

Terms of Reference: Gender Analysis Consultant

About Diakonie Katastrophenhilfe (DKH)

Diakonie Katastrophenhilfe is the humanitarian aid agency of the Protestant Churches in Germany, based in Berlin. It offers global assistance through partner organizations to people affected by natural disasters, conflicts, and displacement, providing food, livelihoods, and protection.

The organization is committed to adhering to the Humanitarian Principles, its Code of Conduct, and is a signatory of the Charter4Change and a member of ACT alliance. Diakonie Katastrophenhilfe tailors its assistance to local conditions by considering the economic, social, and political contexts of each country or region and, as a member of the ACT Alliance, is committed to advancing gender justice through policies, programs, and practices that empower rights holders to claim their rights and utilize opportunities and resources to transform gender norms, laws, policies, and practices.

In Ukraine, the organization “Diakonie Katastrophenhilfe” (DKH) implements humanitarian and transitional projects that are logically interconnected but are sometimes geographically separate. A key element of its approach is a formalized referral mechanism: a defined subgroup of care-dependent evacuees is referred to suitable long-term care facilities. This ensures a structured protection continuum—from emergency support to sustainable, municipally integrated long-term care—taking into account gender-specific risks and vulnerabilities. This approach creates a structured protection continuum.

1. Background and rationale

Diakonie Katastrophenhilfe (DKH), together with its consortium partners and directly with the East SOS, aims to strengthen the protection and care continuum for conflict-affected populations in Ukraine through complementary interventions funded. The interventions often combine the provision of emergency humanitarian support in frontline and high-IDP-hosting oblasts with sustainable, municipally integrated long-term care in western regions.

Populations affected by conflict, displacement, and complex care needs face multiple challenges, including limited access to protection, health, and social services. Integrated approaches are needed to ensure safe evacuation, protection, psychosocial support, and continuity of care, particularly for older adults, people with disabilities, and other vulnerable groups.

Gender dynamics play a critical role in shaping vulnerabilities, risks, and capacities during crises. However, in the Ukrainian context, gender inequalities intersect with other structural factors such as age, disability, displacement status, and care dependency. For this reason, an intersectional gender analysis is essential to understand how overlapping identities and social positions influence access to services, exposure to risks, participation in decision-making, and the distribution of care responsibilities.

Given that the programme in Ukraine specifically targets groups such as older persons, people with disabilities, and individuals requiring long-term care support, an intersectional approach is not only recommended but essential. Such an analysis allows the study to examine how gender dynamics shape the experiences of these groups differently and how gender interacts with other factors of vulnerability within the evacuation, referral, and long-term care continuum.

By identifying these dynamics, DKH and its partners will be able to design programmes that go beyond gender sensitivity and move toward gender-responsive and gender-transformative approaches, empowering individuals and communities to recover, access sustainable care, and rebuild resilience. The gender analysis will therefore serve as a foundational tool for future programming, ensuring that all interventions are equitable, inclusive, and responsive to the distinct needs of different gender and social groups.

To this end, DKH seeks a qualified consultant to conduct a comprehensive intersectional gender analysis that will inform current and future programming in Ukraine. The consultant will be responsible for gathering and analyzing both primary and secondary data on gender dynamics, vulnerabilities, capacities, and care responsibilities among affected populations, including displaced persons, older adults, and people with disabilities. This analysis will provide actionable insights to ensure that all interventions are inclusive, equitable, and responsive to the diverse needs of women, men, girls, and boys, supporting the development of transformative programs and transitional development strategies.

2. Objectives

The purpose of the Gender Analysis is to provide a comprehensive understanding of gender dynamics within the targeted communities across both DKH-supported humanitarian interventions in frontline and high-IDP-hosting oblasts and long-term care interventions in western Ukraine.

The analysis will apply an intersectional lens to examine the different roles, responsibilities, risks, vulnerabilities, and capacities of women, men, girls, and boys, particularly among groups with specific care needs, including displaced persons, older persons, people with disabilities, and care-dependent evacuees.

The study will explore how gender interacts with other dimensions of inequality — such as age, disability, displacement status, and socio-economic conditions — in shaping access to services, exposure to protection risks, participation in decision-making processes, and the distribution of unpaid care responsibilities within households and communities. It will assess the extent to which DKH and its partner’s proposed activities and implementation approaches are aligned with these differentiated needs and contexts. Based on the findings, DKH and its partners will review and refine activities where necessary to ensure inclusive, equitable, and gender-transformative programming.

