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DEUTSCHE ZUSAMMENARBEIT

Support to Improving Social Cohesion through Community Development Planning in 3 LGAs in North-East Nigeria

Terms of Reference (ToR) for hiring of consultant to review and make the three Community Development Plans of Biu, Kwaya Kusar and Guyuk become more Gender and Climate sensitive/responsive

1. Background

The project **"Support to Improving Social Cohesion through Community Development Planning"** is implemented across 31 wards in Guyuk LGA of Adamawa State and Biu and Kwaya Kusar LGAs of Borno State. Oxfam through National partners (CODERHI, CRUDAN and YAHARAKARI) in partnership with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, with funding from the German Federal Ministry for Economic Cooperation and Development (BMZ) and the European Union (EU).

The project aims to strengthen social cohesion and promote inclusive governance through participatory Community Development Planning (CDP) processes across thirty-one (31) wards, comprising ten (10) wards in Guyuk LGA, eleven (11) wards in Biu LGA and ten (10) wards in Kwaya Kusar LGA.

The intervention supports structured engagement between citizens and local authorities to improve transparency, accountability, participation and responsiveness in governance and development planning processes.

A key component of the project focuses on strengthening the institutional capacity of Local Government Area (LGA) political and administrative leadership to effectively lead and support inclusive governance systems and participatory planning processes that reflect the needs and priorities of women, men, youth, persons with disabilities (PWDs), and other vulnerable and marginalized groups.

The project has supported community-level structures, including Ward Development Support Committees (WDSCs), to participate in development planning and articulate community priorities. These participatory processes have contributed to the development of LGA Development Plans for Biu, Kwaya Kusar and Guyuk LGAs.

The three LGA Development Plans developed under the project provide a framework for articulating development priorities across **ten (10) sectors** in each LGA. The plans are intended to provide a basis for strengthening inclusive and participatory development planning and for linking community-identified priorities with LGA planning, budgeting, implementation and service delivery processes.

For these plans to effectively support inclusive and sustainable development, there is a need to assess the extent to which gender considerations and climate change adaptation measures are adequately reflected across the ten sectors.

Women, men, youth, persons with disabilities and other vulnerable and marginalized groups normally experience development challenges differently with many development initiative not paying attention to them nor supporting them enhance their participation and benefits. Similarly, climate and environmental changes also affect different groups and sectors in different ways with many governmental programmes not paying attention to these peculiarities. It is therefore important to ensure that the existing LGA Development Plans adequately recognize these differences and provide appropriate processes and systems to mitigate them.

Implemented By

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Against this background, the project seeks to engage a consultant/consulting firm to review the three existing project-developed LGA Development Plans, conduct a systematic gender gap analysis, assess the integration of climate-change risks and adaptation measures across the ten sectors of each plan, and recommend and incorporate practical improvements that strengthen the existing priorities. The review shall preserve the original community-identified problems and priorities while improving the clarity, gender responsiveness, climate resilience and practical usability of the plans for LGA planning, budgeting and implementation.

Based on the findings, the consultant shall incorporate appropriate gender considerations and climate-change adaptation measures into the existing plans without changing the original community-identified problems and priorities. Where appropriate and evidence-based, existing priorities may be reworded or refined so that they are clearly gender-responsive and climate-smart, provided that the substance of the community priorities is retained. Any material change that could be interpreted as introducing a new priority shall be clearly identified and agreed with the relevant stakeholders before inclusion in the final plans.

The assignment is therefore intended to **strengthen, rather than replace or develop new, LGA Development Plans**, ensuring that the plans developed through the project's participatory planning process are more gender-responsive, inclusive and climate-resilient.

2. Rationale

Participatory Community Development Planning provides an important mechanism through which communities identify and articulate their development priorities and engage with local authorities around those priorities. Through the project, participatory planning processes have supported the development of LGA Development Plans for Biu, Kwaya Kusar and Guyuk.

However, the effectiveness and sustainability of these plans depend on the extent to which they adequately respond to the different needs and circumstances of the population and emerging development challenges, including gender inequality, vulnerability and climate change.

Women, men, youth, persons with disabilities and other vulnerable and marginalized groups may have different levels of access to resources, services, opportunities and decision-making processes. If these differences are not adequately reflected in development plans, planned interventions may not achieve equitable outcomes.

Similarly, climate change can affect agriculture, livelihoods, infrastructure, health, water resources and other sectors. Climate-related impacts can also disproportionately affect vulnerable populations.

