**“Gender mainstreaming in public policy and budgeting”**

**Terms of reference: EXPERT FOCAL POINT 2024-2025**

**1. Project context**

The promotion of gender equality is a task for the Union, in all its activities, required by the Treaties. Gender equality is a core value of the EU, a fundamental right and key principle of the European Pillar of Social Rights. The European Union is a global leader in gender equality. However, no Member State has achieved full gender equality and progress is slow[[1]](#footnote-1).

The need to improve gender equality has also been highlighted in several Member States’ Country Specific Recommendations. Against this backdrop, the “Gender Mainstreaming in Public Policy and Budgeting” Project is designed in response to several Member States’ requests for technical support. The Project aims at supporting nine beneficiary authorities in seven Member States including administrations in charge of gender equality policies, sectorial policies or in charge of budgetary processes.

Expertise France is implementing a technical assistance project aiming at strengthening the integration of gender into public action though the application of Gender Mainstreaming (GM) tools such as Gender Budgeting (GB), Gender Action Plan (GAP) or Gender Impact Assessment (GIA).

The project will be articulated in three components:

**Component 1**: *Analysing the practices and confirming specific needs of each beneficiary authority in order to strengthen the integration of GM, through the application of GM tools such as GB, GAPs or GIA*

The local expert, with the support of the Head of Project and the Key Gender Budgeting expert, will conduct an in-depth analysis of the integration of gender in public policies and budgeting. This analysis will be based on the requests submitted by the beneficiary authorities. The analysis will aim at reaching a deeper understanding of the current practices or procedures and need for strengthening the integration of GM and application of tools such as GB and GIA, taking into account the specificity of each beneficiary authority.

This activity will also enable to identify all the public servants or officials whose participation will be required in the project (from sectorial institutions, institutions working on gender issues or institutions working on the budget) and to determine a focal point for each participant.

After the mission, the group of experts will work remotely on drafting an analysis report, based on the request of the beneficiary authority, presenting in details the current practices, the previous attempts to apply GM tools such as GB, GAPs or GIA into their processes, reasons why it did not work, opportunities and obstacle to change, etc.

This report will be used for the production of a Gender Action Plan.

The first component will last approximately 4 months.

**Component 2**: *Operationalization: Capacity building and implementation of GB, GIA or GAP tools;*

Several missions will be organized to provide specific support to each beneficiary authority. The focus and content will follow the Action Plan (output of A.1.4) that is adapted to the national context and the specificity of the administration. The expert will work directly with the public servants in order to address the obstacles or need for capacity building identified in the in-depth analysis and confirmed with each beneficiary authority in the Action Plan.

If expressed in the initial request, the Action Plan could include support for the implementation of a pilot project strengthening the application of GM into policy or service.

The second component will last approximately 12 months.

**Component 3**: *Capitalisation: Embedding the new practices and enabling their duplication across institutions.*

To make sure the output of the project in terms of capacity building and pilot projects will not remain at the level of individuals but will reach the institutional level and in order to ensure permanent effects of the project after the end of the support, the expert will work on the integration of new practices into the beneficiaries’ procedures.

The beneficiary authorities will be accompanied in developing of the results of the project in terms of application of tools of GM such as GB, GIA or GAP. The material produced will enable to present new practices or policies that have emerged from the project at national of international level.

A plan will be developed with the beneficiary authority for them to continue their work on the integration of GM in public policies and/or budgeting after the end of the project.

This activity will consist of a five-day mission per beneficiary authority followed by remote support.

The third component will last approximately 10 to 12 months, in parallel with the operationalization phase.

**2. Description of the mission**

A Local Expert (LE) will be mobilised to support the deployment of the project and provide technical support adapted to the specificities of each beneficiary. The LE shall be working under the overall supervision of the Head of Project and Key Expert on Gender Budgeting. The expert shall also coordinate her/his work with the beneficiary authority in respective country.

