**TERMS OF REFERENCE**

**Position Title:** **Key Expert on Gender Responsive Budgeting   
Project Title:** Gender Mainstreaming in Public Policy and Budget Processes **II (2025–2027)**  
**Location: Home-based**

**Job type:** Consultant (contract-based)  
**Duration:** 100 working days  
**Starting date:** October 15th, 2025  
**Application deadline:** October, 8th, 2025

# 1. Expertise France

Expertise France (EF), part of the Agence Française de Développement (AFD) Group, is the French public agency for international technical cooperation and the second largest cooperation agency in Europe.

EF designs and implements projects in more than 100 countries to support partner institutions in governance, public finance, health, education, climate action and gender equality. With long-standing experience in EU-funded programmes, EF has played a leading role in promoting gender equality across public administrations, notably through its implementation of the European Commission’s “Gender Flagship” projects, which supported several Member States in strengthening gender-responsive budgeting, gender impact assessments and gender mainstreaming practices.

By combining policy expertise, capacity development, and knowledge capitalisation, EF has established itself as a reference partner for advancing reforms that integrate gender equality into public policy and budgetary processes.

# 2. The Project

The “Gender Mainstreaming in Public Policy and Budget Processes 2025–2027” project, financed by the European Union under the Technical Support Instrument (TSI), is implemented by Expertise France in close cooperation with the European Commission’s SG REFORM and the national Beneficiary Authorities in France, Germany, Malta and Portugal. The project runs over an operational period of 18 months (September 2025 – February 2027).

* In France, the project supports the City of Paris in piloting and scaling gender-responsive budgeting within the Public Health Department, and the State Procurement Department (DAE) of the Ministry of Finance in integrating gender considerations into public procurement, particularly in the digital and green sectors.
* In Germany, the project supports the Federal State of Berlin in modernising and institutionalising its Gender Check and Gender Competence Tool, and the Federal State of Hamburg in harmonising and consolidating its gender equality instruments, including the GPR, GWHS, Equality Monitor, and the “printed matter audit.”
* In Malta, the project supports the Human Rights Directorate within the Office of the Prime Minister in implementing the Gender Equality and Mainstreaming Strategy, strengthening the capacity of Gender Focal Points, developing a gender data portal, and piloting gender-responsive budgeting.
* In Portugal, the project supports the Commission for Citizenship and Gender Equality (CIG) and the Ministry of Finance in refining Annex XXI of the State Budget, enhancing gender impact assessments, strengthening sex-disaggregated data systems, and reinforcing sectoral capacity-building.

Overall Objective:

The project’s overall aim is to strengthen the institutional and administrative capacity of the participating Member States to integrate gender equality into public policies, budgeting processes, and public procurement systems, thus contributing to more transparent, efficient and inclusive governance.

Specific Objectives:

1. Support the City of Paris in piloting and scaling gender-responsive budgeting within the Public Health Department.
2. Equip the French State Procurement Department (DAE) with tools and guidance to integrate gender considerations into public procurement, particularly in the digital and green sectors.
3. Consolidate and harmonise gender equality instruments in the Federal States of Berlin and Hamburg, building on reforms launched under previous TSI support.  
   Strengthen Malta’s Gender Equality and Mainstreaming Strategy by enhancing the capacity of Gender Focal Points, developing a gender data portal, and piloting gender-responsive budgeting.
4. Improve Portugal’s implementation of its national equality strategy by refining Annex XXI of the State Budget, enhancing gender impact assessments, and reinforcing sectoral capacity building.

Expected Outcomes:

By the end of the project, participating authorities are expected to have:

1. Stronger institutional frameworks to mainstream gender equality across policies and budgets. Improved availability and use of sex-disaggregated data for decision-making.
2. Practical tools, pilots and guidelines enabling the application of gender-responsive budgeting, gender impact assessments, and gender-responsive public procurement.
3. Increased capacity of civil servants through tailored training and awareness-raising programmes.
4. Documented good practices and policy briefs enabling knowledge sharing within and beyond the participating Member States.

Timeline and Key Milestones:

The project runs over an operational period of 18 months (September 2025 – February 2027). Implementation is structured in successive phases, each comprising specific deliverables and activities:

1. Inception Phase: fact-finding missions, baseline analysis, and preparation of the Inception Report.
2. Country-Specific Support Phase: tailored technical assistance to Beneficiary Authorities, including pilots, guidelines, capacity building, and awareness-raising activities.
3. Capitalisation Phase: consolidation of results, preparation of policy briefs, case studies, and cross-country knowledge products.

