

SCOPE OF WORK

Consultancy for Developing a Policy Paper on Advancing Women's Role in Peace and Security **Background**

Founded in 1933, the International Rescue Committee (IRC) (www.rescue.org) is a world leader in relief, rehabilitation, protection, post-conflict development, resettlement services, and advocacy for those uprooted or affected by violent conflict and oppression.

Globally, the Women, Peace, and Security (WPS) agenda, anchored in UN Security Council Resolution 1325 and related resolutions, recognizes the essential role of women in peacebuilding, conflict prevention, and post-conflict reconstruction. Despite international commitments, women's meaningful participation in peace and security processes remains limited in many contexts, including Iraq.

The IRC Iraq Country Program seeks to commission a consultancy to develop a policy paper that provides evidence-based recommendations to advance women's role in peace and security. The policy paper will inform policymakers, civil society actors, and other relevant stakeholders on strategies to strengthen women's participation and influence in decision-making spaces.

Objectives of the Consultancy

The main objective of this consultancy is to produce a comprehensive, actionable, and evidence-based policy paper on advancing women's role in peace and security. Specific objectives include:

1. Analyze current barriers and opportunities for women's participation in peace and security processes.
2. Review the best international practices, lessons learned, and normative frameworks supporting WPS.
3. Identify actionable recommendations for policymakers, civil society, and relevant actors to enhance women's engagement in peace and security.
4. Provide a roadmap for integrating gender considerations into peacebuilding and security policies and programs.

Scope of Work

The consultant/company will be responsible for:

1. Conducting a desk review of relevant national, regional, and international WPS policies, reports, and literature.
2. Mapping key stakeholders, including government institutions, women's organizations, civil society, and international actors.
3. Conducting key informant interviews (virtual or in-person) with relevant stakeholders.
4. Analyzing barriers, opportunities, and gaps in advancing women's participation in peace and security.
5. Drafting a policy paper (approximately 20–25 pages, excluding annexes) that is evidence-based, policy-relevant, and aligned with international standards.
6. Developing a set of clear, actionable recommendations tailored to the national/regional context.
7. Producing an executive summary (2–3 pages) and a presentation summarizing key findings and recommendations.

Deliverables

The consultancy will deliver:

Deliverable	Description	Timeline
Inception Report	Outline methodology, work plan, and stakeholder mapping	Week 2
Draft Policy Paper	Comprehensive draft with initial findings and recommendations	Week 6
Final Policy Paper	Incorporating feedback from IRC and key stakeholders	Week 10
Executive Summary & Presentation	Summary of key findings and recommendations for dissemination	Week 11

Period of Performance

The consultancy is expected to be completed within **10–12 weeks** from the start date. Exact start and end dates will be agreed upon with the selected consultancy.

Place of Performance

The consultancy can be performed remotely, with stakeholder consultations conducted virtually or in Baghdad, Iraq, as necessary.

7. Work Requirements

1. **Research and Analysis:** Conduct desk review, interviews, and analysis.
2. **Drafting:** Prepare high-quality, evidence-based policy paper and supporting documents.
3. **Stakeholder Engagement:** Consult relevant stakeholders for input and validation.
4. **Monitoring and Evaluation:** Ensure deliverables meet agreed quality standards and provide actionable insights.

Acceptance Criteria

The policy paper and associated deliverables will be considered acceptable if they:

1. They are evidence-based and well-researched.
2. Provide actionable, practical recommendations.
3. Align with international WPS standards and the Iraqi context.
4. Are delivered on time and in the agreed formats (Word, PDF, PowerPoint).

Consultant/Company Qualifications

The ideal consultancy company should demonstrate:

1. Proven experience in gender, peace, and security programming, policy analysis, or related fields.
2. Strong knowledge of WPS frameworks, UNSCR 1325, and related international standards.
3. Experience in policy paper development, research, and stakeholder consultations.
4. Strong analytical, writing, and communication skills.
5. Familiarity with the Iraqi context is strongly preferred.

Application Requirements

Interested consultancy companies should submit:

1. Technical proposal detailing approach, methodology, and work plan.
2. Financial proposal indicating consultancy fees and anticipated costs.
3. CVs of key personnel or consultancy team.
4. Examples of previous policy papers or relevant work.

Evaluation Criteria

Criteria	Weight
Understanding of WPS and consultancy objectives	30%
Proposed methodology and work plan	30%
Relevant experience and team qualifications	30%
Cost-effectiveness	10%

Require documents to be submitted:

For companies:

- 1- Business registration and latest tax clearance.
- 2- Fill out the VIF (vender Information Form), sign and stamp all pages.
- 3- Technical proposal
- 4- To provide documents (such as **contracts or purchase orders**) demonstrating previous experience with INGOs/NGOs in delivering similar services/trainings.
- 5- Submit a detailed financial proposal, including a breakdown of costs for each topic, venue, meals, and refreshments.
- 6- Clearly specify your payment terms and preferred method of payment.

For individuals:

- 1- Fill out the VIF (vender Information Form), sign all pages.
- 2- Technical proposal
- 3- To provide documents (such as contracts or purchase orders) demonstrating previous experience with INGOs/NGOs in delivering similar services/trainings.
- 4- Submit a detailed financial proposal, including a breakdown of costs for each topic, venue, meals, and refreshments.
- 5- Clearly specify your payment terms and preferred method of payment.

If interested, please send your documents listed in SOW to: IRCIraq.TenderBox1@rescue.org No later than Monday, November 3ed, 2025 .

If you have any questions, please send email to: IQ-Tenders@rescue.org no later than Wednesday October 30th.2025.

Offers to supply will not be accepted after **Monday, November 3ed, 2025 .**