

Terms of Reference : Monitoring & Evaluation Expert

Project	<i>Gender Mainstreaming in Public Policy and Budgeting Project</i>
Duration	Estimation : 30 days
Location	Remote

1. Project context

Expertise France is implementing a technical assistance project in seven European Union Member States, and nine beneficiary authorities, in order to foster Gender mainstreaming into public policies and budgeting. The project aims at supporting institutions at central or decentralised level in strengthening the integration of gender equality into public action through the application of Gender Mainstreaming tools such as Gender Budgeting (GB), Gender Action Plan (GAP) or Gender Impact Assessment (GIA).

The beneficiary authorities of the project are: Berlin City (Germany), Greece, Hamburg (Germany), Italy, Ireland, Portugal, Romania, Strasbourg (France), and Sachsen-Anhalt (Germany).

The project, supported by the DG Reform, started in June 2022 for a 30 months duration.

The project is 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*

With the support of the Head of Project and the Key Gender Budgeting expert, an in-depth analysis as been conducted by national experts. This analysis is 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 has enabled 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.

This report is being used for the production of an Action Plan for each beneficiary that details the technical support activities necessary to address their needs until the end of the project.

The first component started in Autumn 2022 and is has been finalized in Spring 2023.

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

The focus and content of the operationalization phase 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 13 months, starting from Spring-Summer 2023.

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, a work on the integration of new practices into the beneficiaries' procedures will be elaborated by experts.

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 or 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.

The third component will last approximately 8 months, mainly in 2024.

2. Methodology

An expertise in Monitoring and Evaluation would be required in order to adjust the logical framework built during the development of the project and determine specific indicators in order to ensure the quality of the project. The Logical framework needs to be adapted to each beneficiary authority in order to measure the effect of the project, based on their action plans.

The expected results of the mission are:

- The logical framework is adapted for each beneficiary authorities;
- Monitoring data on project activities and indicators are systematically collected, consolidated, analyzed and shared to support effective project implementation;
- Upward (donors) and downward (beneficiaries) accountability mechanisms are in place;
- Evidence is available to measure the outputs, outcomes and impact of the project in the target authorities;
- Ensuring continuous learning about the activities implemented.

The tasks expected from the experts shall include:

- Update the project's theory of change, in line with the updated and specified logical framework;
- Review the project's needs in terms of monitoring systems, data collection and reporting;
- Finalize and adjust the project's monitoring and evaluation framework;
- Update the monitoring and evaluation plan (following EF template), including proper disaggregation of indicators, data collection tools and methodology, data flow maps, and analysis plans for all project indicators, roles and responsibilities for proper data collection;

- Set up a data collection system, and possibly data visualization software (such as Qlik Sense) to easily consolidate, disaggregate, and manage M&E data;
- Update the baseline for all project indicators and fine-tuning indicators listed in the original log frame;
- Train the project team on the tools and processes implemented;
- Support the implementation of the M&E Plan and indicators monitoring during quarterly project reviews, donor reporting, steering and technical committees, and on an ad hoc basis;
- Participate to the final evaluation.

Expected deliverables:

- Updated M&E Plan/tools,
- Updated and specified Logical Framework;
- Updated Theory of Change;
- Data collection tools/questionnaires for activities revised;
- Data reports.

3. Description of the mission

The mission should not require travels but remote support to the project team based in Paris and the project beneficiaries (Berlin City, Greece, Hamburg, Italy, Ireland, Portugal, Romania, Strasbourg, and Sachsen-Anhalt. The work language of the mission will be English.

The mission should begin in late May or June 2023 and last until the end of the project in December 2024. The mission is expected to take about 30 days.

4. Expected profile

- The applicant must be an individual consultant;
- Higher education degree political or social sciences, gender studies, public finance management, international development, monitoring and evaluation;
- Demonstrated and proven experience (at least 5 years) in Monitoring and Evaluation: in the design and implementation of M&E frameworks, particularly on EU-funded projects;
- Demonstrated sector experience (at least 5 years) in Public Policies, Public Finance Management or Gender Policies related projects;
- Previous work experience in building a remotely managed MEAL system would be an asset;
- Proficiency in computer tools required for M&E;
- Capacity and experience in learning: identification and sharing of lessons learned and best practices.
- Excellent reporting, writing and communication skills;

- Fluency in spoken and written English;
- Fluency in spoken and written French would be an asset.

3. Application form

The applications can be submitted in [Expertise France Web Page](#).

All applications must include:

- The application form enclosed.
- A technical note (maximum 2 pages) detailing the methodology and expected work plan and presenting similar experience;
- The CV;
- The financial offer including daily rate without VAT (any other costs will be covered by the project).