Closure and Dissemination Phase: organisation of national closure events and a final dissemination conference at European level.

# 3. Position Description

To ensure high-quality implementation, the project is structured around three complementary pillars: the Central Management and Coordination Team, the Local Experts (LEs), and a pool of Short-Term Experts (STEs) mobilised on demand.

* The Central Management and Coordination Team includes a Head of Project, who provides overall leadership, coordination and technical guidance; the Key Expert on Gender Responsive Budgeting (GRB); a Project Manager, responsible for contractual, financial and administrative oversight; and a dedicated support team, composed of an Administrative and Financial Officer and a Project Assistant, providing logistical and financial management.
* The Local Experts form the project’s frontline, working in close partnership with Beneficiary Authorities (BAs). They ensure that methodologies and tools are adapted to national and local contexts, provide tailored technical assistance and capacity building, and act as liaison between Expertise France and the BA.
* Short-Term Experts (STEs) are mobilised during peak periods or for specialised contributions (e.g. gender impact assessment, MEAL, capitalisation, communication), complementing the work of the central team and the LEs by bringing targeted expertise.

**This position is dedicated to providing Key Expertise on Gender Responsive Budgeting (GRB), ensuring methodological quality and supervising the pool of Local Experts (LEs) and Short-Term Experts (STEs).**

The Key Expert acts as the methodological anchor of the project, guaranteeing that all technical work is rigorous, coherent across countries, and tailored to the institutional realities of Beneficiary Authorities. Working in close partnership with the Head of Project, the Key Expert ensures that political traction and methodological rigour advance hand in hand. Beyond providing specialised advice, the Key Expert mentors the community of experts, translates global standards into actionable national solutions, and safeguards the quality and comparability of pilots, guidelines and tools. Through sustained engagement, the Key Expert equips Local Experts to deliver impactful technical assistance, training and awareness-raising, thereby multiplying the project’s influence and ensuring reforms are not only technically credible but also institutionally embraced

# 3.1. Objectives

The Key Expert (KE) will contribute to the design, coordination and implementation of project activities across all Beneficiary Authorities (BAs).

He/she will provide methodological guidance on Gender Responsive Budgeting (GRB), ensure coherence and quality of outputs, and mentor Local Experts (LEs) and Short-Term Experts (STEs).

Working in close partnership with the Head of Project (HP), the KE will guarantee that technical rigour and political relevance advance hand in hand, and that tools, pilots and training activities are both credible and institutionally anchored.

3.2 Reporting Lines

The Key Expert will work under the overall supervision of the Head of Project and in close collaboration with Expertise France’s coordination team. The LE will liaise regularly with the BA, and other stakeholders as required.

3.3 Main Tasks & Responsibilities

a. Inception Phase:

* Define the methodological framework for Gender Responsive Budgeting (GRB) and gender mainstreaming activities across all Beneficiary Authorities (BAs).
* Guide and consolidate baseline analyses led by LEs, ensuring comparability and methodological coherence.
* Contribute to the agenda and co-lead, with the HP, the kick-off team-building workshop to align expectations, clarify roles, and establish shared methodological standards.

b. Implementation

* Supervise and mentor LEs in piloting GRB, developing guidelines, and adapting tools to national contexts.
* Orient and integrate the contributions of STEs, reinforcing technical drafting, analysis, and training delivery where required.
* Provide methodological inputs to capacity-building and awareness-raising activities, ensuring quality and transferability of outputs across countries.
* Safeguard the methodological rigour and usability of pilots, guidelines, and training modules.

c. Coordination

* Lead weekly technical follow-up meetings with experts, assisting the HP’s role in overall coordination.
* Support the HP in activity planning, identification of expertise needs, and alignment across BAs.
* Contribute to Advisory Group meetings, bilateral monitoring with BAs, and EF–SG REFORM progress meetings by providing consolidated methodological inputs.

d. Monitoring, Evaluation, Accountability and Learning (MEAL)

* Ensure methodological guidance for indicators and progress reporting in collaboration with the MEAL Specialist.
* Provide technical contributions to inception, progress, and final reports, ensuring methodological accuracy and coherence across BAs.
* Advise LEs on data collection, evidence generation, and integration of sex-disaggregated indicators into pilots and tools.

e. Capitalisation

* Contribute to policy briefs, case studies, and the cross-country booklet, safeguarding methodological comparability.
* Contribute to national closure events and the final dissemination conference, ensuring lessons learned are synthesised and transferable.
* Promote peer learning and cross-country exchange of practices among experts and BAs.

