peace and Security at the Northern Ireland Assembly. This Inquiry identified key issues and areas for action ranging from health care and domestic violence to strengthening women's role in leadership and decision making. It also led to the development of a toolkit for engaging women in policy making, but this has had limited use to date. There has also been limited progress on gender equality and meeting women's needs, with many women feeling increasingly disconnected from policy and decision making.

Since 2014, the context in Northern Ireland has also changed significantly, most recently with Brexit and COVID-19 creating a situation where women are disproportionately affected, but decisions and solutions are distinctly gender blind. It is therefore timely to update the evidence from the 2014 Inquiry, and also provide an opportunity for women and girls to share their ideas and vision for a new Northern Ireland where the principles of UNSCR 1325 are implemented, to contribute to a new basis for peace building work that engages women meaningfully. It is anticipated that the project will be delivered over a three month period from September to December 2021.

It is anticipated that this project will be delivered in face to face settings, due to the sensitive nature of the issues, with safe working arrangements secured. The project was postponed from autumn 2020 as online delivery was deemed inappropriate.

3. Project scope

This project has two aims: 1) to update evidence on how the principles of UNSCR 1325 are implemented in Northern Ireland, and 2) to build women's confidence and capacity to share views, experiences and ideas as a basis for future policy and decision making, and as part of work to strengthen women's confidence and capacity to engage in public life. In line with a priority identified in early engagement with women and girls, a creative approach should be integral to the project, as this is felt to enable and encourage all women and girls to participate in sharing views and exploring new issues and learning. It is anticipated the project will engage with 5-10 groups across Northern Ireland, with two or potentially three sessions per group.

The intended outcome is 1) an updated evidence base that can be used to inform gender sensitive policy and decision making and create new opportunities for women and girls to engage in policy making, and 2) strengthened confidence and capacity among women and girls to engage in discussion on peace building. It is also envisaged that the project may result in a creative product or product/s created and/or produced with participating women that can be shared, displayed or performed to help highlight women's voices and views.

This project is supported by the Reconciliation Fund of the Irish Department of Foreign Affairs.

4. Role of the contractor

A contractor is to be engaged to support the creative element of the project. The core role of the contractor will be to support the delivery of the project, in particular through developing relevant creative approaches with participating groups and facilitating the creative element of the project, with a potential key role in leading the facilitation of the project overall. It is envisaged that the contractor also will contribute to the final project plan development to ensure a flexible and accessible format, with NIWEP taking lead responsibility for factual capacity building elements and overall organisation and administration of the project.

The core aims of this element are to:

- Ensure appropriate project development: Identify and propose delivery models and creative options that ensure an accessible format
- Strengthen and enable project delivery: Identify potential creative solutions and agree with participating groups, on a group by group basis
- Lead facilitation: Take lead role in facilitation of project, in particular leading creative project elements
- Contribute to resource development: Develop final product/s and/or resources resulting from activities undertaken by groups, in collaboration with NIWEP, with a view to enabling women's voices and work to be heard and shared with policy makers and peers

Prospective contractors are invited to outline in the tender their proposed approach to the project and an outline of facilitation methods and activities proposed.

4.1 Requirements for contractor

The contractor is expected to have experience and expertise in the following:

- A strong understanding of the women's movement in Northern Ireland
- An understanding of the policy context in Northern Ireland and the policy making process
- Experience of and skills in creative project delivery and facilitation
- Experience of engagement with grassroots groups; previous experience of working with sensitive topics is desirable but not essential
- Understanding of the UN and international human rights mechanisms, in particular UN Security Council Resolution 1325, is desirable but not essential

5. General terms and conditions

The contractor will be expected to work with NIWEP to shape and finalise the delivery plan and deliver the project in collaboration with NIWEP staff. The contractor will have an advisory role throughout the project, in line with these terms of reference. Details of deliverable elements, timescales and targets will be agreed with NIWEP as part of the contract.

A contract will be drawn up with the successful contractor(s) to detail the engagement, expectations and conditions. The contract and delivery plan will be monitored by the NIWEP Committee, with operational guidance and liaison provided by the Project Coordinator.

The appointment(s) will be based on the understanding that the contractor is responsible for legal HR matters including taxation, National Insurance, pension and compliance with data protection legislation including GDPR. This will be detailed in the contract.

5.1 Operational arrangements

The contractor will be expected to work with NIWEP to manage ongoing delivery of the project, with workshops and sessions to be organised by NIWEP to a timetable agreed with the contractor as well as participating groups. The contractor will have autonomy to identify and develop proposals for creative delivery, and to lead facilitation of these during workshops, with NIWEP supporting facilitation in ways agreed upon in advance. The contractor will also be expected to independently finalise any product/s to be developed from the sessions, while providing regular updates to NIWEP and meeting timescales agreed with NIWEP. The contractor(s) may also be invited to attend events and sessions at the conclusion of the project to present the work undertaken directly. While the project will remain a NIWEP initiative, the role and work of the contractor will be formally recognised in all reporting on the project.

In the context of ongoing alertness and regulations regarding COVID-19, the work of NIWEP is currently carried out remotely and it is anticipated that remote working will continue for the short to medium term. It is therefore expected that preparatory work will be undertaken remotely, primarily via email and Zoom. However, face to face meetings can be arranged where this is helpful or necessary.

5.2 Payment

The budget for the facilitation element of the project is **£2,500**. Payment will be made against an invoice detailing work undertaken and hours spent on the project. The invoice will be verified against reports to the Committee and any project meeting minutes.

6. Project proposal

Selection of the contractor will be made taking into account criteria such as the contractor's proven expertise as well as the relevance/credibility of the project proposal and the total cost.

Deadline for Submission of Tender is **Thursday 2 September 2021 by 4pm** and it should be emailed to NIWEP at niwep@btconnect.com. For further information on the project, is available from Project Coordinator Jonna Monaghan, who can be contacted at niwep@btconnect.com or on mobile 07483 346816.

6.1 Summary of essential elements of project proposal

Quality and Relevance: Outline of how the proposal meets the project context and strengthens overall NIWEP capacity.

Effectiveness: Outline of proposed methodologies, suggested outputs and ways of working to meet project aims. Overview of key sources to include and mechanisms for recording information and evidence collected.

Efficiency of Planning and Implementation: Outline proposed use of resources to ensure maximum impact.

Impact: Outline of how the proposed project can contribute to strengthened capacity in the women's sector overall and methods and approaches that can be used to maximise reach and relevance to stakeholders and audiences.

Potential for Sustainability: Overview of how the proposed project can strengthen NIWEP capacity and capability and how it can link to future strategic development of the organisation.

Maximum Budget Available:

£ for a 3 month period, which is paid inclusive of VAT.

The tender should consist at the minimum of:

- A proposal for the project and detailed methodology
- An indication of fees per day and a total cost
- CV and other documents detailing relevant expertise over the past two years including references
- Completion of contact details Appendix 1
- The project will be conducted in a manner which support the ethos and values of NIWEP

CONTACT DETAILS TO BE COMPLETED BY ALL TENDER RESPONDEES

Please complete this form with your company details and include it with your submission:

Name/ Company: _____

Address: _____

Postcode: _____

Telephone Number: _____

Fax Number: _____

Name of person to contact in connection with this submission: _____

Position in Company: _____

Telephone Number: _____
[if different from above]

Fax Number: _____
[if different from above]

Email address: _____

Mobile Telephone number: _____

Website address: _____

Number of employees:____ **Full time:**____ **Part time:**_____

We would invite feedback from companies regarding this process. Any suggestions regarding how this exercise might have been improved are welcome:
