**TERMS OF REFERENCE**

**Position Title:** **Local Expert on Gender Responsive Budgeting at Municipal Level- City of Paris**
**Project Title:** Gender Mainstreaming in Public Policy and Budget Processes **II (2025–2027)**
**Location:** France, Paris; with missions to other EU Member States
**Job type:** Consultant (contract-based)
**Duration:** 120 working days
**Starting date:** October, 1st, 2025
**Application deadline:** September, 21st, 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 both the City of Paris -with a particular focus on the Public Health Department-, and the State Procurement Department under the Ministry of Finance, to advance gender-responsive budgeting and integrate gender equality considerations into public procurement processes.

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.
4. 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; a Key Expert on Gender Responsive Budgeting (GRB), who ensures methodological quality and supervises the pool of LEs together with the STEs; 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 tailored support to the City of Paris in consolidating and improving its efforts in gender-responsive budgeting (GRB).**

The City of Paris has been implementing gender-responsive budgeting (GRB) since 2020 but continues to face challenges in integrating gender equality into budgetary decisions. While €14 million has been directly allocated to equality measures and 36.5% of the operational budget has been identified as potentially gender-relevant (€1.5 billion in 2022), the tools to assess actual impact remain limited. The first GRB report (2021) highlighted major shortcomings, including insufficient gender-disaggregated data, weak use of existing information, and the absence of indicators on measures with measurable impact. Moreover, the three-category classification methodology applied to operating expenses, although useful to identify gender-relevant budget lines, is not an impact-based approach and therefore does not determine whether financed measures promote equality or perpetuate inequalities, particularly in public space policies such as street lighting, parks, and mobility[[1]](#footnote-1).

To address these challenges, the project will build on and consolidate the City of Paris’ efforts by supporting the development of a robust methodology for gender-responsive budgeting, strengthening expenditure tracking and gender indicators, and piloting this approach within the Public Health Department.

# 3.1. Objectives

The Local Expert (LE) will contribute to the design and implementation of project activities in the City of Paris, provide tailored technical support aligned with the specific needs of the Beneficiary Authority (BA), and facilitate coordination with national and subnational stakeholders to ensure ownership and sustainability of results.

Specifically, the Local Expert will conduct the initial assessment and contribute to the Inception Report; provide tailored technical support for the design, rollout, and evaluation of the GRB pilot; deliver capacity building and awareness-raising activities for civil servants and gender equality officers; facilitate coordination between Expertise France, the Beneficiary Authority, and stakeholders; and contribute to monitoring, evaluation, accountability and learning through regular reporting and inputs to capitalisation outputs.

# 3.2. Reporting Lines

The Local Expert will work under the overall supervision of the Head of Project, technical supervision of the Key Expert, and in close collaboration with Expertise France and the BA.

# 3.3. Main Tasks & Responsibilities

1. Inception Phase:

Conduct desk research and fact-finding missions; review existing GRB tools and indicator frameworks; provide methodological inputs; and produce the Inception Report. Establish the state of the art and define the baseline for outputs and outcome indicators.

1. Tailored Technical Support:

Guide the design, rollout, and evaluation of the GRB pilot in the Public Health Department (PHD), including the definition of objectives, criteria, and analytical tools. Prepare a tailored support report outlining activities, realistic timelines, recommendations, and mitigation measures. Design and test a pilot methodology for gender budgeting in the PHD and evaluate its results, with a view to extending the approach to other municipal departments.

1. Capacity Building and Awareness Raising:

Identify training needs among PHD staff, gender equality officers, and other relevant civil servants, in consultation with the Beneficiary Authority. Contribute to the design and delivery of training sessions and assess their results and sustainability. Support the organisation of awareness-raising workshops for civil servants and key stakeholders.

1. Coordination:

Maintain regular communication and hold coordination meetings with Expertise France and the City of Paris to ensure coherence, alignment, and ownership of project activities.

1. Monitoring, Evaluation, Accountability and Learning (MEAL):

Submit mission reports, contribute to regular progress reports, and provide inputs for capitalisation products and the final outputs of the project.

# 3.4. Key Deliverables

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| --- | --- | --- |
| Component / Output | Deliverable[[2]](#footnote-2) | Timeline |
| 1. Inception Phase
 | Inception Report – City of Paris | Month 2 |
| 1. Tailored Technical Support
 | Tailored support report | Month 3 |
| Draft and validated GRB pilot methodology for PHD | Month 6 |
| Pilot evaluation report | Month 12 |
| 1. Capacity Building and awareness Raising
 | Training modules, delivery reports, evaluations | Months 3-12 |
| Awareness-raising event report | Months 3-13 |
| 1. Coordination
 | Meeting Minutes  | Throughout the project |
| 1. MEAL
 | Mission and progress reports | Every 3 months |
| Contributions to case studies and final report | Months 3- 15 |

# 4. Candidates’ Qualifications and Experience

4.1 Education

Advanced university degree in Public Finance Management, Economics, Public Health, Gender Studies, Political Science, or a related field. A strong academic background combining public finance management and gender studies is highly desirable.

4.2. Professional Experience

At least 8 years’ professional experience in gender-responsive budgeting and/or gender-sensitive public finance, including a minimum of 5 years in public finance management and performance. Demonstrated experience liaising with public administrations and delivering capacity-building initiatives, including in the health sector. Familiarity with municipal and local public administrations, preferably Paris or comparable urban contexts, is highly desirable.

4.3. Languages

Fluency in English and French is required. Knowledge of other EU languages will be considered 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

Proven expertise in expenditure tracking, indicator development, and gender impact assessments. Sound knowledge of gender equality and public finance, with demonstrated advisory capacity, experience in developing practical tools, and delivery of capacity-building activities.

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 gender-responsive budgeting within municipal administration and/or the public health sector.

1. The three-category classification (*tricatégorisation*) distinguishes neutral expenditures (no impact on gender equality), active expenditures (directly promoting equality), and activable expenditures (not primarily targeted at equality but with potential to integrate gender objectives). This method identifies financial volumes with gender relevance but does not assess whether their impact is positive or negative. (Ville de Paris, Rapport sur la Budgétisation sensible au genre 2022–2023). [↑](#footnote-ref-1)
2. The Local Expert’s daily rates payment by EF is linked to the validation of the deliverable by EF and approval by the BA, upon validated monthly timesheet. Local Experts must submit a monthly timesheet indicating the working days consumed and deliverables produced. Payment is made only after validation of the timesheet by Expertise France. [↑](#footnote-ref-2)