



TERMS OF REFERENCE (TOR)

Consultancy for the Domestication of the National Women's Economic Empowerment Policy in Zamfara State

1. Background

Women Environmental Programme (WEP) is a non-governmental, non-profit organization established in 1997 to address environmental and social injustices, promote good governance, and advance gender equality, with a strong focus on women, children, and persons with disabilities. Over the years, WEP has expanded its work to include climate change, peace and security, governance, and women's economic empowerment at national and sub-national levels.

Under the WomenPower2030: Feminist Accelerate Action for Sustainable Development Project, WEP is supporting initiatives that strengthen women's economic empowerment and gender-responsive governance in Nigeria. As part of this effort, WEP is implementing the project titled "Promoting Women's Economic Empowerment in Zamfara State", aimed at providing technical support to the Zamfara State Government to domesticate the National Women's Economic Empowerment (WEE) Policy.

Following advocacy visit by WEP to Zamfara State Ministry of Women Affairs and Social Development and consultations with other relevant stakeholders, political commitment has been secured to initiate a structured process for the domestication of the National Women's Economic Empowerment (WEE) Policy at the state level, WEP seeks to engage a qualified consultant to provide technical expertise to support the domestication of the National Women's Economic Empowerment Policy in Zamfara State through an inclusive, participatory, and government-led process.

2. Purpose of the Consultancy

The purpose of this consultancy is to provide technical support for the domestication of the National Women's Economic Empowerment Policy into a context-specific, implementable, and government-owned Zamfara State Women's Economic Empowerment Policy, with clear institutional arrangements, implementation strategies, and accountability mechanisms.

3. Objectives of the Assignment

The specific objectives of the consultancy are to:

1. Support the Zamfara State Government to domesticate the National Women's Economic Empowerment Policy in line with the state's socio-economic realities and development priorities.
2. Conduct a situational and policy analysis on women's economic empowerment in Zamfara State, identifying gaps, challenges, and opportunities.
3. Facilitate inclusive and participatory stakeholder consultations to ensure broad ownership of the policy process.
4. Develop a comprehensive policy framework that promotes:
 - a. Women's economic empowerment and access to livelihoods.
 - b. Inclusive governance and participation.
 - c. Gender equality and social inclusion.
 - d. Climate-resilient and environmentally sustainable economic opportunities.
5. Propose practical implementation, coordination, monitoring, evaluation, and accountability mechanisms for effective policy execution by the State Government.

4. Scope of Work

Under the overall supervision of Women Environmental Programme and in close collaboration with the Zamfara State Ministry of Women Affairs and Social Development, the consultant will undertake the following tasks:

a. Desk Review

Review relevant documents, including but not limited to:

- National Women's Economic Empowerment Policy.
- Relevant federal and state gender, economic, and development policies.
- International and regional frameworks on women's economic empowerment and gender equality.
- Existing studies, reports, and data relevant to women's economic participation in Zamfara State.

b. Situational and Stakeholder Analysis

- Conduct a situational analysis on the status of women's economic empowerment in Zamfara State.
- Identify key barriers, gaps, risks, and enabling factors affecting women's economic participation.
- Map relevant stakeholders, institutions, and existing initiatives at state and local government levels.

c. Stakeholder Consultations

- Support and facilitate structured consultations with key stakeholders, including:
 - Relevant Ministries, Departments, and Agencies (MDAs).
 - Civil society organizations and women-led groups.
 - Traditional and religious institutions.
 - Private sector.
 - Academic and development partners.
- Incorporate inputs from a large-scale stakeholder consultation and validation meetings organized by WEP.

d. Policy Development

- Draft a Zamfara State Women’s Economic Empowerment Policy aligned with national priorities and local realities.
- Develop a clear implementation framework outlining roles, responsibilities, timelines, and coordination mechanisms.
- Propose monitoring, evaluation, and accountability structures to support effective implementation.

e. Validation and Finalization

- Support the policy review and validation process.
- Incorporate feedback from technical experts and stakeholders.
- Produce a final, government-ready policy document suitable for approval by the State Executive Council.

5. Key Deliverables

The consultant will be expected to deliver the following:

1. Inception report and detailed work plan.
2. Situational and policy analysis report.
3. Draft Zamfara State Women’s Economic Empowerment Policy.
4. Stakeholder consultation and validation reports.
5. Final Women’s Economic Empowerment Policy (editable and print-ready versions).

6. Duration of the Assignment

The consultancy is expected to be completed within 4 months from the date of contract signing, in line with the project timeline and agreed milestones.

7. Reporting and Coordination

The consultant will report to the Programmes Department of Women Environmental Programme (WEP) and work closely with the Zamfara State Ministry of Women Affairs and Social Development throughout the assignment. Regular progress updates will be provided as agreed.

8. Required Qualifications and Experience

The consultant should possess the following qualifications and experience:

- Advanced degree in Gender Studies, Development Studies, Economics, Public Policy, Social Sciences, or related fields.
- Minimum of 5–7 years' experience in policy development, policy domestication, or gender-responsive governance.
- Demonstrated expertise in women's economic empowerment and gender equality programming.
- Proven experience facilitating inclusive, multi-stakeholder policy processes.
- Strong analytical, research, and policy writing skills.
- Experience working with government institutions and civil society organizations.
- Evidence of compliance with relevant government laws and regulations (legal registration, tax payment, not involved with fraud, etc)
- Female consultants are strongly encouraged to apply.

9. Application Procedure

Interested consultants are required to submit the following documents to :

- Technical proposal outlining understanding of the assignment, methodology, and work plan
- Financial proposal
- Curriculum Vitae of the Lead Consultant and other team members
- Evidence of similar or relevant assignments
- Cover letter
- Applications should be submitted via email to procurement@wepnigeria.net, with "Zamfara WEE Policy - NAME OF CONSULTANT" as the email subject.
- Deadline for submitting applications is 26th January 2026.