

Terms of Reference

Gender Expert

Project: “Strengthening the knowledge base and capacities of NALAS to promote gender responsive policy making and to engender local service delivery in SEE”

1. Project Background

Diversity is one of the NALAS basic values and principles as we declare in the statement within the Strategic Plan 2018-2022 that “we are open, multi-lingual, multi-ethnic, multi-cultural and inclusive. We promote an equitable development of rural and urban municipalities, young and old, men and women.”

In that direction, NALAS continuously strives to improve its capacities, and capacities of its members the Local Government Associations (LGA) from South East Europe (SEE) for gender mainstreaming at both governance and operational level. Therefore, NALAS implements the project “Strengthening the knowledge base and capacities of NALAS to promote gender responsive policy making and to engender local service delivery in SEE”, within the framework of the regional UN Women project “Promoting Gender Responsive Policies in South East Europe and Republic of Moldova”, which is financially supported by the Austrian Development Agency and the Swiss Agency for Cooperation and Development.

The project overall goal is to contribute to the enhanced regional exchange of experience and knowledge and Gender Responsive Budgeting (GRB) as well as increased regional cooperation in the area of gender equality among LGA. As a result of the intervention NALAS will become fully capacitated to promote gender responsive policy making at regional level, by mainstreaming gender at statutory, strategic and operational level through:

- Integration of the gender perspective and gender mainstreaming within the NALAS Statute, NALAS monitoring and reporting system, NALAS HR policy - NALAS Manual of Internal Policies and Procedures and TF Management Guidelines. Development of a NALAS Plan for implementation of the Gender Policy Positions to promote gender equality at local level.
- Further application of gender responsive budgeting in the frame of the annual report on fiscal decentralisation in SEE through revision of the established indicators.
- Increase the awareness of NALAS members and their municipalities for gender mainstreaming on local level through the prism of gender and its impact across the local service delivery in the countries of SEE.
- Encourage NALAS members and the municipalities to analyse the levels of integration of gender in their work with the communities and to undertake appropriate action to improve their performance.
- Collect data and advocate for measures to ensure more equal representation of women in leadership or decision making positions at local level. Collect, summarize and disseminate gender disaggregated data on the composition of NALAS's and member associations' secretariats, statutory bodies, working groups and statutory meetings.
- Support LGAs and their members to increase their awareness, knowledge and skills in relation to gender issues through the delivery of the e-learning course on gender.
- Contribute to upgrading of the capacities of the Knowledge Centre and NALAS e-Academy.

The project builds on previous achievements and developed capacities to strengthen gender mainstreaming in NALAS statutory, strategic and operations documents. Namely, with the “NALAS Policy Positions to Promote Gender Equality at Local Level” adopted by the General Assembly in April 2016 NALAS committed to “take further steps to embed gender equality in our work by making all necessary statutory changes.” As a continuation of this commitment, to enable implementation of the policy positions, the NALAS Committee of Liaison Officers (CLO) unanimously approved an initiation of intervention for amending the NALAS Statute for integration of the gender aspect.

Gender and GRB concepts are mainstreamed into the fifth edition of the report “Fiscal Decentralization Indicators for SEE” produced by the NALAS Task Force on Fiscal Decentralization. The chapter “Gender Mainstreaming in Fiscal Decentralization” became an integral part of the report and introduced a set of indicators to understand the extent of integration of gender into decentralization and governance. Following a training on gender responsive budgeting, with the support of UN Women, the members of the NALAS Task Force on Fiscal Decentralization developed four indicators to be monitored within this report. However, further revision of the existing indicators and experiences in their utilization, as well as analysis on possible additional gender indicators within the fiscal operations of the municipalities is recommended.

In the work of the NALAS Task Forces several attempts have been done the gender perspective to be integrated within their work and products which are closely related to the particular local competencies and service delivery. The inclusion of a gender perspective in urban development and its management would seek to ensure that both women and men obtain equal access to and control over the resources and opportunities offered by the municipality. It would also seek to ensure that the planning, provision and management of public services benefits both women and men. However, there is no a methodology/guidelines for identification of the gender perspective in the provision of local services. In this direction, gender-responsive budgeting, costing and fiscal implications of the application of the principle of gender equality in everyday life need to be considered as well.