The recommendations will enable DKH and partners to: adapt activities to advance gender equality, particularly women’s meaningful participation, protection, and empowerment within evacuation, protection, and long-term care services; strengthen institutional capacities of local partners and service providers where gaps are identified, ensuring sustainability and gender-responsive systems.

The Gender Analysis will aim to:

- Understand gender dynamics within targeted communities across key areas of inquiry, including access and control over resources, power and decision-making, participation, care responsibilities, cultural norms, legal and institutional frameworks, and protection risks.
- Identify root causes of gender disparities within the evacuation and long-term care continuum.
- Provide actionable recommendations to design gender-responsive and gender-transformative protection and care interventions.
- Identify gender-specific barriers to accessing evacuation, referral mechanisms, social services, and long-term care facilities.
- Identify risks associated with program activities (e.g., increased risks of GBV, SEA, exclusion from services, institutionalization risks) and propose mitigation measures.

- Identify barriers and enabling factors affecting different groups — including women, men, adolescents, children, persons with disabilities, and older persons — in accessing program services and opportunities.

To ensure a focused and actionable analysis, the study will be guided by the following priority analytical questions:

- What are the most significant gender barriers across the continuum from evacuation to the provision of assistance and long-term care?
- Where are the greatest protection risks (including GBV, SEA, and exclusion), and which groups are most affected?
- Which population groups are systematically not receiving adequate or appropriate support, and what are the underlying causes?
- What programmatic adjustments or strategic changes would have the greatest impact on improving gender equality, protection outcomes, and access to services?

3. Methodology

The consultant is expected to propose and implement a mixed-methods assessment methodology combining qualitative and quantitative data collection approaches appropriate for an intersectional gender analysis in the Ukrainian context. The proposed methodology should include a desk review of relevant secondary sources as well as primary data collection among targeted population groups and key stakeholders. Primary data collection should ensure the inclusion of diverse perspectives, particularly those of women, men, girls, and boys within groups facing heightened vulnerabilities, including older persons, persons with disabilities, displaced populations, and individuals with care needs.

The Consultant must define and justify a clear sampling strategy, including minimum sample size, geographic coverage, and target groups. At a minimum, the sample must include women, men, adolescents, older persons, and persons with disabilities. Data collection must ensure representation across both frontline/high-IDP-hosting areas and western regions of Ukraine. The sampling approach should explicitly address potential access constraints and biases, particularly in hard-to-reach or insecure areas.

Gender analysis should be conducted using CARE’s Conceptual Framework for Gender Analysis (agencies, relationships, structures), supplemented by an intersectional approach (age, disability, displacement status, and other vulnerability factors), and in accordance with the Gender and Age Indicator (GAM) of the Inter-Agency Standing Committee (IASC). This approach is recommended as the preferred methodology. Consultants must clearly describe and justify in their proposal the conceptual framework, approach, and tools they will use for the analysis, ensuring that both data collection and interpretation of results are context-based and take into account an intersectional approach.

The consultant will be responsible for proposing appropriate data collection approaches and tools to explore gender dynamics, access to services, care responsibilities, decision-making processes, protection risks, and barriers to participation within the evacuation, referral, and long-term care continuum. The methodology should ensure triangulation of findings across different data sources and stakeholder groups.

Following the selection process, the successful consultant will be provided with relevant guidance materials and data collection tools developed by DKH, which may be adapted and used to support the

implementation of the assessment and ensure methodological alignment with DKH's gender analysis standards. All data collection must adhere to internationally recognized ethical principles and safeguarding standards, including the Do No Harm approach, confidentiality, informed consent, and appropriate referral mechanisms where sensitive protection concerns arise.

During the inception phase, the consultant will present a refined methodological approach, including proposed sampling strategy, data collection tools, data protection measures, and analytical framework, for review and validation by DKH.

4. Outputs and Deliverables

The Gender Analysis shall be completed within 45 calendar days from the date of contract signing. Throughout this period, the Consultant is expected to carry out the assignment in a structured and phased manner, ensuring close coordination with DKH Ukraine and its partner(s), and delivering the following outputs.

- **Inception Phase.** During the first ten (10) days following contract commencement, the Consultant will conduct an initial desk review of all relevant project and contextual documentation provided by DKH Ukraine. Based on this review and initial consultations with DKH and partner representatives, the Consultant will prepare and submit an Inception Report.

The Inception Report shall present a refined and context-specific research methodology, including analytical framework, sampling strategy, and approaches to data collection. It shall also include a detailed work plan and timeline covering all phases of the assignment, as well as a description of data management and ethical considerations. Following the selection process, the successful Consultant may be provided with relevant guidance materials and data collection tools developed by DKH, which may be adapted and used to support the implementation of the assessment. The Inception Report will serve as the operational blueprint for the Gender Analysis and must be approved by DKH prior to the commencement of field data collection.

