



Northern Ireland  
Women's European Platform

## **Building information and communications capacity to support strengthened focus on gender equality in policy making in Northern Ireland**

### **Scope of project 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 also represents Northern Ireland at the Commission on the Status of Women.

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**

Implementation of CEDAW recommendations forms the central context for all of NIWEP's work, which is focused on achieving gender equality in line with international human rights mechanisms. A core role for NIWEP is to share evidence, information and examples of good practice from national and international networks with members and stakeholders including policy and decision makers, to build capacity and provide an evidence base for action locally. This also involves a focus on achieving the UN Sustainable Development Goals, which provide the framework for the work of the UN, including recovery from COVID-19.

During the COVID-19 crisis, demand for this service has increased from members as well as other stakeholders and this function has been expanded with positive feedback to date. Services to members currently include a weekly newsletter and open services include a webinar series, which are being expanded from a focus on COVID-19 recovery to wider issues relevant to NIWEP and the women's sector in Northern Ireland. Strengthening the information sharing role and providing effective information resources, along with strengthened communications, has been identified as a priority both to strengthen the organisation long term and enable NIWEP and its members and partners to effectively engage with COVID-19 recovery and future policy making. Critically, this involves engaging

with development of the Programme for Government (PfG) and Budget and Government strategies including the Gender Strategy. The PfG will be developed in a post COVID-19 context and it is essential that this integrates gender equality.

### **3. Project scope**

This project has two aims: 1) to support NIWEP members, partners and stakeholders to effectively access information and examples of existing and emerging good practice at UN and international network level, and 2) to ensure communication is effective with tools and materials developed to ensure information can be easily accessed and utilised by members and stakeholders. Its core focus is to monitor initiatives in particular at the UN and in core international networks including the European Women's Lobby and European Institute for Gender Equality, to collate evidence and examples of good practice and develop effective ways to share and communicate this information to members, partners and stakeholders. The central objective is to develop capacity for information gathering, collation and analysis, and to strengthen NIWEP communications.

The intended outcome is ensuring that NIWEP can effectively fulfil its core role as the conduit between members and the national, European and international level and as a the key local expert on international mechanisms to strengthen gender equality. This will support women and girls across Northern Ireland by enabling an evidence based approach to gender analysis and gender sensitive policy making, while highlighting promising and proven approaches that can inform local solutions. The project will also consolidate NIWEP's role within the sector and contribute to creating an evidence base to support long term strategic planning.

### **4. Role of the contracts**

It is envisaged the project will constitute two contracts, one focused on the evidence gathering mechanism and one on supporting communications development. The project is focused on evidence gathering, and as such this will form the main element of the project. Prospective contractors are eligible to submit tenders for one or both contracts, subject to being able to demonstrate the relevant experience and expertise.

#### **4.1 Contract 1: Evidence gathering**

The aim of this contract is to develop a mechanism for collating evidence, and providing NIWEP with resources and/or material for resources sharing evidence, learning and tools from international and UK/Ireland level networks with members and partners. The contractor will play a key role in shaping the specific scope and nature of resources and tools, and in focusing information and evidence gathering.

The core aims of this contract are to:

- Monitor international and national networks, including the UN and its affiliated bodies; European human rights bodies including the European Women's Lobby; the European Union and its associated bodies including in particular the European Institute for Gender Equality, and governmental bodies based in the UK and Ireland
- Collate evidence of emerging and established policies, research, initiatives and evaluations to develop an evidence base and library of good practice examples

- Develop resources for sharing with NIWEP members and partners, in formats to be agreed but likely to include briefings, reports and capacity building materials

#### **4.1.1 Requirements for contractor**

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

- An understanding of the women's movement in Northern Ireland, UK and Europe
- An understanding of gender equality and approaches to achieving this through policy
- A strong understanding of the UN and international human rights mechanisms
- An understanding of the European Union and European human rights networks
- An understanding of the policy context in Northern Ireland and the policy making process
- Experience of undertaking research and developing accessible evidence resources

### **4.2 Contract 2: Developing NIWEP communications**

The focus of this contract is to build and strengthen NIWEP communications capacity, including strategic as well as technical capacity. The contractor will play a key role in developing a clear communication strategy and communications guidelines and tools for the organisation, developing resources and communications tools for sharing evidence with members in easily accessible formats, and developing communication with members.

The core aims of this contract are to:

- Assist NIWEP to develop a clear communication strategy and identify the aims and objectives of its communications including target audiences and segmentation needed within these
- Assist in identifying appropriate communication mechanisms, resources and tools for sharing evidence and good practice examples, including supporting technical capacity and skills in using relevant software and online tools
- Support the development of strengthened communications capacity within NIWEP, including developing strategies, style guides and optimising content
- Provide guidance and support in development of the organisation's social media

#### **4.2.1 Requirements for contractor**

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

- Experience and expertise in communications, including developing communications resources for a range of audiences
- Experience and expertise in developing social media content
- An understanding of the women's movement in Northern Ireland
- An understanding of gender equality and approaches to achieving this through policy
- An understanding of the policy context in Northern Ireland

## **5. General terms and conditions**

The contractor(s) will be expected to develop a delivery plan with details of deliverable elements, timescales and targets that will be agreed with the NIWEP Committee.

A contract will be drawn up with the successful contractor(s) to detail the engagement, expectations and conditions. The NIWEP Committee is the strategic lead for the organisation and will agree the contract and specific project scope, deliverables and timelines with the contractor. The 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(s) will be able to organise and manage ongoing delivery of the project in a manner suitable to the successful contractor. The contractor(s) will be expected to remain in regular contact with the Project Coordinator and provide updates as agreed. The contractor(s) may also be invited to attend Committee meetings to present directly on progress. The contractor focused on communications may also be invited to attend events organised by NIWEP to support developing event based communication; this will be agreed on an ongoing basis.

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 the contractor will work remotely with contact undertaken primarily via email and online meeting platforms. However, should a return to office working become feasible during the period of the contract, it may become possible to organise face to face meetings for review and monitoring purposes. Face to face meetings, if held, will take place in the NIWEP office at 6 Mount Charles.

### **5.2 Payment**

The contractor(s) will be paid monthly via BACS 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(s) 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 **Friday 11 September 2020 by 4pm** and it should be emailed to NIWEP at [niwep@btconnect.com](mailto:niwep@btconnect.com). For further information on the project, is available from Project Coordinator Jenna Monaghan, who can be contacted at [niwep@btconnect.com](mailto:niwep@btconnect.com) or 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:**

£8,000 for Contract 1 and £2,000 for Contract 2 over a 12 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:**

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