It is therefore necessary to review the existing project-developed LGA Development Plans through gender and climate lenses to identify gaps and opportunities for strengthening the plans.

The consultancy will provide an opportunity to:

- assess the gender responsiveness of the existing plans;
- identify gender gaps across the ten sectors;
- assess the integration of climate change adaptation measures;
- identify climate-related gaps across the ten sectors;
- incorporate appropriate gender considerations and gender-responsive projects;
- incorporate climate change adaptation measures and climate-smart projects; and
- strengthen the existing plans without replacing their existing structure and planning framework.

The assignment will ultimately strengthen the connection between the project's participatory Community Development Planning process and LGA development planning by ensuring that the existing plans are more responsive to diverse community needs and climate-related challenges.

3. Linkage of the Consultancy to the Project Objective, Outcomes and Outputs

The consultancy is directly aligned with the overall objective of the project, which seeks to improve social cohesion through inclusive and participatory community development planning processes between communities and Local Government stakeholders.

The consultancy will primarily contribute to **Specific Objective 1**, which focuses on improving participatory engagement and community development planning between local communities and government stakeholders towards improved socio-economic outcomes.

The consultancy will contribute directly to **Outcome 1: Improved participatory engagement and planning between local communities and government stakeholders towards improved service delivery**, particularly through strengthening the quality and inclusiveness of the existing LGA Development Plans.

It will primarily support **Output 1: Facilitate inclusive consultation, engagement and participation in problem identification, solving and needs prioritisation for target communities/wards**. Specifically, the review and strengthening of the existing plans will help ensure that the priorities and interventions identified through the participatory planning process adequately consider the needs of women, vulnerable groups and without exposing the environment to climate-related risks.

The consultancy will particularly contribute to **Output 1 Indicators 1.2, 1.3 and 1.4**, relating to the identification of priority interventions, their inclusion in LGA/state budgets, and the integration of participatory CDP priorities into LGA/state planning and budgeting processes.

The consultancy will also make a **secondary contribution to Outcome 2 and Output 2**, by providing strengthened plans that can support stakeholders in the implementation, budgeting, monitoring and tracking of community and LGA development priorities.

Overall, the consultancy will strengthen the existing LGA Development Plans for **Biu, Kwaya Kusar and Guyuk** by integrating gender-responsive and climate-smart considerations. This will provide a stronger planning and budgeting framework for addressing the needs of different population groups, responding to climate-related challenges, and supporting improved service delivery.

4. Overall Objective

The overall objective of the assignment is to strengthen the gender responsiveness, inclusion and climate resilience of the existing LGA Development Plans for Biu, Kwaya Kusar and Guyuk through systematic assessment and targeted integration of gender and climate considerations. The assignment will improve the clarity, specificity and actionability of existing priorities, projects and interventions while preserving the original community-identified problems, priorities and planning structure.

The assignment is **not intended to develop new LGA Development Plans**, but rather to review and strengthen the existing project-developed plans.

5. Specific Objectives of the Assignment

The consulting firm or individual is expected to review and strengthen the Local Government Development Plans for Biu, Kwaya Kusar and Guyuk Local Government Areas by integrating gender and climate-smart considerations, languages and terms for specificity.

The specific objectives are to:

1. Conduct a systematic gender gap analysis of the existing LGA Development Plans for Biu, Kwaya Kusar and Guyuk LGAs.
2. Assess the extent to which gender considerations and the differentiated needs of women, men, youth, persons with disabilities and other vulnerable and marginalized groups are reflected across the ten sectors of each plan.
3. Assess the extent to which climate change risks, adaptation measures and climate-smart considerations are integrated into the existing plans.
4. Identify gender and climate-related gaps, risks and opportunities and practical entry points for strengthening each sector across the ten sectors.
5. Incorporate appropriate gender considerations, language and terms and make the priorities and challengess become gender-responsive projects.
6. Incorporate relevant appropriate climate change adaptation measures and make them more climate-smart projects.
7. Ensure that proposed gender-responsive and climate-smart priorities are practical, contextually relevant and capable of informing subsequent LGA planning and budgeting processes.
8. Organize a Validation workshop after the proposed revisions with relevant LGA authorities, project stakeholders and other relevant actors.
9. Produce three validated and strengthened LGA Development Plans, together with the supporting integration matrix and final consultancy report, while maintaining the existing planning structure and community-identified priorities.

6. Scope of Work

The consultant/consulting firm will undertake a comprehensive review of each of the three existing project-developed LGA Development Plans for Biu, Kwaya Kusar and Guyuk.