Official data available on municipal level are not sufficient for thorough analysis on gender inequalities. However, solid evidence base for gender equality policies is basic precondition for successful gender mainstreaming on the local level. Lack of data on the municipal level is not only the problem related to the inadequate evidence that should provide grounds for identifying problems and defining appropriate objectives and actions, but it is also the problem of inadequate grounds for monitoring the effects of necessary policies and their adjustments. Therefore, collection of data and continuous monitoring should contribute towards awareness increasing regarding the current situation, necessary to initiate advocacy for measures to ensure more equal representation of women and men in the leadership at local level. Data collection on representation of women and men among the elected officials (mayors and members of the city council) at the level of SEE region is NALAS’ regular activity. Therefore, it is necessary to collect, summarize and disseminate gender disaggregated data on the composition of NALAS’s and member associations’ secretariats, statutory bodies, working groups and statutory meetings. Appropriate approach and instruments for collection of data is still not in place. Besides the already established practice for representing the data within the info-graphic, additional ways of communication and promotion of the data and findings should be explored.

NALAS is strongly dedicated to support its members and their constituency to increase their awareness, knowledge and skills in relation to gender issues through the provision of appropriate capacity building and resources on relevant topics. In that regards, besides the other capacity building means, an e-learning course “Introduction to Gender Equality at the Local level” has been developed. However, it should be furtherly

promoted and delivered among NALAS structures, as well as the representatives of the LGAs and municipalities.

2. Assignment objective

Having in mind the abovementioned, **NALAS is seeking for competent Gender Expert** which assignment objective is to support strengthening the gender mainstreaming in the NALAS statutory and strategic documents as well as development of the capacities of its members – Local Government Associations and their municipalities.

3. Main Activities and Related Outputs/deliverable

The expert shall execute the following activities and deliver related outputs:

	Activity	Related output/deliverable	Expert days	Deadline for implementation of the activity
	Activity I - Gender perspective is integrated in NALAS strategic, planning and statutory documents.			
1.	<p>Development of Methodology and instruments for collection of gender disaggregated data in the NALAS network</p> <p><i>The Methodology shall be accepted by the NALAS Working Group on Gender.</i></p>	1.1. Developed Methodology and respective research instruments for collection of gender disaggregated data in the NALAS network.	3	07.08.2017 14.08.2017
2.	<p>Analysis of the collected gender disaggregated data.</p> <p><i>Based on the developed Methodology in the previous activity, the gender disaggregated data will be collected by the NALAS Knowledge Management Assistants from the LGAs in all countries of SEE region. The period for collection of data is 01.09.2017 to 15.09.2017</i></p> <p><i>The Report's findings will result in an Info-graphic on gender in the NALAS network and local governments. The Info-graphic will be designed and published.</i></p>	<p>2.1. Report on NALAS Gender disaggregated data prepared.</p> <p>2.2. Data and Report's findings proper for the Infographic proposed and instructions for its design provided.</p>	1	18.09.2017 21.09.2017
3.	<p>Development of a Plan for implementation of the NALAS Policy Positions for Gender Equality at Local Level.</p> <p><i>The Plan should consider the NALAS Strategic Plan 2018-2022 and conducted analysis within the Activity 2.</i></p>	3.1. Plan for implementation of the NALAS Policy Positions for Gender Equality at Local Level drafted.	7	22.09.2017 06.10.2017
4.	<p>Analysis of the NALAS Statute and preparation of proposal amendments to the NALAS Statute for integration of gender mainstreaming.</p>	4.1. Report from the analysis of the NALAS Statute and amendments prepared.	4	09.10.2017 18.10.2017

5.	<p>Preparation and implementation of a Workshop on Gender Mainstreaming in NALAS intended to the NALAS Liaison Officers.</p> <p><i>Half-day Workshop will be implemented during the regular meeting of the NALAS Committee of Liaison Officers. Actual date of the Workshop will be determined.</i></p> <p><i>The developed documents – NALAS Gender Mainstreaming Analysis, Infographic, Plan for implementation of the NALAS Policy Positions for Gender Equality at Local Level and proposal on amendments of the NALAS Statute for integration of the gender perspective will be presented and discussed.</i></p>	<p>5.1. Session Plan of the one-day Workshop developed</p> <p>5.2. Gender documents presented and discussed on the CLO meeting.</p> <p>5.3. Workshop Report submitted.</p>	3	23.10.2017 27.10.2017
<p>Activity II - The approach to mainstream the gender perspective to local public service delivery is a part of the NALAS Knowledge Management System and at disposal to the LGAs and municipalities in Southeast Europe. Tools for gender mainstreaming in local public services are available to LGAs and municipalities in SEE through NALAS Knowledge Management System.</p>				
6.	<p>Development of a Methodology for identification of gender perspective in to local service delivery</p> <p><i>The Methodology will be developed in close cooperation with an expert from identified priority local service (separate 2 expert days for the local service delivery expert will be ensured)</i></p>	<p>6.1. Priority local service (SWM, WSS, EE, public transportation etc.) identified and Methodology for identification of gender perspective in to local service delivery developed</p>	2	01.11.2017 09.11.2017
7.	<p>Preparation and implementation of Workshop for the Gender and Youth Focal Points and respective TF members for application of the Methodology in the particular local competence.</p> <p><i>The Workshop will be also delivered with the local service delivery expert (1 expert day)</i></p> <p><i>The exact date will be additionally determined within the planned duration of this activity.</i></p>	<p>7.1. A full day Workshop for the Gender and Youth Focal Points and respective TF members for application of the Methodology in the particular local competence developed and delivered.</p> <p>7.2. Report from the Workshop submitted.</p>	2	23.11.2017 08.12.2017
<p>Activity III - Representatives of the NALAS structures, LGAs and their members are aware and knowledgeable on Gender Equality and Gender Responsive Budgeting at Local Level.</p>				
8.	<p>Facilitation of E-learning course “Gender Equality at Local Level” delivered to G&Y FP, KMA, TF, LGs. (2 cycles) - FACILITATION</p> <p><i>(3 expert days per cycle)</i></p>	<p>8.1. First E-learning course session facilitated (October/November 2017)</p> <p>8.2. Second E-learning course session facilitated (February 2018)</p>	6	10.10.2017 30.10.2017 10.02.2018 28.02.2018

