**TERMS OF REFERENCE**

**Position Title:** **Local Expert on Gender Responsive Public Procurement at State Level- French Ministry of Finance (DAE)
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, and the State Procurement Department (*Direction des Achats de l’Etat -DAE*) under the Ministry of Finance -with a particular focus on the Digital and Green sectors-, 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 French Ministry of Finance – State Procurement Department (DAE), with the objective of equipping the Department with practical levers to integrate gender equality into public procurement, particularly in the digital and green sectors.**

France has created a strong policy framework for socially responsible procurement. The Interministerial Plan for Equality between Women and Men 2023–2027 identifies procurement as a key lever to promote equality. The Climate and Resilience Law (2021) mandates that from 2026, 100% of public procurement contracts above EU thresholds must include at least one social consideration. The National Plan for Sustainable Procurement (PNAD 2022–2025) sets an interim target of 30% of contracts including at least one social clause by 2025. In addition, the Green Industry Law (2023) requires state services to develop socially and environmentally responsible procurement schemes under DAE’s management.

This legal and strategic framework creates a decisive opportunity to structure gender equality as a legitimate and traceable social consideration in procurement. However, challenges remain: the absence of specific legal and operational tools to introduce gender criteria, limited training and awareness among procurement officials, and the lack of shared references and standardised clauses.

Through this project, the DAE will be supported to conduct an as-is analysis of socially responsible procurement with a focus on gender equality, co-develop guidelines and model clauses or criteria to integrate gender considerations into procurement, strengthen the capacity of state buyers to apply gender-responsive public procurement (GRPP) in practice, and design awareness-raising tools for suppliers and economic operators to enable compliance and foster inclusive participation in procurement opportunities.

# 3.1. Objectives

The Local Expert (LE) will contribute to the design and implementation of project activities in the French Ministry of Finance – State Procurement Department (DAE), 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 as-is analysis and the co-development of guidelines and model clauses to integrate gender into procurement; deliver capacity-building activities for state buyers and develop awareness-raising tools for suppliers and economic operators; 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 the legal, policy, and institutional frameworks for socially responsible and gender-responsive public procurement (GRPP); analyse existing practices and international benchmarks; provide methodological inputs; and produce the Inception Report. Establish the state of play and define the baseline for outputs and outcome indicators.

1. Tailored Technical Support:

Guide the design and delivery of technical support to the State Procurement Department (DAE), including the preparation of the as-is analysis of socially responsible procurement with a focus on gender equality, and the co-development of guidelines to integrate gender considerations into procurement procedures. Prepare a tailored support report outlining activities, realistic timelines, recommendations, and mitigation measures. Contribute to the drafting of model clauses, award criteria, and monitoring indicators, ensuring alignment with the legal framework and applicability in the digital and green sectors.

1. Capacity Building and Awareness Raising:

Identify training needs among state buyers in consultation with the Beneficiary Authority. Contribute to the design and delivery of training modules, and assess their effectiveness and sustainability. Support the development of awareness-raising tools for suppliers and economic operators (e.g. guides, checklists, FAQs) as well as internal communication tools for public buyers (briefing notes, infographics, key messages) to facilitate the integration of gender considerations into procurement.

1. Coordination:

Maintain regular communication and hold coordination meetings with Expertise France and the French Ministry of Finance – State Procurement Department (DAE) 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[[1]](#footnote-1) | Timeline |
| 1. Inception Phase
 | Inception Report – France State Procurement Department (DAE) | Month 2 |
| 1. Tailored Technical Support
 | As-is analysis report on socially responsible procurement (gender focus) | Month 3 |
| Draft and validated GRPP guidelines (incl. model clauses, award criteria, indicators) | Month 6-12 |
| 1. Capacity Building and Awareness Raising
 | Training modules, delivery reports, evaluations | Months 3-12 |
| Awareness-raising activity 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 Law, Public Procurement, Public Finance, Economics, Political Science, Gender Studies, or a related field. An academic background combining public procurement and gender equality will be considered a strong asset.

4.2. Professional Experience

At least 8 years’ professional experience in public procurement, public finance, or contract management, including a minimum of 5 years in gender mainstreaming in public policy, budgeting, or public procurement. Demonstrated experience liaising with ministries of finance, procurement agencies, or regulatory bodies. Proven track record in developing procurement guidelines, standard clauses, award criteria, or monitoring indicators. Experience in capacity building for procurement officials and/or suppliers is required; familiarity with the digital and/or green sectors 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

In-depth knowledge of EU and French public procurement law, including social and environmental considerations. Expertise in the design and operationalisation of gender-responsive procurement tools (e.g. model clauses, award criteria, KPIs). Advisory capacity and practical experience in drafting operational guidance and tools. 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 public procurement within central/state administration, particularly in the digital and green sectors.

1. 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-1)