



NMJD
Network Movement for
Justice and Development

Terms of Reference

***CONSULTANCY FOR THE
DEVELOPMENT OF A CONSTITUTION
FOR THE YOUNG WOMEN IN
GOVERNANCE NETWORK (YWIN)***

23rd August, 2023

www.nnjdsi.org



Organisation:	Network Movement for Justice and Development (NMJD)
Head office Address:	10 Nylander Street, Off-cape Road-Aberdeen, Freetown
Purpose	To Produce a Constitution for the Young Women in Governance Network.
On behalf of Network Movement for Justice and Development:	Joseph Pokawa josephpokawa63@gmail.com
Implementing Districts	Karane District, Northwest Region-Sierra Leone
Date:	23 rd August, 2023

1. 0 Organisational Background, Rationale and Justification

1.1. Organizational Background:

Established in February 1988, the Network Movement for Justice and Development (NMJD) is a Civil Society Human Rights-oriented advocacy and development organization. Over the years the organization has implemented a lot of projects in the Northern region of Sierra Leone specifically in Bombali and Karene districts ranging from governance to women's and girls' social and political empowerment, education, health, etc. This has given the organization credence both at the district and national level over the years. As one of its core thematic areas, it is currently focusing on Promoting the Social and Political Rights of Women and older adolescent girls from the ages of 16-30 in 8 chiefdoms in Karene District.

1.2 Rationale:

Young women lack the collective voice and agency to understand their issues and devise solutions that can effectively enhance their collaboration to demand their rights and the full utilization of those rights. This also impedes their advocacy power to change the things that hinge on their human rights. Also, there is no coordinating agency to mobilize, support, guide, mentor and coach these women to advance their collective voice and agency.

Additionally, these young women lack awareness of existing laws, policies, procedures and by-laws that cater to and protect them. They also lack the skills, knowledge and education to collectively advocate for the formulation of laws, policies, procedures and by-laws that promote their education and gender equality. Hence, their inability to demand the implementation of the laws that have already been enacted and those that can be formulated.

1.3: Justification

It is against this backdrop that this project seeks to see women and older adolescent girls experience increased safety, psychosocial well-being, and meaningful participation and leadership. The target group of participants are mainly vulnerable rural and urban young women and older girls through the formation of networks in the district. The project aims to improve the social, economic and political empowerment of women in Sierra Leone, particularly in the North and North-West regions of the country.

The Young Women in Governance are formed to nurture, groom and strengthen the Leadership potentials of older adolescent girls by building their skills and power within Public Speaking; Resource Mobilization and Group Financial Management; Social Accountability; Strategic Advocacy and Movement/alliance Building. They will be registered with the local council and the Ministry of Gender and Children's Affairs to help give them the legitimization and recognition needed for their operations within and outside the district. In this regard, a constitution will be developed to guide the operations and functions of the network.

2.0 General Objective and Specific Output

The general objective is to see an increased number of older adolescent girls with voice and agency and experience meaningful participation in leadership positions in all spheres in Karene district.

2.1 Specific Output

By the end of the exercise, the resource person **would have produced a constitution that meets the needs and operations of the Young Women in Governance Network** taking reference from the relevant sections of the following gender Laws by way of ensuring the constitution is developed from legal instruments that safeguards the rights and dignity of all network members.

- 1) Child Rights Act 2012
- 2) GEWE Act 2023
- 3) Revised Sexual Offences Act 2019
- 4) International Convention on the Rights of the Child
- 5) NMJD's safeguarding policy
- 6) Constitution of KWIG
- 7) Constitutions of other YWIGNs from other partners.

3.0 Methodology

It is proposed that the production of the document would be participatory in nature, led by the Consultant including project staff and 35 young women in a town hall meeting. The consultant is expected to use other constitutions developed by Karene Women in Governance (KWIG) and women networks from other districts to inform this work. Engaging the adolescent girls, he/she will use both qualitative and quantitative data sources.

