



TERMS OF REFERENCE

For WOMEN'S LEADERSHIP POCKETBOOK GUIDE

CALL FOR EXPRESSION OF INTEREST AND SCOPE OF WORK

About WCoZ

Women's Coalition of Zimbabwe (WCoZ) is a network of women's rights champions and organizations in Zimbabwe with national structures established in 1999. WCoZ brings women from diverse backgrounds to advocate for the attainment and enjoyment of their socio-economic and political rights and ensure that the women and girls empowerment agenda remains central to the national agenda.

Background of the Consultancy

WCoZ is implementing a project that aims to strengthen women's representation, participation and inclusion in decision making processes at local and national levels in fifteen districts of Zimbabwe. Against this background, WCoZ is inviting expressions of interest from interested consultant/s to develop a Leadership Pocket Book Guide. The pocketbook will be used as a reference book by the aspiring women leaders throughout their leadership journey, providing guidance on effective leadership, influence, transparency, accountability, and responsiveness among other key tenets of transformative leadership

Tasks under the Consultancy

In carrying out this work, reporting to the National Coordinator and under the supervision of the Project team, the consultant shall:

- Submit a detailed inception report outlining the Consultant's understanding of the assignment and the approach to be employed.
- Develop and design a Women's Leadership Pocket guide

Deliverables:

The Consultancy will be responsible for the following deliverables:

- Design and package a Leadership Pocketbook guide
- Submit a soft copy of the pocketbook reviewed and approved by WCoZ.

Duration

This is a 15 Day Consultancy, expected to begin: *To be discussed with the successful candidate.*

Expected Qualifications, experience of the Consultant

- The Consultant must possess a Masters' Degree in Development Studies, Social Sciences or any relevant fields.
- Minimum 10 years of relevant experience conducting similar work with experience in gender, women's leadership, community development

Bid Format

- Interested and experienced individuals or teams should submit an Expression of Interest (EOI) to coalitionzw@gmail.com and copy wcozprocurement@gmail.com on or before **5 September 2022**.
- The EOI must detail the Consultant's understanding of the Scope of Work, and methodological approach. It will also detail work-plan, including dates for when specific tasks will be done. The EOI should also include a detailed budget, indicating a breakdown of all costs for conducting this work such as consultancy daily rate. *The EOI must not exceed five pages.*
- Cover letter summarizing the applicant's skills and past experience relevant to conducting the outlined SOW.
- Detailed C.V(s)/resume(s), with names of three referees and their contact details (email and phone)
- At least 1 recent sample similar to that called for in this SOW for which the applicant was a lead author.