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**Women’s Policy Group NI   
COVID-19 Feminist Recovery Plan: Further Development Project**

Project Terms of Reference

For further information contact Anne McVicker

anne.mcvicker@wrda.net

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The [Women’s Resource and Development Agency](https://wrda.net/) (WRDA) is a membership organisation that supports women’s groups and networks across Northern Ireland. Our members are a key part of WRDA, they keep us relevant and ensure we are working on the issues which really matter to grassroots women. We also act as an information hub for the women’s sector, while striving to raise the profile of women’s issues in the wider media. WRDA carries out regular policy work and lobbies decision makers on behalf of women. We work to enhance how the women’s sector and women on the ground are communicating with all levels of government, ensuring women have their rightful say in the policies affecting them. As part of our vision to make women a visible force for change in Northern Ireland, we are actively lobbying and campaigning on issues that affect women. Despite almost 50 years of equality legislation, women continue to face barriers; we are disadvantaged in economic, political and social life and we are not properly protected from gender-based violence and misogyny.

Through our Women’s Sector Lobbyist, we work with politicians, policy makers and influencers to advocate for law and policy that promotes women’s rights and equality and for services that meet women’s needs. We take a participative, grassroots approach to this work – all women have the right to be involved in decision-making and we aim to amplify the voices of the women who engage with the women’s sector. We also provide the secretariat for the [Women’s Policy Group](https://wrda.net/lobbying/womens-policy-group/) (WPG) which is a platform for women working in policy and advocacy roles in different organisations to share their work and speak with a collective voice on key issues. In the context of the current COVID-19 crisis, it has become clear that it affects men and women differently, and in many cases deepens the inequalities women experience on an everyday basis.

As a result, the WPG developed a comprehensive 127-page long COVID-19 [Feminist Recovery Plan](https://wrda.net/wp-content/uploads/2020/07/WPG-NI-Feminist-Recovery-Plan-2020-.pdf) (FRP). The substantial amount of evidence in the plan on how women are disproportionately impacted, alongside the recommendations on how to address this, are central for a long-term response. The FRP examines the deep impact of COVID-19 on women’s economic justice, health and human rights; through analysing issues such as gender segregated labour markets, childcare, austerity, debt, rural access poverty, perinatal mental health and more. In addition, the FRP examines the impact of the pandemic on social justice issues, cultural and human rights issues, through analysing evidence on domestic violence, the lack of women’s representation in decision-making, racial justice and more.

The emergency action required, and any recovery programme put in place, must meaningfully take into consideration the institutionalised inequalities that exist for women within Northern Ireland, and must co-develop a roadmap forward with the communities affected.

**Women’s Policy Group NI COVID-19 Feminist Recovery Plan Further Development Project**

**Scope of project and terms of reference**

1. **Introduction**

The Women’s Resource and Development Agency (WRDA) is a membership organisation that supports women’s groups and networks across Northern Ireland. WRDA carries out regular policy work and lobbies decision makers on behalf of women. We work to enhance how the women’s sector and women on the ground are communicating with all levels of government, ensuring women have their rightful say in the policies affecting them, including any new hate crime legislation.

WRDA works with politicians, policy makers and influencers to advocate for law and policy that promotes women’s rights and equality and for services that meet women’s needs. We take a participative, grassroots approach to this work – all women have the right to be involved in decision-making and we aim to amplify the voices of the women who engage with the women’s sector. WRDA is the secretariat for the Women’s Policy Group (WPG) and coordinated the recent development of the WPG COVID-19 Feminist Recovery Plan. WRDA continues to work to lobby politicians and decision-makers to ensure they consider evidence from the FRP and act to mitigate against the disproportionate impact of COVID-19 on women.

1. **Context of project**

The Women’s Policy Group is a platform for women working in policy and advocacy roles in different organisations to share their work and speak with a collective voice on key issues. It is made up of women from trade unions, grassroots women’s organisations, women’s networks, feminist campaigning organisations, LGBT+ organisations, migrant groups, support service providers, NGOs, human rights groups, equality organisations and individuals. Over the years, this important network has ensured there is good communication between politicians, policy makers and women’s organisations on the ground. The WPG represents all women of Northern Ireland and we use our group expertise to lobby to influence the development and implementation of policies affecting women.

The WPG is endorsed as a voice that represents all women of Northern Ireland on a policy level. The WPG has collective expertise on protected characteristics and focus on identifying the intersectional needs of all women. The WPG membership is broad and has a deep understanding of how best to approach the impact COVID-19 is having on women in Northern Ireland. Having recently launched the comprehensive [WPG Feminist Recovery Plan](https://wrda.net/wp-content/uploads/2020/07/WPG-NI-Feminist-Recovery-Plan-2020-.pdf) (FRP), we wish to appoint a consultancy to assist with the further dissemination of this evidence and to expand upon this COVID-19 response work.