The review shall cover the ten (10) sectors contained within each LGA Development Plan.

The assignment shall include the following:

6.1 Gender Gap Analysis

The consultant will:

- Perform a gender gap analysis of the LGA Development Plans for Biu, Kwaya Kusar and Guyuk.
- Assess the degree to which gender considerations are reflected across the ten sectors.
- Identify gender gaps within the development plans.
- Assess how the plans acknowledge and address the unique needs and circumstances of vulnerable groups, including men, women and persons with disabilities.
- Identify areas requiring strengthening to improve gender responsiveness.

- Apply appropriate gender analysis frameworks and tools, including methodologies such as the Gender Analysis Matrix (GAM), Moser framework, or Women's Empowerment Framework, as appropriate.

6.2 Incorporation of Gender Considerations and Projects

The consultant will:

- Incorporate gender considerations into the three existing LGA Development Plans.
- Incorporate relevant gender-responsive projects into the development plans.
- Ensure that the revised plans reflect identified gender gaps and needs.
- Formulate actionable gender-responsive recommendations to address identified gender gaps in the development plans and promote equitable outcomes.
- Where applicable, identify appropriate indicators and targets for gender-responsive priorities incorporated into the plans.

6.3 Climate Change Adaptation Assessment

The consultant will:

- Evaluate the degree to which climate change adaptation measures are integrated into the existing development plans.
- Assess existing climate-smart considerations within the ten sectors of each plan.
- Identify climate change adaptation gaps and opportunities.
- Assess relevant climate risks affecting the sectors covered by the plans.
- Assess how environmental and climate-related changes may affect different groups and disproportionately affect vulnerable populations.
- Apply appropriate climate risk, vulnerability or adaptation assessment tools to inform the assessment.
- Where appropriate, use available climate information, evidence and relevant secondary data to strengthen the analysis.

6.4 Incorporation of Climate Change Adaptation Measures

The consultant will:

- Incorporate relevant climate change adaptation measures into the existing development plans.
- Incorporate appropriate climate-smart projects into the plans.
- Promote climate-resilient practices through the revised plans.
- Ensure that proposed climate adaptation measures acknowledge and address the differentiated needs of vulnerable groups.
- Ensure that proposed climate adaptation measures are relevant to the sectors and context of each LGA.
- Assess whether proposed climate-smart priorities are sufficiently specific and actionable to inform subsequent LGA planning and budgeting.
- Ensure that the recommendations, solutions do not negatively affect the environment
- Recommend improved ways of saving/preserving the climate/environment while solving the problems of the people in the three LGAs

6.5 Integrated Gender and Climate Analysis

The consultant will ensure that gender and climate considerations are not treated solely as separate components but are appropriately considered in relation to each other.

The review should identify, where relevant, how climate-related risks, Green economy and environmental changes may affect women, men, youth, persons with disabilities and other vulnerable groups differently and how appropriate adaptation measures can respond to these differentiated impacts.

The consultant shall ensure that proposed revisions demonstrate a clear relationship between:

Identified gap/risk → affected population → proposed intervention → expected result → indicator/target, where applicable.

6.6 Stakeholder Engagement and Validation

The consultant will undertake relevant stakeholder engagement required to support the review, analysis and validation of the proposed revisions.

This shall include engagement, as appropriate, with:

- LGA political leadership;
- LGA administrative leadership;
- relevant LGA departments and sector officials;
- planning and budgeting departments;
- WDSC/LGDCC/CDPIT/community representatives;
- women and youth representatives;
- persons with disabilities and other relevant vulnerable groups;
- relevant state-level stakeholders; and
- Other stakeholders identified as necessary during the assignment.

The consultant shall ensure that stakeholder feedback is considered in finalizing the strengthened plans.

The consultant/consulting firm participate in the validation of the reviewed document to ensure they understand how the reviewed document sits with the owners of the document. This meeting will happen in each of the three LGAs where government representatives will confirm that the review still makes sense for their budgeting process. Again, the community members will be able to confirm that the review had not changed the original problems/priorities they face in their locations. They will also confirm that the review will still be usable in bringing the remedy that is useful to the community members.

7. Expected Results

The assignment is expected to contribute to the following results:

- Close all forms of gender neutralities, idneitfy and close all Gender gaps in the existing LGA Development Plans for Biu, Kwaya Kusar and Guyuk.
- Each LGA Development Plan applies clear and consistent gender-responsive and climate-resilient considerations across relevant sectors and priorities.
- Climate-change adaptation measures and climate-smart recommendations are strengthened and linked to identified risks, vulnerabilities and sector priorities.