- **Data Collection Phase.** Following approval of the Inception Report, the Consultant will proceed with the data collection phase. Where applicable, the Consultant shall conduct a short training and orientation session for enumerators or field staff on the use of the selected tools, ethical standards, and safeguarding principles.

Data collection will include both secondary data review and primary data collection using qualitative and quantitative methods proposed by the Consultant and agreed upon during the Inception phase. The Consultant is responsible for ensuring data quality, triangulation of findings, and adherence to confidentiality and "Do No Harm" principles. Upon completion of fieldwork, the Consultant shall organize and submit clean datasets and properly documented field notes, including transcripts or summaries from key informant interviews (KIIs), focus group discussions (FGDs), and observation exercises.

- **Draft Report.** No later than thirty (30) days after contract signing, the Consultant shall submit a Draft Gender Analysis Report. The structure of the report will be agreed with DKH during the Inception phase; however, it is expected to follow a clear and standardized format. The report shall include an executive summary (maximum 5 pages) presenting key findings and priority recommendations; a main part (30–40 pages) detailing the methodology, findings, and analysis; and annexes containing data collection tools, datasets, detailed methodological descriptions, and any additional supporting materials.

- The draft report shall present clear, coherent, and evidence-based findings, including a comprehensive gender analysis across relevant domains and well-substantiated preliminary recommendations. The analysis should explicitly reflect both humanitarian and transitional dimensions of the intervention, identifying gender-specific risks, barriers, capacities, and opportunities across the evacuation, referral, and long-term care continuum.
- **Final Report.** Within forty-five (45) days of contract signing, the Consultant shall submit the Final Gender Analysis Report, incorporating feedback from DKH and partner representatives. The finalization process is expected to include at least two rounds of review and revisions, as necessary. The final report shall present consolidated, evidence-based findings and a comprehensive gender analysis across all relevant domains, reflecting both humanitarian and transitional dimensions of the intervention.

The report must provide prioritized, actionable, and evidence-based recommendations, clearly indicating the level of priority (high/medium/low), responsible actors (e.g., DKH, partners, service providers), suggested timeframe for implementation, and the expected impact on gender equality, protection outcomes, and access to services.

All recommendations must be practical and tailored to the operational context, with clear implications for program design, implementation, and partner capacity strengthening.

- **Dissemination.** Upon acceptance of the final report, the Consultant shall facilitate a debriefing workshop (online or in person) to present the key findings and recommendations to DKH and partner teams. A concise PowerPoint presentation summarizing the methodology, main findings, and strategic recommendations shall be prepared and shared in advance of the session.
- **Data Submission.** At the conclusion of the assignment, the Consultant shall provide DKH with electronic copies of all relevant materials produced during the Gender Analysis. This includes raw and cleaned survey datasets, transcripts or notes from KIIs and FGDs, completed observation checklists, and any additional analytical tools or background materials developed in the course of the assignment. All data must be organized, anonymized where necessary, and transferred in line with agreed data protection standard

Timeline Overview

Phase	Deliverable	Timeline
Inception	Inception Report	Within 10 days
Data Collection	Fieldwork completion	Weeks 2–4
Draft Report	Draft Gender Analysis Report	By Day 30
Final Report	Final Gender Analysis Report	By Day 45
Dissemination	Debriefing Workshop	Within 1 week after finalization

5. Minimum preferred qualification

The assessment team (or Consultant) shall be composed of experts with the below essential and desirable profiles and qualifications. The team of experts should be gender-balanced to enable complete coverage of the different aspects of the consultancy as set out in these terms of reference, including cross-cutting issues.

Essential

- Solid experience in working with humanitarian sectoral and complex programs relating to emergency and development projects, preferably a minimum of 10 years
- Demonstrable experience in gender analysis, expertise in mitigating gender-based violence risks, and intersectional approaches
- Sound understanding of SPHERE standards and Core Humanitarian Standards
- Proven ability to provide strategic recommendations to key stakeholders (e.g. beneficiaries, local authorities, and partners);
- Proven experience with participatory evaluation and qualitative and quantitative methods (mixed-method design, triangulation);
- Excellent English is mandatory. Ukrainian is a plus. Please also mention your level of knowledge (if any) in speaking/ writing and reading in other languages of the project countries (German, Russian);
- Availability and ability to work independently and on a flexible schedule
- Awareness of gender-based violence, knowledge and understanding of child protection principles and approaches

Desirable:

- Experience working for German NGOs or experience working with projects funded by German Federal Ministry for Economic Cooperation and Development (BMZ) or German Federal Foreign Office (GFFO)
- Ability to work in a fast-changed environment

6. Limitations

For this assessment, Consultant shall integrate comprehensive security and access considerations into all phases of data collection and fieldwork.

