

TERMS OF REFERENCE

1. Position Title:	Data Use Guidelines Development (Consultant)
2. Time Commitment:	The Consultant must commence the Services no later than 15th April 2026 The Consultant must complete the Services by 15 th June 2026.
3. Budget:	Up to 15,000 AUD
4. Location:	Remote
5. Reporting To:	Gayatri Ramnath, Data Use and Engagement Manager, <i>Equality Insights</i>
6. INTRODUCTION	
<p>IWDA is an Australian-based organisation, resourcing diverse women's rights organisations primarily in Asia and the Pacific and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p><i>Equality Insights</i> is a flagship program of IWDA which aims to redefine how poverty is understood and measured in order to improve the lives of all people, particularly those who have traditionally been excluded. The program aims to inspire wider change in measurement standards and approaches, and in gender equality outcomes.</p>	
7. PROGRAM OVERVIEW	
<p>As a gender-sensitive measurement of poverty, <i>Equality Insights</i> provides world-leading survey tools that collect inclusive data about poverty and inequality, providing important insights into the experiences of individuals who are often rendered invisible in poverty data. The intersectional insights we generate inform policy solutions, fuel feminist advocacy and inspire social change.</p> <p>We use inclusive data to drive transformative change in three ways:</p> <ol style="list-style-type: none"> 1. We build high-quality data collection tools and collect inclusive poverty data. We have developed innovative tools that collect high-quality, inclusive data about poverty and inequality. We take a different approach to collecting poverty data that reveals important insights that are essential to creating a just, equal and sustainable future for all. 2. We work in partnership to increase and strengthen the use of gender data. Together with our partners, we use inclusive data to drive social change and improve the lives of many. Our data is used by governments, national statistics offices, Women's Rights Organisations and gender data advocates to develop effective solutions that reduce poverty and inequality. The <i>Equality Insights</i> program works with governments and CSOs to support capacity and uptake and use of <i>Equality Insights</i> data. We provide accompaniment support to data users to use <i>Equality Insights</i> data for reporting and provide tailored data interpretation support for specific policy requests. 3. We push to make inclusive data the norm When it comes to data, we are on a mission to raise the standards and make inclusive data the norm. We highlight solutions and innovations, raise awareness about gender data gaps, and advocate to ensure that everyone is visible in the data that affects their lives. 	

8. CONSULTANCY BACKGROUND

National governments have mandatory and voluntary reporting requirements for example through the United Nations which has multiple reporting requirements to monitor international commitments, global goals and treaty compliance.

Equality Insights works with Governments to collect, analyse and use data. The purpose of this consultancy project is to create an easy to engage guide on how to use *Equality Insights Rapid* data to inform regular reporting requirements, so governments and non-government organisations are able to simply and easily follow without the need of ad-hoc support from the *Equality Insights* team.

9. CONSULTANCY OBJECTIVES

The objectives of this consultancy are to:

- Research significant Multilateral reporting mechanisms (Focusing on but not limited to United Nations) that national governments and non-government organisations are required to contribute to, and the reports they are required to provide (e.g. Human Rights Indicators, UPR, UNFCCC, CEDAW, VNRs, SDGs, etc)
- Identify within those where *Equality Insights* data can be used for reporting needs
- Develop a clear data user guide explaining in simple terms how *Equality Insights* data can be used to meet their reporting needs.

While the end deliverable is the user guide it is expected the consultant will meet with relevant *Equality Insights* team members at the commencement of the contract, to confirm project scope and maintain regular contact with the *Equality Insights* team during the consultancy, including sharing a draft of the guide for comment and feedback before final submission, to ensure the project is on track and meeting standards required

10. DELIVERABLES TO BE PROVIDED

Deliverable	Dates	Audience
<p>Mapping of reporting mechanisms Mapping major regional and global reporting mechanisms and requirements where <i>Equality Insights</i> data can be used – including identifying (likely) reporting responsibilities (line ministries, or specific organisations– e.g. Representatives from Ministries of Women, NSOs, relevant UN representative's, WROs.)</p>	30 th April 2026	<i>Equality Insights</i> team
<p>How-to guide on using data for reporting A concise, practical, user friendly, guide for data users to enable them to follow easy steps showing in clear ways how to use the <i>Equality Insights</i> data to contribute to their reporting requirements. (A draft of the guide should be provided to the team for one round of feedback prior to final submission)</p>	15 th June 2026	Those who complete reporting (Line ministries, NSOs, Civil Society) and those who receive reports (relevant UN bodies, or multilateral institutions)

11. REQUIREMENTS

The individual should possess the following skills and experience:

ESSENTIAL

- Understanding of poverty measurement, large multitopic surveys and/or quantitative data collection and analysis
- Understanding of the multilateral systems and reporting frameworks
- Excellent attention to detail

DESIRABLE

- Past experience creating user guides/manuals
- Experience working with governments and line ministries on reporting

12. EXPRESSION OF INTEREST

Candidates are invited to submit expressions of interest addressing the following:

- Your current CV
- A short statement (max. 750 words) addressing the criteria as set out in the 'requirements' including an outline of all team members to be involved in the project (if there are additional team members)
- A Proposal for the project, outlining workplan, timelines and budget (including daily rate and number of days needed to complete the project)

Expressions of interest that do not cover these requirements may not be considered. Expressions of interest are required by **11.59pm Monday 30th March 2026 (AEDT)** and should be sent to info@equalityinsights.org with the subject heading 'EOI Data Use Guide Consultancy'

13. Child Protection

If the consultancy will or is likely to result in contact with children, the consultant will be required to provide IWDA with a national police check. In rare instances where this is not possible, the consultant will need to complete and sign a statutory declaration.