**TERMS OF REFERENCE**

**Position Title: Local Expert (LE) on Gender Mainstreaming & Budgeting - Malta**  
**Project Title:** Gender Mainstreaming in Public Policy and Budget Processes **II (2025–2027)**  
**Location:** Malta, Valletta; 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 Malta, the project supports the Human Rights Directorate within the Office of the Prime Minister – Equality, Reforms and Social Dialogue in implementing the Gender Equality and Mainstreaming Strategy & Action Plan (GEMSAP), strengthening the capacity of Gender Focal Points, improving availability and use of sex-disaggregated data, and piloting gender-responsive budgeting.

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; 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 Human Rights Directorate within the Office of the Prime Minister – Equality, Reforms and Social Dialogue in Malta.**

Malta has taken important steps by launching the Gender Equality and Mainstreaming Strategy & Action Plan (GEMSAP, 2022) and establishing an Inter-Ministerial Committee of Gender Focal Points. However, limited training, fragmented data collection and weak institutional mechanisms hamper systematic integration of gender equality into policies and budgets. This project will strengthen the capacity of Gender Focal Points, provide recommendations for a gender data portal, and develop and pilot a gender-responsive budgeting framework.

# 3.1. Objectives

The Local Expert will contribute to the design and implementation of project activities in Malta, 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.

# 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’s coordination team. The LE will liaise regularly with the BA, and other stakeholders as required.

# 3.3. Main Tasks & Responsibilities

a. Inception Phase:

Conduct desk research and fact-finding missions; assess institutional frameworks and training needs of Gender Focal Points; analyse current practices in gender mainstreaming, budgeting, and data collection; and produce the Inception Report.

b. Tailored Technical Support:

Guide the design and delivery of technical support to the BA, including recommendations for an interactive gender data portal, and the development of a gender-responsive budgeting framework tailored to the Office of the Prime Minister. Support preparation and evaluation of a GRB pilot, documenting lessons learned and providing recommendations for scaling up across ministries.

c. Capacity Building and awareness raising:

Conduct training needs assessments, design and deliver a training programme for Gender Focal Points and ministry officials, develop training materials and toolkits, and implement a “train-the-trainer” approach to ensure sustainability. Summarise results and assess the effectiveness and sustainability of capacity-building activities.

d. Coordination:

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

e. 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 - Malta | Month 2 |
| 1. Tailored Technical Support | Recommendations for design of an online gender data portal | Month 4 |
| Gender-Responsive Budgeting Framework (guidelines + action plan) | 4-10 |
|  | Pilot report on GRB in the Office of the Prime Minister | Month 12 |
| 1. Capacity Building and awareness raising | Training kit (needs assessment, modules, evaluation tools); training delivery and evaluation report | Months 3-12 |
| 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 Policy, Public Administration, Economics, Public Finance, Gender Studies, Political Science, or related field.

4.2. Professional Experience

At least 8 years’ professional experience in public policy, public administration, or public finance, including a minimum of 5 years in gender mainstreaming in public policy and budgeting. Demonstrated experience liaising with central administrations, equality bodies, or national statistics offices. Proven track record in developing or piloting gender budgeting frameworks, gender data systems, or training programmes. Experience in capacity building for civil servants and/or equality focal points is required; familiarity with online portals or statistical dissemination platforms will be considered an asset.

4.3. Languages

Fluency in Maltese 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 Maltese 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 Maltese gender equality frameworks, policies and strategies. Familiarity with gender-responsive budgeting methodologies, capacity-building approaches, and sex-disaggregated data systems. Advisory and analytical capacity to design tools, pilots and frameworks tailored to national contexts.

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 in gender budgeting frameworks and institutional capacity building within central administrations.

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)