

Call for Applications and Terms of Reference

for the role of National Mentor in the
International Training Programme (ITP):

Gender Mainstreaming

Number of National Mentors wanted in this call:

One (1) in **Zambia**

Duration of assignment:

Approximately 18 months starting in February 2022 (with possibility of extension for two additional cohorts of 18 months).

Character of assignment: The Mentors' main responsibility is to support the participants in their change processes during the length of the ICLD training programme. Support means to act as a sounding board and a "critical friend" to the participants to shape the change processes from the perspective of their competence. The Mentor shall also encourage the use of various process tools given by ICLD during workshops during their feedback to the participants. The mentoring is primarily done through e-mail and/or telephone conversations. The Mentor should be available for e-mail questions, telephone and zoom consultations in between ICLD workshops. The change processes, which are implemented in teams of 3, are related to a challenge/problem regarding gender equality in the participants' organization.

Additionally, the Mentor shall meet with the participants individually three times during an 18-months training period. The Mentor shall also participate in Inception, Follow Up and Final workshops arranged by the ICLD. The dates for the workshops shall be communicated to the Mentor three-months prior to the event. The Mentor is the direct link between ICLD, the participants and their change process. A regular update in the form of a tertiary report (every four months) is required from each Mentor.

Qualifications:

- Good knowledge of gender equality issues, preferably with experience from gender mainstreaming a local government context
- Experience in planning, implementation and follow up of projects, preferable with knowledge in the Logical Framework Approach (LFA)

- Encouraging your teams with self-reflection and utilization of tools
- Helping your teams identify areas for development
- Good knowledge and understanding of the national context from a development perspective and the Agenda 2030
- Experience as educator with an excellent command of the national language and of English
- Assisting ICLD during workshops, feed-back sessions, etc.
- The calculated time spent on this assignment is approximately 25 days over the 18 month-period.

Remuneration:

Submit the expected salary for the above-mentioned tasks with your application. All travel and accommodation costs for necessary workshops, as well as domestic travel outside of the workshops are paid by ICLD.

How to apply:

Interested applicants should send a CV and a letter of interest including answers to the Mentor questions here below, to anne.scheffer-leander@icld.se before **10 December**. Shortlisted applicants will be contacted for a Zoom interview in December.

Mentor questions (max 3500 characters):

1. Why did you choose to apply to be a Mentor?
2. Describe your experience working with gender equality, democracy and good governance?
3. In your understanding, what are the strengths and challenges for local governments to work with gender equality in their local communities in your country in your understanding?
4. How do you envision that you want to work with and support the teams assigned to you?
5. How will you and your experience help the teams to implement sustainable change in their municipality/district?
6. Describe your experience working in a developmental context and the Agenda 2030.

Questions:

Programme manager Anne Scheffer Leander,
tel +46 498-29 91 88, e-mail anne.scheffer-leander@icld.se
or Programme Director Karin Melin,
tel +46 498-29 91 83, e-mail karin.melin@icld.se

International Training Programme *Gender Mainstreaming*

BACKGROUND

International Training Programmes (ITPs) are used as one of the tools in Swedish global development policy to alleviate poverty. In co-operation with The Swedish International Development Cooperation Agency, Sida, the International Centre for Local Democracy (ICLD) offers ITPs as one of several methods to support institutional and capacity development at the local level in low- and middle-income countries. The ITPs are specially designed to meet the needs for capacity and competence development in co-operation countries and to support Sweden's development goals. The long-term perspective of the programmes is intended to contribute to strengthening institutional capacity in the participant countries.

The training programme is organized by ICLD and is open to applicants from Kenya, Tanzania, Uganda, and Zambia. It is designed for professionals who work actively with topics related to gender equality, local development, and management and who hold positions in their institutions with a mandate to run processes of change. The methodology assumes that the organization wishes to become more sustainable and is willing to invest its own resources to achieve changes. Training is focused on support to change processes. The change process should be well established in the team's organization and is a basic part of the programme concept.

PROGRAMME OBJECTIVE

The main objective of the programme is strengthened capacity of local governments to mainstream gender equality in a sustainable and inclusive way. The programme seeks to enhance the capacity of individuals as well as organizations. It aims to provide inspiration, approaches and tools that are effective and useful in the local context and ultimately lead to improved health, safety, comfort, and quality of life for people living in urban areas.

After completing the programme, the participants are expected to:

- understand the importance of good governance for equitable service delivery
- have tools and knowledge to gender mainstream their daily work
- understand how to manage change through multi-stakeholder and multi-level collaboration
- make use of the gender mainstreaming methodology to improve the quality and outcome of *change processes*
- good understanding of the Agenda 2030 and how to turn the global agenda into local action
- carry out a change process using the gender mainstreaming method
- have an improved competence to conduct gender equality assessment on policies
- Institutionalize gender equality to provide gender equal services to its citizens
- have in-depth knowledge of strategic planning connected to gender mainstreaming

- have improved skills as a “change agent” in initiating and implementing institutional change
- improved their capacity to support equity and inclusion, participation, transparency, and accountability in the local governance.

CONTACT INFORMATION

Programme organizer: Swedish International Centre for Local Democracy (ICLD)

The address for all communication is:

International Centre for Local Democracy
P.O Box 1125
SE-621 22 Visby, Sweden
Telephone: +46-498 29 91 00
website: www.icld.se

Contact persons for the programme are:

Anne Scheffer Leander
Programme Officer
ICLD
E-mail: anne.scheffer.leander@icld.se