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Organization for Women in Science for the Developing World

Organization for Women in Science for the Developing World (OWSD)

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Terms of Reference (ToR)
Senior Consultant: OWSD National Chapter Data Collection, Monitoring & Evaluation

Project: Gender-Inclusive Science Institutions and Systems (GenSIS)
Implementing Partners: UNESCO – Organization for Women in Science for the Developing World (OWSD), with IDRC
Level: Senior Consultant
Duty Station: Remote; periodic travel to participating countries and project events
Duration: 11 months, January 2027 – December 2027

1) Background

The Gender-Inclusive Science Institutions and Systems (GenSIS) project will operate by establishing Gender in Science (GiS) Committees in up to 15 countries across Africa, Latin America and Asia. Working primarily with the Organization for Women in Science for the Developing World (OWSD) in collaboration with UNESCO's Science, Technology and Innovation Policy (STIP) Section, the project combines the mapping and collection of rigorous, comparable gender-in-STEM data, capacity building, and policy engagement to drive institutional reform. A robust, participatory Monitoring, Evaluation and Learning (MEL) approach will underpin adaptive management, support evidence-driven adjustments, strengthen institutional learning and promote structured cross-country knowledge exchange.

2) Purpose of the Consultancy

Coordinate and assure the quality of data collection and MEL exercises across the ongoing pilot/2026 cohort and the new 2027 cohort of participating countries. Support National Chapters in establishing GiS Committees through webinars and online or in-person workshops, guide National Chapters and GiS Committees in accurate reporting, edit and contribute to cross-country reports, synthesise key findings. Provide action points for follow-up in 2027, and ensure that reports and briefs are adapted, where necessary, to be accessible to policymakers.

3) Scope of Work / Key Responsibilities

- Refine and update the standardized gender-in-STEM data and evidence collection framework, operational guidance and country tools, drawing on lessons from the pilot and 2026 cohort and ensuring cross-country comparability.

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- Coordinate national data collection exercises across GiS Committees and ensure data quality, ethics and data protection standards.
- Adapt survey/interview instruments to local contexts while ensuring methodological comparability.
- Design and deliver virtual/in-person trainings and mentoring on data management, analysis and evidence use for participants in data collection exercises.
- Update and refine the MEL framework, including indicators, progress markers, data sources, tracking arrangements and initial KPIs, based on implementation experience and emerging evidence.
- Facilitate structured peer learning and cross-country exchange among pilot, ongoing and new-cohort countries, capturing transferable practices and implementation lessons, including through two in-person workshops for the GiS Committees (location to be confirmed) and related peer-learning activities.
- Develop tracking tools (quantitative/qualitative) and produce monitoring analyses and learning notes.
- Provide technical discussions and training to National Chapter representatives on the preparation of country case studies, and provide feedback and edits on drafts submitted.
- Provide technical review and feedback on country evidence reports, identify evidence gaps and guide the use of targeted interviews, focus groups or other qualitative methods where these are needed after the initial indicator and survey evidence has been assessed.
- Contribute to briefs and presentations.
- Report on regional workshops as relevant.

4) Deliverables & Indicative Timeline

Deliverable	Due
1) Inception note setting out the consultancy	Within 2 weeks of contract start
2) Workplan, priorities for the ongoing and new cohorts, data collection and MEL approach, and QA arrangements and facilitation of a GiS Committee workshop and preparation of related workshop materials	By January 2027

3) Country coordination and quality assurance notes, documenting technical support provided, issues identified and recommended follow-up actions. MEL per country.	By February 2027
4) Monthly monitoring briefs and contributions to quarterly and annual reporting, synthesising implementation progress, emerging issues and follow-up actions	March, April, May and June 2027
5) Facilitation of a second GiS Committee workshop and preparation of related workshop materials, where the workshop is scheduled during the consultancy	By June 2027
6) Draft cross-country synthesis for the first cohort, based on available country evidence and implementation experience	By July 2027
7) Technical review and synthesis of country evidence and implementation outputs, including feedback on relevant country products submitted during the consultancy	By August 2027
8) Updated and finalised MEL framework, including the definition of initial KPIs, indicators, progress markers, data sources and tracking arrangements, based on implementation experience and emerging evidence across participating countries	By September 2027
9) Cross-country comparative synthesis of available evidence, implementation lessons and transferable practices across participating countries	By October 2027
10) Final consolidated consultancy report, synthesising activities undertaken, key findings, lessons and recommended follow-up actions	By November 2027

5) Required Qualifications & Competencies

- Advanced degree in gender studies, STI policy, political science, social statistics, development or related field.
- 10+ years' experience in in gender/education/STI or development, research design, data collection and MEL
- Proven quantitative and qualitative methods expertise; indicator design; analysis and visualization.
- Track record in capacity building and facilitation across multi-country projects.
- Excellent coordination, stakeholder engagement and concise reporting skills (English).
- Desirable: UNESCO/IDRC/UN experience; Spanish and/or French; South–South cooperation profile; demonstrated Gender Equity and Inclusion commitment.

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6) Reporting & Collaboration

Reports to the OWSD Programme Coordinator, with technical alignment to UNESCO's STIP Section. Works closely with OWSD programme staff and Regional Coordinators; engages GiS Committees, Science Granting Councils, OWSD National Chapters and relevant UNESCO Field Offices.

7) Remuneration & Proposal Submission

Applicants must submit a Technical and Financial Proposal including: (i) methodology and workplan; (ii) CV; (iii) proposed daily/hourly rates by workstream (e.g., tool refinement; training/facilitation; data QA/analysis; reporting; travel days); and (iv) availability and references. UNESCO will evaluate proposals on technical quality, approach, experience, DEI commitment, and price.

8) Compliance & Ethics

All activities must comply with UNESCO/IDRC ethical standards for research involving human participants, data protection, safeguarding, and inclusive, gender-responsive practices.

Annex A: Short Advert Text (for public call)

UNESCO/OWSD seeks a Senior Consultant (Data Collection, Monitoring & Evaluation) to coordinate multi-country gender-in-STEM data collection and MEL exercises for the GenSIS project. Duration 11 months. Remote with travel. Remuneration commensurate with experience and UNESCO rules; contracted on deliverables.

Applicants should submit as separate documents: 1) Technical proposal (max 6 pages) with methodology, workplan and risk/QA approach; 2) CV (max 4 pages); 3) Financial proposal with proposed daily/hourly rates by workstream (tool refinement; training; data QA/analysis; reporting; travel days). Selection is based on technical quality, experience, DEI commitment and price. Only shortlisted candidates will be contacted.