- Boost the climate change adaptation measures and recommendation in the three LGA Development Plans.
- The development plans better acknowledge and address the differentiated needs and circumstances of vulnerable groups.
- The existing LGA Development Plans are strengthened without replacing their existing planning structure, priorities, problems, solutions and context specific approaches.
- Gender-responsive and climate-smart priorities are sufficiently specific and actionable to inform subsequent LGA planning, budgeting, implementation and monitoring.

8. Expected Outputs and Deliverables

The consultant/consulting firm will be expected to deliver the following:

Deliverable 1: Inception Report and Detailed Workplan

The consultant will submit an inception report containing:

- Understanding of the assignment;
- Proposed methodology;
- Approach to reviewing and assessing the existing LGA Development Plans;
- Approach to reviewing the ten (10) sectors within each plan;
- Approach to assessing gender responsiveness and identifying gender gaps;
- Approach to assessing the integration of climate change adaptation measures;
- Approach to stakeholder engagement and validation; and
- Detailed start-to-finish workplan for the assignment.

Deliverable 2: Gender and Climate Assessment and Integration

The consultant will undertake a gender and climate assessment of the three existing LGA Development Plans and the ten (10) sectors contained within each plan.

The assessment will identify relevant gender considerations and gaps, the needs and circumstances of women, men, persons with disabilities and other vulnerable groups, as well as gaps and opportunities relating to climate change adaptation and climate-smart development.

The findings from the assessment will be used directly to strengthen and enhance the existing LGA Development Plans. The consultant will identify and develop the necessary information, considerations, measures and projects required to address the identified gaps and integrate them into the relevant sectors of the plans.

The assessment will therefore be reflected in the strengthened LGA Development Plans rather than being treated as a separate standalone assessment report.

The assessment and integration process should inform:

- Identification of gender gaps and areas requiring strengthening;
- Identification and incorporation of relevant gender considerations;
- Identification and incorporation of appropriate gender-responsive projects;
- Identification of climate change adaptation gaps and opportunities;

- Identification and incorporation of appropriate climate change adaptation measures;
- Identification and incorporation of climate-smart projects;
- Consideration of the needs and circumstances of women, men, persons with disabilities and other vulnerable groups; and
- Strengthening of relevant sectors, priorities and proposed interventions within the existing LGA Development Plans.

Deliverable 3: Gender and Climate Integration Matrix

The consultant will develop a practical integration matrix to support the review and strengthening of the three LGA Development Plans.

The matrix should, as appropriate, show:

Existing Sector/Priority	Gender Gap	Climate Gap/Risk/ Opportunities	Proposed Gender-Responsive Adjustment	Proposed Climate Adaptation/Climate-Smart Adjustment	Indicator/Target, where applicable

The matrix will serve as a supporting tool to demonstrate how the assessment findings informed the proposed enhancements to the existing plans.

Deliverable 4: Three Strengthened LGA Development Plans

The consultant will submit the strengthened LGA Development Plans for:

- Biu LGA;
- Kwaya Kusar LGA; and
- Guyuk LGA.

The strengthened plans shall maintain the existing ten-sector structure and incorporate the agreed and relevant:

- Gender considerations;
- Gender-responsive projects;
- Climate change adaptation measures; and
- Climate-smart projects.

The consultant shall ensure that the proposed additions and revisions are relevant to the respective LGA context and are appropriately incorporated into the existing plans.

The assignment is not intended to replace or develop new LGA Development Plans. It is intended to strengthen the existing project-developed plans through the systematic integration of gender and climate considerations.

Deliverable 5: Stakeholder Validation Outputs

The consultant will facilitate and document the relevant stakeholder validation of the proposed enhancements to the LGA Development Plans.

The validation process should provide an opportunity for relevant LGA stakeholders and project staff to review the proposed gender and climate-related additions and provide inputs for finalization.

The consultant will incorporate agreed and relevant feedback into the final strengthened LGA Development Plans.

Deliverable 6: Final Consultancy Report

A final consultancy report documenting:

- Activities undertaken;
- Methodology used;
- Key findings;
- Gender gaps identified;
- Climate change adaptation gaps identified;
- Gender considerations and projects incorporated;
- Climate change adaptation measures incorporated;
- Climate-smart projects incorporated;
- Stakeholder engagement and validation;
- Key recommendations;
- Lessons learned; and
- Relevant annexes and supporting documentation.

The final report should focus on **what was assessed, what gaps were identified, what was incorporated into the plans, and how the existing plans were strengthened**, rather than reproducing the full assessment as a separate standalone report.