1. **Project scope**

This project would assist in further disseminating and developing the research compiled by the WPG to ensure it can be used by members to achieve the below aims:

* **Work towards the realisation of women’s equality in law and policy and the protection of women’s rights,**
* **Work towards tackling gendered economic disadvantage specifically focusing on the gender pay gap, childcare and unpaid caring and poverty,**
* **Continue to collaborate and work in partnership with the women’s sector and wider women’s movement to build women’s capacity and support their participation in public decision making and politics.**

Overall, the work of the consultancy will enable the content of the Feminist Recovery Plan to be used to increase high level political engagement, provide a voice for marginalised women impacted by the crisis, and foster further collaborative working in the achievement of this through the Women’s Policy Group. The WPG Feminist Recovery Plan has comprehensively highlighted that the impact of the ongoing pandemic will be severe on all protected groups, and this plan has used a broad range of evidence of the disproportionate impact the pandemic is having on women alongside recommendations on how to mitigate against this.

This project will enable the WPG to further disseminate the evidence and content within the plan to all relevant policymakers and elected representatives. In addition, this project should enable the WPG to obtain and present further evidence to support the plan through the documentation of engagement and collating of evidence provided by women’s centres and women’s groups across Northern Ireland.

1. **Role of the contract**
   1. **Role of contractors**

It is envisaged the project will initially last for 12 months with the possibility of extension subject to satisfactory progress being achieved on the project’s outcomes.

The contractor will be required to use the content of the WPG Feminist Recovery Plan to:

* Develop summary reports for all levels of government in NI. This is to include bespoke reports for relevant MLAs, Departments and All-Party Groups alongside summary reports for local councils, MPs and the UK government.
* Develop visual graphics and presentational materials, including printed reports, to enable the WRDA Women’s Sector Lobbyist (WSL) to present concise information from the Feminist Recovery Plan to Ministers directly.
* Assist the WSL in conducting research with women on the ground and create specific case studies of different marginalised groups of women negatively impacted by COVID-19 to compliment the evidence provided in the FRP. This will enable the WSL and WPG members to collate this content and create bespoke presentations to each of the Ministerial Departments and the Committees.
* Track all engagement from meetings and correspondence with The Executive Office (TEO), Ministers and all Departments relating to the FRP, including letters, email correspondence, outcomes from meetings and presentations and any policy developments as a result of the FRP.
* Create a live strategy document and shared resource folder for the WPG to enable monitoring the achievement of aims in the FRP, tracking all successes through policy developments, creating a timeline and monitoring all upcoming presentations to political representatives and committees and outlining potential for additional campaigning and lobbying.

The tasks outlined above for the consultancy above will enable the WSL to continue her work in collaboration with many women’s organisations, and other organisations in the voluntary and community sector, to ensure that the voices of women in NI are being heard at all levels of COVID-19 response policy making in Northern Ireland.

* 1. **Requirements for contractor**

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

* An understanding of the women’s sector in Northern Ireland.
* An understanding of gender equality and approaches to achieving this through policy.
* A strong understanding of all levels of government in Northern Ireland; including Local Councils, NI Assembly and UK Government.
* An understanding of the policy context in Northern Ireland.
* Experience of undertaking research and developing accessible evidence resources
* Experience and expertise in communications, including developing communications resources for a range of audiences in various formats (e.g. bespoke reports, presentations, visual graphics)
* Experience and expertise in developing social media content
* Experience of efficiently organising and tracking engagement with stakeholders, for example, political engagement and engagement with the wider women’s sector.

1. **General terms and conditions**

The contractor will be expected to develop a delivery plan with details of deliverable elements, timescales and targets that will be agreed with the WRDA Director.

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

* 1. **Operational arrangements**

The contractor will be able to organise and manage ongoing delivery of the project in a manner suitable to the successful contractor. The contractor will be expected to remain in regular contact with the Women’s Sector Lobbyist and provide updates as agreed. The contractor may also be invited to attend Committee/WPG meetings to present directly on progress. The contractor may also be invited to attend events organised by the Women’s Sector Lobbyist that relate to the further dissemination or development of evidence in the Feminist Recovery Plan.

In the context of ongoing alertness and regulations regarding COVID-19, the work of WRDA 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 WRDA office at 6 Mount Charles Belfast.

* 1. **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.

1. **Project Proposal**

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

Deadline for Submission of Tender is Wednesday 30th September by 5pm and it should be emailed to Anne McVicker, Director at WRDA at [anne.mcvicker@wrda.net](mailto:anne.mcvicker@wrda.net). For further information on the project, please contact Anne McVicker.

* 1. **Summary of essential elements of project proposal**

**Quality and Relevance:** Outline of how the proposal meets the project context and strengthens overall WSL 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 of the Feminist Recovery Plan to stakeholders and audiences.

**Potential for Sustainability:** Overview of how the FRP can strengthen WPG’s capacity and capability and how it can link to future strategic mainstreaming within the Programme for Government.

**Maximum Budget Available:**

£14,000 for over a 12-month period, which is paid inclusive of VAT. This may be extended subject to satisfactory achievement of project outcomes & success.

**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 WRDA and the WPG

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**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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