# 3.4. Key Deliverables

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| Component / Output | Contribution | Timeline |
| 1. Inception Phase | Methodological framework for GRB and gender mainstreaming; consolidated guidance for baseline analyses; inputs to inception reports; co-lead facilitation of kick-off workshop (with HP). | Month 2 |
| 1. Implementation | Methodological inputs to pilots, guidelines, training modules and awareness-raising activities across BAs; supervision notes and feedback to LEs; technical guidance to STEs. | Months 3-14 |
| 1. Coordination | Minutes and methodological notes from weekly technical follow-up meetings; contributions to Advisory Group meetings and bilateral monitoring with BAs; inputs to EF–SG REFORM progress meetings.  Mission reports after each expertise missions to beneficiary authorities | Throughout the project  T0 + 2weeks after mission |
| 1. MEAL | Technical contributions to inception, progress, and final reports; methodological recommendations for indicators and data collection; guidance notes to LEs on integrating sex-disaggregated data. | Every 3 months |
| 1. Capitalisation | Contributions to policy briefs, case studies, cross-country booklet; methodological review of capitalisation outputs; inputs to national closure events and the final dissemination conference. | Months 15-18 |

# 4. Candidates’ Qualifications and Experience

4.1 Education

Advanced university degree in Public Policy, Political Science, Economics, Public Administration, Gender Studies, or related field.

4.2. Professional Experience

The candidate should have at least 10 years’ professional experience in gender mainstreaming in public policy and budgeting, combined with a minimum of 5 years in economics, public policy or public financial management (PFM), with proven ability to integrate gender perspectives into these fields. S/he should demonstrate a strong record of providing technical assistance, training and capacity building to governments and public administrations, particularly on gender-responsive budgeting (GRB) and gender mainstreaming tools. Experience in supervising and mentoring expert teams, conducting gender audits and evaluations, and designing methodological guidelines, strategies and Gender Action Plans is required. Solid experience with EU-funded projects, ideally under the Technical Support Instrument (TSI), will be considered a strong asset.

4.3. Languages

Fluency in French and English; knowledge of other EU languages is an asset.  
  
4.4. Core Competencies

Strong results orientation, teamwork, communication and diplomatic skills, stakeholder engagement, adaptability, and commitment to knowledge sharing and continuous learning. Excellent writing skills in both French and English, with the ability to produce clear, correct, and well-structured reports, training materials, and policy documents.

4.5. Technical Skills

* In-depth knowledge of EU and gender equality frameworks, gender mainstreaming methodologies, and gender-responsive public financial management.
* Demonstrated experience in developing practical methodological tools, producing policy guidance, and delivering capacity-building and training activities for public administrations.
* Practical expertise in applying GRB tools across the budget cycle.
* Proficiency in Results-Based Management (RBM), Monitoring & Evaluation frameworks, and use of sex-disaggregated indicators.

IT proficiency: Advanced command of Microsoft Office (Word, Excel, PowerPoint) for reporting, analysis, and presentations; familiarity with project management tools; ability to analyse datasets using Excel or statistical software; and fluency with online collaboration platforms.

# 5. Application Procedure

5.1. Application dossier

The dossier must include: CV (preferably in EU format), Candidature Form, Cover Letter, 3 References, Daily Rate, and a 2-page Work Plan outlining understanding of the ToR, proposed approach, and indicative timeline. Only complete applications will be considered. Shortlisted candidates will be invited to an interview.

# 5.2. Evaluation of Applications

Applications will be assessed through a transparent scoring grid.

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| Criteria | Weighting | Scoring Scale | Max. Points |
| Education | 15% | 0–15 | 15 |
| Professional experience | 30% | 0–30 | 30 |
| Languages | 10% | 0–10 | 10 |
| Core competencies | 10% | 0–10 | 10 |
| Technical skills | 20% | 0–20 | 20 |
| Work Plan Quality | 15% | 0–15 | 15 |
| TOTAL | 100% |  | 100 |

Each application will be reviewed and scores will be averaged. Candidates scoring 70 points or more will be shortlisted for interviews.

In case of a tie, preference will be given to candidates with stronger experience in EU-funded Technical Support Instrument (TSI) projects or in comparable multi-country initiatives on gender mainstreaming and gender-responsive budgeting within public administrations.