9. Methodology and Approach

The consultant/consulting firm shall propose an appropriate, transparent and evidence-informed methodology for undertaking the assignment, subject to agreement with the project team at inception. The methodology shall provide for a systematic review of the three existing LGA Development Plans and all ten sectors within each plan, with consistent assessment criteria across the three LGAs while allowing for context-specific differences.

The methodology should include, as appropriate:

- Desk review of the three existing project-developed LGA Development Plans;
- Review of the ten sectors within each LGA Development Plan;
- Review of relevant project information and available Community Development Planning outputs;
- Gender gap analysis of the whole documents;
- Assessment of gender responsiveness contained in the documents;
- Assessment of climate change adaptation integration as contained in the documents;
- Identification of gender and climate gaps and opportunities;
- Stakeholder consultations and engagement;
- Identification of gender-responsive projects and considerations;
- Identification of climate change adaptation measures and climate-smart projects;

- Integration of proposed measures into the existing plans;
- Validation of findings and proposed revisions; and
- Finalization of the strengthened LGA Development Plans.

The consultant should demonstrate how the proposed methodology will ensure that the unique needs and circumstances of vulnerable groups, including men, women and persons with disabilities, are acknowledged and addressed.

The methodology should also demonstrate how the consultant/consulting firm will ensure coherence between the gender analysis, climate change assessment and the proposed revisions to the existing LGA Development Plans.

The consultant/consulting firm shall ensure that proposed changes remain practical and relevant to the existing planning framework of the three LGAs.

The consultant shall maintain a revision trail or integration matrix showing, at minimum, the existing priority, identified gender and/or climate gap or risk, proposed adjustment, rationale, responsible actor where applicable, and indicator/target or means of verification where feasible.

10. Guiding Principles

The assignment shall be guided by the following principles:

- Gender responsiveness;
- Inclusion and participation;
- Equity and social justice;
- Climate resilience;
- Responsiveness to vulnerable and marginalized groups;
- Evidence-based analysis;
- Stakeholder participation;
- Contextual relevance; and
- Practical and actionable recommendations.
- **Preservation of Community Priorities:** The consultant shall not remove, substitute or materially alter community-identified problems, priorities or demands. Proposed gender and climate adjustments shall enhance the responsiveness, feasibility, inclusiveness or sustainability of existing priorities without changing their underlying intent. Where a proposed adjustment could materially alter an existing priority, the consultant shall clearly flag it for stakeholder validation and obtain agreement before incorporation.

11. Duration and Indicative Workplan

The assignment will be implemented over **19 working days** across Adamawa and Borno States.

The consultant/consulting firm shall submit a detailed start-to-finish workplan indicating activities, timelines, locations, responsible persons and deliverables.

The indicative workplan shall cover:

Activity	Description / Key Tasks	Indicative Days	Key Output
Inception and Document Review	Hold an inception meeting with the project team and relevant LGA stakeholders; review the ToR, existing LGA Development Plans, CDP/Ward Development Plans and other relevant project documents; agree on methodology, tools, workplan and deliverables.	**2 days**	Inception Report
Review of Existing LGA Development Plans and Ten Sectors	Conduct a systematic review of the existing LGA Development Plans across the ten sectors to assess the priorities, projects and interventions already included and determine the extent to which gender and climate considerations are currently reflected.	**4 days**	Review Findings
Gender Gap Analysis	Assess the plans to identify gaps in addressing the different needs, roles and vulnerabilities of women, men, girls, boys and other vulnerable groups. Examine issues such as participation, access to resources and services, decision-making and benefits from proposed interventions.	**2 days**	Gender Gap Analysis
Climate Change Adaptation Assessment	Assess the plans against relevant local climate risks and vulnerabilities, such as flooding, drought, heat, water scarcity, soil degradation and impacts on agriculture and livelihoods. Identify opportunities to strengthen climate resilience and incorporate climate-smart interventions.	**2 days**	Climate Assessment
Stakeholder Consultations	Engage relevant LGA departments, community representatives, WDSCs/LGDCC/CDPIT, traditional leaders, women, youth, persons with disabilities and other stakeholders to validate the review findings, identify additional gaps and gather recommendations for strengthening the plans.	**3 days**	Consultation Outputs
Development of Gender and Climate Gap/Integration Matrix	Consolidate findings from the document review, gender analysis, climate assessment and stakeholder consultations into a practical matrix showing identified gaps, proposed actions/interventions, relevant sectors and how the recommendations can be integrated into the plans.	**2 days**	Gender & Climate Gap/Integration Matrix
Integration of Gender Considerations and Projects	Revise relevant sections of the LGA Development Plans by incorporating agreed gender-responsive considerations, priorities and projects identified through the assessment and consultations.	**1 day**	Draft Strengthened Plans
Integration of Climate Adaptation Measures and Climate-Smart Projects	Incorporate appropriate climate adaptation measures and climate-smart projects into relevant sectors of the LGA Development Plans based on identified climate risks, community priorities and stakeholder recommendations.	**1 day**	Draft Strengthened Plans

