

**Terms of Reference - PWC Stakeholder Mapping Tool Data Collectors**

**1. Organizational Background**

Westminster Foundation for Democracy (WFD) is the UK public body dedicated to supporting democracy around the world. WFD works with parliaments, political parties, and civil society groups as well as on elections to help make countries’ political systems fairer and more inclusive, accountable and transparent. WFD’s initiatives include: helping protect women from violence in the Middle East, making politics more inclusive in Africa, consolidating democratic institutions in Asia and building trust in democracy across the Western Balkans.

**2. Introduction**

Since 2018, the Scottish National Party's office of the Westminster Foundation for Democracy (SNP-WFD) has provided support towards members of the Parliamentary Women's Caucus, and coordinated with relevant stakeholders to create a conducive environment for women's active political participation. The SNP-WFD Malawi Programme has provided support towards Malawi’s Parliamentary Women’s Caucus through a variety of activities, which have included; a) organizing training workshops to enhance the skills of members, and the functionality of the Parliamentary Women’s Caucus as a whole, (b) strengthening the visibility of women in leadership, (c) engaging in election monitoring exercises to determine the integrity of electoral processes, (d) engaging in research studies to analyze women’s political participation in Malawi in efforts to facilitate a conducive socio-political environment for women’s leadership, and (e) liaising with political party leaders to improve intra-party environments.

In December 2020, Malawi’s Parliamentary Women’s Caucus participated in the pilot launch of the ABLE toolkit; a toolkit that aims to provide female legislators with key insights into building alliances, bridging with civil society, lobbying and educating in order to push through gender-responsive legislation. In order for female MPs to effectively apply the key facets of this tool, they require support in being able to identify key stakeholders at the constituency, district and national level that could further their efforts in advocating and lobbying for gender-responsive legislation.

In order to further these efforts, the SNP-WFD Malawi Programme enlisted the support of the National Programs Manager from the National Initiative for Civic Education to develop a country-specific PWC Stakeholder Mapping Tool for female MPs to ably apply the insights from the ABLE. After conducting the baseline study, a number of key issues emerged; these include but not limited to the need to conduct a resource mapping exercise, voter targeting exercise, voter resource needs and an altitude survey. It is against that background that it has pleased SNP-WFD to in cooperate these issues and carry out the exercise in the months of November and December 2022, respectively.

**3.. Objective of the Assignment**

The SNP-WFD Malawi Programme, through the Center for Civil Society Strengthening (CCSS), is seeking data collectors to collect data in selected constituencies for a period of 5-8 days.

**4. Scope of Work/Major Responsibilities**

1. Collect data using questionnaires and/or interview guide prepared for the Stakeholder Study survey
2. Conducting him/herself in a respectful manner, while undertaking assignment, this includes not divulging any information from the said exercise to any other persons, or his/her agents. Thus, information with which the Enumerator has access to will be treated with strict confidentiality.
3. Adhere to agreed time-frames with regard to all activities outlined in section 3 above.
4. Responsible for own food and accommodation throughout the duration of the survey.
5. Responsible to compile notes and report documenting the undertaken assignment
6. Provide regular updates on progress and challenges as seen as necessary.

**5. Expected Deliverable**

1. A report on findings from Stakeholder Mapping (what is available? what is not available? what should the Women MPs maximize on? what are voter’s needs? what are the voter’s attitudes).
2. Updated Stakeholder Mapping, voter attitudes, resource maps.

**6. Timeframe**

This work will be conducted between November and December, 2022.

**7. Required Profile:**

Knowledge and Expertise:

* Knowledge and understanding of constituency localities, and community structures in Malawi.
* Good understanding of issues relating to women in leadership/politics.
* Familiarity with stakeholder mapping techniques in different contexts.
* Good understanding of the district council situation in Malawi
* Able to exercise professionalism
* Should be a team player

Education and Experience:

* A relevant Degree, with experience in data collection.
* Able to use tablets
* Experience working in a multicultural environment and NGO.

Skills and Abilities:

● Excellent written, verbal, organizational, analytical and interpersonal skills – Fluency in written and spoken English and Chichewa.

* Must possess analytical skills.
* Must not hold strong political biases.
* Must demonstrate good ethical standards.

Interested applicants for this assignment are requested to apply through:

**Centre for Civil Society Strengthening (CCSS),**

**P.O Box 3227,**

**Lilongwe.**

Or through email**:** [**info@ccssmalawi.org**](mailto:info@ccssmalawi.org)

on or before the 7th November,2022. Applicants must submit the following or the application will not be considered:

* Cover letter
* CV
* A copy of their academic papers.