Main tasks:

* Support the coordination of activities at the national level, in conjunction with the Head of Project and Key Expert on Gender Budgeting;
* Ensure technical support to beneficiaries in developing a sector-wide approach for GAP implementation taking into considerations: gender policy, institutional mechanism, programs and procedures;
* Meet and consult regularly with beneficiary authority and national partners;
* Support the adjustment of activities to national specificities;
* Assist the project team to review and refine gender related assistance and prepare a detailed implementation plan to align beneficiary needs and priorities with project outcomes;
* Inform the project team on national developments and the implementation of activities;
* Facilitate the organisation of activities at national level (researches, meetings, seminars, missions, etc.);
* Assist with identification baseline data needs, identify risks and measure to address them, and ensure collection of sex-disaggregated data;
* Prepare periodic technical assistance reports (biannually) documenting lessons learned and successful approaches in the course of project implementation.

**The expected deliverables, in English and in the language of the country assignment, are as follows:**

**For the Component 1:**

* In collaboration with the Gender Flagship Project Team, the local expert is expected to first, carry out an in-depth gender analysis, and second, support to the development of an Action Plan that details:
* Specific technical support and advice as required by the beneficiary authority;
* Schedule and the implementation approach of the pilot actions and/or measure as outlined in the gender action plan;
* Capacity building activities, trainings, coaching, and study visits;
* Participation in Civil Servant Exchanges (if requested)

**For the Component 2:**

Ongoing technical assistance and briefing reports with focus (but not limited to):

* Identification of capacity gaps, considering civil servant knowledge and skill gap, institutional and operational gap, etc., and recommendations for capacity building;
* A set of tools and practices for effective implementation of GRB, GIA, and other GM tools;
* Recommendation for inclusion of gender equality principles in policy priorities and budget cycle for the beneficiary authority;
* Proposals for pilot intervention for the application of GM into policy and services;
* Liaison and coordination for the preparation of several missions, common workshops and study visit for beneficiary authorities;

**For the Component 3:**

Tailored guide and toolkit (to each beneficiary) for effective application of GRB and GIA;

A follow up plan of actions to ensure gender mainstreaming after the project support;

A final report will be produced explaining the impact of the project on the policy reform engaged by the beneficiary. Special emphasis should be placed on how beneficiaries have learnt and applied gender mainstreaming tools such as GB, GIA and GAP and the policy reforms that have emerged. The report will provide documented information on:

* The summary of results and achievements
* The changes from the initial plan
* The possible failures
* The recommendations for pursuing the action beyond the project

**Reporting:**

Preparation of biannually progress reports that will be addressed to Expertise France:

* To inform about progress (against what was planned), constraints encountered and any significant remedial or supportive action required;
* To provide a formal documented record of what has been achieved during the reporting period, and thus facilitate future reviews or evaluations;
* To document any changes in forward plans;
* To specify whether the objectives have been reached and to give reasons for possible failure, together with recommendations

**3. Expected profile**

* Master's degree or equivalent in political science, economics, international cooperation or equivalent;
* Excellent knowledge of national political institutions;
* Excellent knowledge of gender equality related policies and mechanisms, and gender mainstreaming tools;
* At least one experience in technical support to public institutions;
* Extensive knowledge and experience in developing national action plans institutions, particularly focusing on gender equality;
* Experience in organizing training sessions;
* Excellent ability to work and to provide consistent feedbacks, working documents and deliverables in English (oral and written) to exchange with the project team;
* Excellent command of the language of the country of assignment (oral and written);
* Writing and synthesis skills;
* Good knowledge of office software (Pack Office, Outlook, Internet), particularly Excel;
* Sense of organisation and rigour;
* Sense of diplomacy and ability to adapt;
* Reactivity, autonomy;
* Ability to work in a team.

**4. Additional information**

Service contract for approximately 120 days.

The expert may be required to travel to beneficiary member states.

Please send your application including the candidature form (with a recent CV), a cover letter, and a proposition of daily fee.

1. EU Gender Equality Strategy 2020-2025 [↑](#footnote-ref-1)