Validation of Findings and Revised Plans	Present the assessment findings, proposed gender and climate integration measures and revised plans to project partners for review, discussion and validation. Document feedback and agreed revisions.	**1 day**	Validation Outputs
Finalization of Strengthened Plans and Final Report	Incorporate validated feedback into the revised plans and prepare the final strengthened LGA Development Plans. Document the methodology, key findings, changes made, lessons and recommendations in the final assignment report.	**1 day**	Final Strengthened Plans & Final Report
Total		**19 days**	

12. Risks and Mitigation

Potential Risk	Mitigation Measure
Limited availability of relevant stakeholders	Early coordination and scheduling with relevant stakeholders
Delays in accessing the existing LGA Development Plans and relevant project documents	Early request and coordination for access to required documents
Differences in the content and priorities of the three LGA Development Plans	Context-specific review while maintaining a consistent analytical approach
Limited availability of gender- and climate-related data	Use of available evidence and appropriate stakeholder consultation to complement the document review
Time constraints across the three LGAs	Detailed workplan and coordinated field activities
Delays in review and validation of deliverables	Early circulation of draft deliverables and coordinated review process
Inability to meet the timelines	The consultant/consulting firm to ensure near accurate time for the assignment and communicate any fear on time.
Disruption of the assignment by unplanned events and occurrences	Ensure security and situational updates are provided to mitigate any form of disruption of the plans.

The consultant/consulting firm is expected to identify additional risks during the inception stage and propose appropriate mitigation measures.

13. Consultant/Consulting Team and Required Expertise

The assignment may be undertaken by an individual consultant or consulting firm with the required expertise.

Where a consulting firm is proposed, the firm must clearly identify the proposed team members and demonstrate that the team collectively possess the required expertise.

Experts and team members

Education

A master's degree or PhD in Gender Studies, Social Science, Development Studies, Sociology, Policy and Strategic Studies, Public Policy Management, Local Government Administrative Systems, Social Protection, environmental sciences, or other related fields for the lead team member.

In casse of firm with multiple members, the other members should have a any of the above listed and other complementary education and experiences to deliver the assignment

Professional Experience and Expertise

The team is expected to have multiples of the following in the case of consulting firm:

- 5-10 years of experience in gender equality and social development with a focus on policy and program design, review, analysis, monitoring and evaluation.

- Proficiency in gender analysis frameworks and tools: experience applying methodologies like the Gender Analysis Matrix (GAM), Moser framework, or Women's Empowerment Framework to identify gender gaps, needs and impacts.
- Proven track record in conducting gender analysis and mainstreaming in national and local policies and programs.
- Familiarity with national and international gender equality frameworks: such as CEDAW (Convention on the Elimination of All Forms of Discrimination Against Women) and relevant national gender instruments.
- Experience in gender mainstreaming strategies: ability to integrate a gender lens across stages of policy and program cycles (design, planning, implementation, monitoring and evaluation).
- Understanding intersectionality: recognizing how gender intersects with other factors like age, disability, ethnicity, socio-economic status, and sexual orientation to create layered forms of exclusion.
- Ability to assess the economic impact of policies and development plans on social justice, equity and human well-being in development.
- Ability to formulate actionable gender-responsive recommendations to address identified gender gaps in development plans and policy documents and promote equitable outcomes.
- Analytical and Critical Thinking: Ability to deeply analyze policy language and community plans for subtle and overt gender implications.
- Sound experience in governance and context analysis, especially in the social and economic sectors.
- A minimum of 5 years of practical working experience and in-depth expertise in humanitarian response context or development cooperation.
- Sound understanding of social structures, cultural contexts and community dynamics in Northern Nigeria.
- Sound understanding of the budget engagement processes at the Local and State levels.
- Team Steering and team Coordination competences.
- Ability to ensure coherence and complementarity of the work output and services of the support consultant on the team.
- Competences in facilitating stakeholder dialogues and citizens' engagement.
- Leadership/management experience, 7 years of management/leadership experience as team leader or manager.
- Good understanding of northern Nigeria is a great value for quality work
- Ability to speak local languages such as Hausa, Bura are important to enhance facilitation and communication with relevant stakeholders
- Ability to work in the locations of project implementation is a good to have.