Following the development of the first draft, the consultant is expected to hold a day's workshop to present the document to the network members and NMJD technical staff for validation before finalization. When the final document has been approved by NMJD and the donor partner, the consultant will present the final document in a day session with the network members and NMJD's technical staff.

3.1 Who should be involved?

The proposed action will target the following:

- NMJD and Trócaire project staff
- The YWIN Network members

4.0 Timing:

Taking into cognizance the methodology for this work, this process is expected to last for not more than two weeks. Except in a case of negligence from NMJD in providing the necessary logistics for the work or otherwise the consultant is faced with technical issues or a case of a national issue that prevents movement or gathering.

5.0 Key Responsibilities of Parties:

5.1 Responsibilities of NMJD to the Consultant

- NMJD shall pay the consultancy fee for the consultant services.
- NMJD shall also coordinate the engagement meetings with the Network members and other related parties.
- NMJD shall be the link between the consultant and other related parties including Trócaire.
- NMJD shall review and communicate feedback to the consultant
- NMJD shall be responsible for the overall management of the consultancy.
- NMJD shall provide project documents relevant to this work.

5.2 Responsibilities of the Consultant to NMJD

- The consultant shall engage the Young women on the proposed document to be developed;
- The consultant/ Resource person shall produce a draft constitution for the Young Women in Governance Network;
- Consultant/ Resource person shall facilitate a validation session of the draft constitution in a workshop with the network members;
- Consultant/ Resource person shall provide a final copy of the constitution document ;
- Consultant/ Resource person shall provide receipts and all necessary documents for funds received;
- The Consultant/ Resource person shall sign NMJD's safeguarding policy before the commencement of the work;

6.0 Profile of the Consultant

Applicants must demonstrate how they meet the following requirements:

- Academic background in law, international development, social sciences, sociology, gender and development, or a related field.
- Experience in the development of group/network constitutions.
- Strong contextual knowledge and experience in women and gender.
- Excellent facilitation skills.
- Working experience in gender or women's empowerment programming or related field.
- Excellent English, reading, writing, research, analytical, and communication skills.
- Commitment to the safeguarding of programme participants, as demonstrated by signing NMJD's Safeguarding Programme Participants Policy.

7.0 Mode of Payment

The selected consultant will be compensated according to a mutually agreed-upon cost. The payment will be structured as follows:

- 30% upon signing the contract.
- 40% after the presentation of a first draft of the constitution.
- 30% upon submission of the final copy of the constitution
- Withholding tax shall be deducted from the total contract value

8.0 Submission guidelines

Consultants meeting the above criteria are invited to submit a brief proposal by email on or before the **4th of September 2023** to the following:

- Nmjdsl@nmjdsl.org and copy:
- josephpokawa63@gmail.com, and mariamalice93@gmail.com

Or send a hard copy to the following addresses:

- 1) **Freetown:** 10 Nylender Street, off Cape Road, Aberdeen-Freetown.
- 2) **Makeni:** 8 Sillah Street, OIC Road, Makeni/ #2 Kamakwie road, Opposite
- 3) **Kono:** 2 Suku Tamba Street, Kiodu City
- 4) **Kenema:** 217 Wahma Abu Road, Cow Yard-Kenema

Please include the **Subject: NMJD Development of YWIGN Constitution Consultancy.**

Proposals should include the following:

- The CV of the consultant, outlining relevant experience and accomplishments.
- A brief narrative and financial proposal - outlining the proposed schedule/work plan and the consultant's financial proposal/daily rate with justification.
- Conflict of interest statement: Applicants should state clearly whether they have an actual or potential conflict of interest with the staff, volunteers, and/or board of NMJD.
- Two references who can be contacted regarding relevant experience.

Each proposal will be evaluated based on the quality, experience of the consultant, and value for money. The review of all bids will be carried out by a proposal review committee.