Key requirements include:

- **Context-Specific Risk Assessment:** Conduct and document an updated analysis of security threats and access constraints linked to conflict dynamics, cross-border movements, and local sensitivities relevant at the end of the project period.
- **Security Protocols:** Apply clear procedures for staff movement, communication, and emergency response, fully aligned with the organization's safety policies and current local regulations.
- **Access Management:** Coordinate with local authorities, community leaders, and partner organizations to secure safe and ethical access to affected populations, ensuring the confidentiality and dignity of participants.
- **Contingency Measures:** Maintain alternative data-collection approaches (e.g., remote interviews, digital surveys, secondary data review) and flexible scheduling to address sudden restrictions, security incidents, or natural hazards that may arise during the closing phase.
- **Duty of Care:** Ensure all team members receive updated security briefings, appropriate training, and necessary protective equipment prior to and throughout the evaluation.

The Consultant is responsible for integrating these measures into the GAD assessment methodology, work plan, and budget, and for continuously monitoring and responding to evolving security dynamics until completion of the assignment.

7. Management and logistics

DKH Ukraine will appoint a Contact Person (CP) to oversee the assessment and inform stakeholders, sharing the Gender Analysis ToR and final report as needed. Within one working day of contract start, the CP will provide the Consultant access to relevant project documents DKH policies. Additional documents may be shared as needed.

Within five working days, the Consultant shall submit a Gender Analysis Work Plan outlining milestones, preliminary interviewees, schedule of meetings, field visits, FGDs, and draft tools. Updates will be shared biweekly with the CP, and significant changes require approval.

The Consultant is responsible for all logistics in Ukraine (transport, translation, meetings, operational arrangements). DKH Ukraine may provide introductory letters to facilitate engagement. National holidays and local conditions must be considered in planning.

8. Safeguarding and Data Confidentiality

The consultant(s), along with all enumerators and sub-contractors, will be required to sign and follow DKH's Code of Conduct (Annex 4). All primary data collected during the research process is to remain confidential and is not to be shared with third parties.

All assessment processes must be credible and free from bias; there must be respect for dignity and diversity, and the rights and interests of stakeholders must be protected. Consultant must ensure confidentiality and informant anonymity, adhering to professional standards, ethical guidelines, and moral principles in line with the 'do no harm' principle. The approach of framework contractors to observe these obligations must be explicitly addressed in the specific Organisation and Methodology, and implemented by the Consultant throughout the assessment, including during dissemination of results.

All data collection must be conducted in accordance with the requirements for obtaining informed consent, ensuring confidentiality, and ensuring the safety and privacy of participants. Consultant must comply with the GDPR and relevant data protection laws in all countries of operation.

9. Conflict of Interest

The Consultant(s) must disclose in writing any actual, potential, or perceived conflicts of interest related to any aspect of this assignment at the time of application and throughout the duration of the contract. Such conflicts of interest may include, but are not limited to:

- Business or financial interests in communities or institutions included in the Gender Analysis;
- Financial, professional, family, political, or other affiliations with DKH, its partner organizations, local authorities, or other stakeholders involved in the project;
- Previous involvement in the design or implementation of the project that could compromise the independence of the analysis.

The declaration of a conflict of interest will not automatically disqualify a candidate and will be assessed on a case-by-case basis. However, failure to disclose a relevant conflict of interest may result in disqualification from the selection process or termination of the contract if discovered after appointment.

The Consultant is also obliged to immediately inform DKH of any conflict of interest that arises during the course of the assignment.

10. Duration

Total Duration: 45 days (from [Start Date] to [End Date]).

11. How to apply

To participate in the tender process, complete offers must be submitted to the email address below by **10.04.2026**, and consist of the following documents:

- A technical proposal, which lays out the assessment design, specifying methods and instruments to be used to answer the analysis questions and demonstrating the comprehension of the ToR (max. 10 pages).
- A financial proposal. Outlining all fees and costs in EUR. All costs including VAT must be set out in the financial proposal (max. 3 pages). Please indicate the country of bank residency and tax registration status.
- Sound CVs of all participating consultant(s) with career details and experience relevant to the assignment.

Please send your offer containing all above-mentioned documents in English language via Email to: Maryna Vorzheva, Procurement Coordinator, maryna.vorzheva@diakonie-katastrophenhilfe.de