Experience in the Region/Knowledge of the Country

- Knowledge of the Governance and Administration of local government is a great value additona to the assignment
- Good socio-cultural adaptability to the contexts of the North-East sub-region of Nigeria.
- Extensive understanding of the Nigerian political systems and governance structures/context.

Language Skills

Level C2 proficiency in English and Hausa languages.

14. Roles and Responsibilities

15.1 CODERHI

CODERHI will:

- Lead coordination of the consultancy;
- Coordinate consultant selection and engagement with CRUDAN and YAHARAKARI;
- Manage the approved budget line;
- Coordinate communication with the consultant/consulting firm;
- Provide relevant project information;
- Provide access to relevant project-developed LGA Development Plans;
- Coordinate review and acceptance of deliverables; and
- Ensure appropriate financial and programme documentation.

14.2 CRUDAN and YAHARAKARI

CRUDAN and YAHARAKARI will:

- Participate in consultancy selection processes;
- Review technical and financial submissions;
- Provide contextual/project information;
- Support stakeholder engagement;
- Participate in monitoring of the consultancy;
- Provide technical/programme inputs;
- Participate in review of deliverables; and
- Support documentation and learning.

14.3 Oxfam

Oxfam will provide **strategic guidance, technical support, quality assurance and oversight**.

- Provide strategic guidance;
- Provide technical input into the consultancy approach and methodology;
- Review key deliverables;
- Ensure alignment with project objectives;
- Provide technical guidance on participatory governance, CDP and gender-responsive planning and budgeting;
- Support quality assurance;
- Participate in key review/validation stages where required; and

- Provide strategic oversight.

15. Consultancy Selection, Contracting and Engagement

The consultant/consulting firm will be selected through a joint process in collaboration with CODERHI, CRUDAN and YAHARAKARI with support from Oxfam.

The process will include:

1. Review of submitted applications/proposals;
2. Technical assessment;
3. Assessment of relevant experience and qualifications;
4. Review of methodology and workplan;
5. Review of financial proposal and value for money;
6. Joint recommendation of the preferred consultant; and
7. Engagement in accordance with applicable procurement and financial procedures.

The consultant selection and engagement process shall comply with applicable organizational procurement requirements, approved project procedures and consortium arrangements.

Where a consulting firm is proposed, the firm must clearly identify the proposed team members and demonstrate that the team collectively possesses the required expertise.

The consultancy contract will be managed by the organization designated under the approved consortium arrangement and applicable financial procedures.

16. Supervision and Reporting

The consultant will work under the overall operational coordination of the Consortium partners CODERHI, CRUDAN and YAHARAKARI.

The designated CODERHI focal person will serve as the primary day-to-day contact for the consultant/consulting firm with CRUDAN, YAHARAKARI and Oxfam in the loop.

The consultant/consulting firm will submit all agreed deliverables through the designated coordination mechanism for review and acceptance.

The consultant/consulting firm will be expected to respond to consolidated technical comments, feedback and suggestions provided by the consortium and incorporate agreed revisions into the final deliverables.

17. Budget and Financial Responsibility

The consultancy is covered under an approved CODERHI project budget line.

CODERHI will therefore coordinate the financial management of the consultancy fee in accordance with applicable financial procedures and the approved project budget.

The consultant's professional fees and approved reimbursable costs must remain within the approved budget.

All expenditure shall comply with applicable procurement, financial documentation and tax requirements.

18. Mode of Payment and Payment Milestones

Payment will be made against satisfactory completion and acceptance of agreed deliverables.

Milestone	Payment Trigger	Percentage
Milestone 1	Submission and satisfactory approval of the **inception report, with proposed methodology, contextual review, presentation of team members, initial review of the existing LGA Development Plans for Biu, Kwaya Kusar and Guyuk, review approach for the ten sectors, and detailed start-to-finish workplan**.	**30%**
Milestone 2 – Final	Submission and satisfactory approval of the **gender gap analysis of the three LGA Development Plans; climate change adaptation assessment; gender and climate gap/integration matrix; incorporation of agreed gender considerations and gender-responsive projects; incorporation of climate change adaptation measures and climate-smart projects; stakeholder validation outputs; three strengthened LGA Development Plans; presentaion of draft work for review and incorporation of the suggestion into each of the three documents and sumission of final consultancy report along with the strengthened CDPs**	**70%**
Total		**100%**

