



Terms of Reference

Concept Note Writing on Gender Responsive Budgeting (GRB)

Description	Concept Note Writing on Gender Responsive Budgeting
Date	November-December 2018
Budget	FAIR
Project Code	LAOOX101
Budget Line	3.7

I. Introduction and Background:

A gender responsive budget is a budget that works for everyone: women, men, girls and boys by ensuring gender equitable distribution of resources and by contributing to equal opportunities for all. Gender-responsive budgeting (GRB) is essential both for gender justice and for fiscal justice. It involves analysing government budgets for their effect on different genders and the norms and roles associated with them, and the relationship between genders. It also involves actually transforming these budgets to ensure that gender equality commitments are realized.

Oxfam in Laos has been part of Oxfam global efforts on fiscal accountability and started doing some research and participated in regional initiatives on this regard (e.g. Even it up! Campaign). There is a global Oxfam FAIR programme that focuses specifically on fiscal accountability for inequality reduction, and that puts citizen engagement around budgeting – both revenue and spending sides – front and centre. Both FAIR and Even It Up! are putting growing emphasis on women and girls especially from marginalised groups, so that fiscal policies work to tackle inequalities more comprehensively.

Given the Lao context, Oxfam in Laos decided to start the work on Gender Responsive Budgeting as a strong entry point to work on this critical area. In doing so, it is joining a growing number of Oxfam teams and partners investing in GRB in the region and globally. It is also building on some initiatives that have already taken place in Laos regarding Gender Responsive Budgeting.

Oxfam is currently conducting a research on GRB in order to have a clear picture on the state of gender budgeting in Laos and to identify opportunities to inform the future programme development on the topic.

The specific objective of this research is to have a better understanding of the GRB initiatives in Laos, the key stakeholders and the gaps and challenges to inform the development of a programme, by:

- Analysing the current policies on the topic and their actual implementation.
- Mapping key stakeholders involved and potential role of Oxfam
- looking at how budget decisions are made, understanding the role of gender budgeting beyond the national level, including community level.

Several workshops are and will take place with relevant stakeholders (government and NPA partners) to discuss about the topic, jointly identifying challenges and ways forward. A field trip in order to gather inputs from the local and provincial level is part of this research. It is expected that the research report will be available by the 5th December.

In order to build a future programme on this topic, Oxfam in Laos is looking for an external consultant to support on project development and writing a concept note on GRB, using the findings and recommendations of the above-mentioned research.

I. Specific Objectives:

- Co-create with relevant partners a common project idea on Gender Responsive Budgeting with a clear Theory of Change in line with the Lao national context and Oxfam's FAIR Event it Up campaign.
- Write a concept note about this project to be submitted to different donors.

II. Expected Outputs:

- Review the existing literature and documents available, including the research on GRB conducted by Oxfam in Laos and Oxfam FAIR documents.
- Facilitate a consultation workshop with key stakeholders to discuss on Theory of Change on GRB in Laos
- Draft a concept note on GRB with a clear theory of Change, using EU concept note template and OiL concept note template.
- Circulation online of the draft concept notes on GRB to get feedback from key stakeholders, which include government and CSOs partners.
- Finalize a concept note and submit to OXFAM

III. Methodology:

- Desk review
- Participatory approach joins exercises or workshop with key stakeholders.

Given that there are some activities of the above-mentioned research that are taking place in November, it is critical that the consultant engages with the team to avoid overlapping and ensure coherence between both assignments.

IV. Timeline

No	Deadline	Descriptions and Activities
1	13 Nov 2018	Open advertisement for candidates
2	21 Nov 2018	Deadline to receive applications from candidates
3	26 Nov 2018	Selection of the consultant
4	28 Nov 2018	Signature of the contract
5	28 Nov – 15 Dec 2018	A concept note writing: which include desk review, joint exercise with key stakeholders, draft concept note, consolidate inputs from stakeholders
5	18 Dec 2018	Finalize and submit a concept note paper to Oxfam.

Total tentative number of days: 8 days

VIII. Consultant team: qualifications and skills needed

- External consultant or team
- Track record in analysis of related policies
- Relevant experience on Gender Responsive Budgeting
- Ability to write concept note on Gender Responsive Budgeting
- Proven experience in writing successful concept notes using EU template.

IX. Process of the selection of the consultant and expectations for proposal

Deadline for applicants by **21th November 2018**.

Proposal/offer must include methodology, tentative calendar/timeframe (if different from the suggested timeline), a quote for desired financial compensation, CV of consultant/team.

The evaluation committee will meet and select a candidate on the **26 November 2018** based on:

- Relevance of the proposal and understanding of the assignment
- Clarity on the methods used and the workplan
- Demonstrated track record on similar assignments.
- Budget and cost efficiency
- Feasibility of the work

X. Please submit all information through one of the methods noted below:

Email: recruitment.laos@oxfam.org

Physically: 98/8, Sithong Road, Ban Nongduangtai, Sikhottabong District, Vientiane, Lao PDR

Mail : PO Box 4723, Vientiane Capital, Lao PDR

For any questions regarding this advertisement, please email:

khamphy.khamvong@oxfam.org.