9.	<p>Identification of measures and roadmap for LGAs in order to promote and support adoption of policy for GRB at local level</p> <p><i>The analysis of the GRB indicators will be based on the questionnaire which data will be collected as a joint effort of the NALAS Gender & Youth Focal Points and Knowledge Management Assistants in the period from 15.12.2017 to 25.12.2017</i></p>	<p>9.1. Measures and road map for promotion and support of the policy on GRB at local level drafted.</p> <p>9.2. Recommendations for revision of the GRB indicators prepared</p>	5	10.12.2017 15.01.2018
10.	<p>Preparation and implementation of Workshop on Application of Gender Responsive Budgeting in the agenda of NALAS Task Force on Fiscal Decentralization in the frames of the annual regional monitoring.</p> <p><i>One-day Workshop with the NALAS TF on FD and members of the NALAS Advisory Consilium will be used for consultations and further development of the roadmap and measures that LGAs should take in order to promote and support adoption of policy for Gender responsive budgeting at local level.</i></p> <p><i>The Workshop will be also used for revision of the GRB indicators of the NALAS annual monitoring of the fiscal decentralization in SEE.</i></p>	<p>10.1. Workshop for revision of the GRB indicators & identification of measures and roadmap for LGAs for promotion and support adoption of policy for GRB at local level prepared and delivered/facilitated.</p> <p>10.2. Roadmap and measures for the LGAs to promote and support adoption of GRB policies at local level developed.</p> <p>10.3. GRB indicators of the NALAS annual monitoring of the fiscal decentralization in SEE revised.</p> <p>10.4. Workshop report submitted</p> <p>10.5. Assignment Report submitted (26.02.2018)</p>	3	01.02.2018 20.02.2018
		Total Expert days	36	

4. Timing and duration of mission

All above listed activities and delivery of the expected outputs are envisaged to take place between **01.08.2017** and **28.02.2018**.

The total number of expert days that shall be necessary to complete the activities listed under point 3 of this ToR is **36**.

5. Required Skills and Experience

5.1. Education:

- Master's degree or equivalent in gender, women's studies, social sciences, public administration, international development, or other development-related fields
- Specific training/additional education relevant for the topic will be considered as an asset.

5.2. Experience:

- At least 7 years of professional experience working in the area of gender related policy and programme development in the public sector particularly at the local government level.
- At least 3 years of experience with gender responsive budgeting within the public sector preferably at the local government level in the countries of SEE region.
- Proven experience in at least 3 gender related training and the design activities within the public sector preferably at the local government level.
- Experience in writing analytical documents and reports, at least 3 gender related analysis conducted.
- Experience with implementing gender mainstreaming agendas across a variety of sectors, including experience gender mainstreaming in local governments;
- Experience working with at least 5 regional and international development organizations.
- Experience in working with local governments in the countries of SEE region.
- Strong public speaking skills and representational experience.

5.3. Language Requirements:

- Written and oral proficiency in English is required

NALAS strives to assure equitable representation of women and minorities in all its activities.

6. Application Procedure

Interested candidates are asked to send:

1. CV,
2. Cover Letter that responds to all requirements (short description for each of the bullet points) of the section 5. Required Skills and Experience of this ToR,
3. Financial Offer shall specify gross amount per expert-day in EUR.

The selection of the Consultant will be made in accordance with the quality- cost based selection method (70 % technical component and 30% price component)

The CV, Cover Letter and Financial Offer shall be sent to info@nalas.eu with subject line of e-mail message as follows: Gender Expert NALAS

Emails without a proper reference code in the subject line may not be taken into consideration.

The **deadline of application** is **16:30; July 27, 2017.**