Payment Conditions

1. Each payment will be subject to satisfactory completion and formal acceptance of the corresponding deliverables.
2. CODERHI will coordinate payment in accordance with the approved financial procedures and the signed consultancy contract.
3. Oxfam and consortium partners may provide technical comments and quality-assurance inputs on relevant deliverables.
4. Payments will be subject to applicable statutory deductions, including withholding tax where applicable.
5. No payment will be made for an incomplete or unsatisfactory deliverable until the required revisions have been completed and accepted.
6. The final 70% payment will only be made upon satisfactory completion and acceptance of all agreed consultancy deliverables.

19. Ownership, Confidentiality and Use of Deliverables

All reports, analyses, revised LGA Development Plans, matrices, data, documentation and other outputs produced under this consultancy shall be treated as project deliverables and shall be made available to the consortium in accordance with the terms of the consultancy contract.

The consultant shall maintain appropriate confidentiality regarding information and documents accessed during the assignment.

The consultant shall ensure that information obtained through stakeholder engagement is handled responsibly and in accordance with applicable confidentiality, safeguarding and ethical requirements.

No part of the project documents shall be used for purposes outside the contract without obtaining approval from the consortium

No data from the stakeholders, communities and government shall be used in manners not approved unless such data had been in the public domain prior to this assignment.

20. Safeguarding, Gender and Inclusion

The consultant will comply with applicable safeguarding, PSEA, gender, inclusion, confidentiality and ethical requirements throughout the assignment.

The consultant is expected to ensure that engagement with stakeholders is conducted in a manner that respects dignity, confidentiality, participation and inclusion.

The consultant shall ensure that the review and strengthening of the LGA Development Plans adequately considers the unique needs and circumstances of vulnerable groups, including men, women and persons with disabilities.

21. Application Process

Interested and qualified consultants/consulting firms are expected to submit:

I. Expression of Interest and Technical Proposal

Including:

- Understanding of the assignment;
- Proposed methodology;
- Approach to reviewing and analysing the existing LGA Development Plans;
- Approach to reviewing the ten sectors within each plan;
- Approach to gender gap analysis;
- Approach to assessing climate change adaptation integration;
- Approach to incorporating gender considerations and gender-responsive projects;
- Approach to incorporating climate change adaptation measures and climate-smart projects;
- Approach to stakeholder engagement and validation; and
- Approach to delivering the required outputs within the 19-working-day assignment.

II. Financial Proposal

A detailed breakdown of financial proposal showing:

- Professional fees;
- Approved logistical/operational costs where applicable;
- Applicable taxes; and
- Other relevant costs.

III. Accompanying Documents

- Registration documents with relevant government agencies;
- SCUML certificate;
- Tax clearance or TIN documents;

IV. Request for Quotation

A completed RFQ form with applicable withholding tax properly reflected/deducted.

V. Professional CV(s)

Recent CV(s) highlighting relevant qualifications and experience of team members.

VI. Detailed Workplan

A start-to-finish workplan covering the 19-working-day assignment across Adamawa and Borno States. This is subject to reality practiability of the assignment

VII. Evidence of Similar Assignments

- Report of a previously completed assignment;
- Certificate of job completion from the other organization(s);
- Evidence of at least one relevant previous assignment, preferably involving government institutions, local government leadership, participatory planning, CDP, gender-responsive budgeting or governance strengthening.

22. Coordination and Approval

This ToR provides the framework for the engagement, implementation, supervision and management of the consultant.

The assignment will be implemented collaboratively by **CODERHI, CRUDAN and YAHARAKARI**, with **CODERHI providing overall operational responsibility and managing the approved budget line**, while **Oxfam provides strategic guidance, technical support, quality assurance and oversight**.

The consultant will work closely with the consortium and relevant LGA and state authorities to ensure that the assignment contributes to the institutionalization of inclusive and participatory governance, gender-responsive planning and budgeting, citizen engagement and sustainable Community Development Planning.

Submitted By:
Name: Alfred Buba
Position: Programme Officer
Sign:
Date 24/9/2026

Reviewed By:
Name: Mr. Mamman Pumta
Position: Director of Programmes
Sign:
Date:24/9/2026

Approved By:
Name: Jummai Y. Mbaya
Position: Executive Director
Sign:
Date :24/9/2026

Implemented By

giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
OXFAM
Yaharakari Foundation
CODERHI
CRUDAN