

Terms of Reference

Regional Gender Expert

Project: “Promoting E-learning and regional knowledge base development on Gender Responsive Budgeting”

1. Project Description

NALAS supports its members, the Local Government Associations in building cross-border partnerships between the local governments in South East Europe in order to contribute to a modern and efficient local self-government system. By gathering local government associations, NALAS has a unique opportunity to include and help municipal elected officials, municipal administration experts and local practitioners on various topics of local importance. In its activities and approaches, NALAS relies on the inclusiveness principle by respecting the needs and including various target groups based on gender equality, opportunities for youth, combating poverty etc. 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 and especially gender responsive budgeting (GRB) at both, governance and operational level. Therefore, NALAS implements the project “**Promoting E-learning and regional knowledge base development on GRB**”, within the framework of the regional UN Women project “**Promoting Gender Responsive Policies and Budgets: Towards Transparent, Inclusive and Accountable Governance in Republic of North Macedonia**”.

The NALAS project is focused on expanding contemporary learning opportunities for the municipal staff and local practitioners regarding gender mainstreaming and gender responsive budgeting. Ensuring political commitment of the women elected officials at local level from SEE for promotion of gender mainstreaming and GRB is also considered as key project’s achievement. In addition, the project will contribute in engendering local service delivery and practical application of gender mainstreaming concept in the municipal solid waste management. Project outputs will be disseminated among NALAS members and local governments in SEE through NALAS Knowledge Management System.

More specifically, the following activities will contribute towards achievement of the project expected results:

Expected Result 1: The e-learning course “Gender Equality at Local Level” is upgraded, access expanded and content delivered among LGAs and their members in order to increase the awareness, knowledge and capacities on gender equality and GRB.

Upgrading of the e-learning course “Gender Equality at Local Level”

Considering the previous experience in delivery of the e-learning course as part of the NALAS E-Academy (<http://nalas.eu/services/E-academy>), the content related to GRB will be upgraded.

Adaptation of the e-learning course to national languages

One of the key suggestions of the NALAS members was adapting the course to national languages in order the course to be closer and more attractive for user who face challenges in practicing English language. Therefore, once the English version of the course is upgraded, translation and its IT alignment will be proceeded.

E-learning course delivery

The upgraded and adapted course will be offered to the representatives of the NALAS members, municipal administration and local practitioners through the promotional activities of the NALAS Knowledge Management Assistants (KMA) located in the offices of the LGAs, as well as by using the channels of communication of the NALAS Knowledge Management System. Workshop for building of the capacities of

the KMA on promotion and advertisement of e-learning courses will take place before the delivery of the courses.

Two cycles of course delivery (spring and autumn) per year will be realized. Considering the methodological approach of the e-learning delivery, for each of the lingual versions, a facilitator will be engaged to lead the learning process and communicate with the participants.

Expected Result 2: The Gender Mainstreaming and Gender Responsive Budgeting at local level is raised on the agenda of NALAS members.

Establishment of the NALAS Forum of Women Mayors in SEE

The NALAS Forum of Women Mayors in SEE will be set up and led by both NALAS Vice Presidents - women mayors from Moldova and Serbia. The Forum will be used to communicate the importance of the Gender Mainstreaming and GRB concept and development of **regional policy recommendations** towards the LGAs for their role in improvement of the gender environment at local level. The recommendations will be presented at the NALAS General Assembly.

In addition, the Forum is considered as an arena for networking, discussion and exchange of good practices on GM and RGB. It will offer an opportunity to explore how good practices can be replicated in other municipalities in the region of SEE. NALAS Knowledge Management System will be utilized for their further dissemination to the local authorities in SEE.

The Forum will unite women mayors' structures of the LGAs in SEE, such as Women Mayors League from Romanian LGA, Network for Gender Equality from Serbian association, CALM Women Network from Moldova etc. At least 2 meetings of the Forum will be organized in the course of the project duration.

Expected result 3: Members of the NALAS Task Force on Solid Waste Management (TF SWM), municipal administration and staff of the utility company from the pilot municipality are capacitated for engendering the service delivery in the area of SWM.

Preparation of ground for piloting the Methodology for incorporation of gender aspects in solid waste management at local level.

The existing Methodology has comprehensive approach and includes interventions for engendering the local service in SWM from the very beginning in development of the overall planning framework.

Besides the Regional Gender Expert engaged by the project, a Regional SWM Expert will be also engaged. Their joint efforts will result in developed action plan and necessary tools for piloting of the Methodology for incorporation of gender aspects in solid waste management at local level for the particular local context of the selected pilot municipality.

The implementation of the methodological steps and action plan will be responsibility of national gender and SWM experts from the pilot municipality. They will be engaged by the project and will perform as resource persons for provision of the local context to the regional experts in the preparatory stage as well as implementers of the action plan together with the municipal staff and the staff of the utility company. The regional experts will provide continuous expert support to the national experts' activities.

The feedback from the implementation provided by the local experts will be used by the regional experts for adjustment and improvement of the Methodology.

Dissemination of case study on engendering local service delivery in SWM

The knowledge and lessons learnt from the implementation of the Methodology will be prepared as a case study by the regional experts. This knowledge will be shared to the NALAS TF members at their regular annual meeting. The case study will be also disseminated to the gender and SWM practitioners in the NALAS network.

Besides the involvement of the NALAS Knowledge Management Assistants, the implementing of the project activities will be discussed, consulted and supported by the NALAS Group on Gender and Youth Focal Points and members of the NALSA Task Force on Solid Waste Management.

2. Assignment Activities and Related Outputs/Deliverable

Having in mind the abovementioned, **NALAS is seeking for competent Regional Gender Expert** which assignment objective is to support and contribute towards implementation of the project's activities.

The Gender Expert shall execute the following activities and deliver related outputs:

Activity		Related output/deliverable	Expert days	Deadline for implementation of the activity
Expected Result 1: The e-learning course "Gender Equality at Local Level" is upgraded, access expanded and content delivered among LGAs and their members in order to increase the awareness, knowledge and capacities on gender equality and GRB (11 expert days)				
A. Upgrading and adaptation of the e-learning course "Gender Equality at Local Level" to national languages (7 expert days)				
Activity 1	Revision and upgrading of e-learning course on Gender Equality at Local Level, content in English.	Content of the e-learning course revised and upgraded in terms of content related to GRB. The final text (course content) in English will be shared with the members of the NALAS Task Force on Fiscal Decentralization and NALAS Group on Gender and Youth Focal Points.	6	04 September - 18 September 2019
Activity 2	Adaptation of the e-learning course to national languages.	Final version in English language of the e-learning course reviewed and feedback provided Expert opinion submitted.	1	11 - 22 November 2019
B. E-learning course delivery (4 expert days)				
Activity 3	Development of the content and agenda for a session related to the e-learning course and its promotion in the frame of the Workshop of the Knowledge Management Assistants. The overall Workshop's agenda will be developed in close cooperation with the NALAS Knowledge and Communications Manager.	Workshop's Content and Agenda submitted.	1	03 – 14 February 2020
Activity 4	Delivery of a session on the Gender e-learning course and promotional activities at the KMA Workshop. Optionally, the NALAS Group on Gender Focal Points will be invited to the Workshop.	Workshop session delivered in the course of the KMA Workshop. Report on delivered workshop's session submitted.	2	By mid of March 2020 By end of March 2020
Activity 5	Online session on Introduction/orientation of local gender experts for facilitation of the course in other local languages. The first round of course delivery will start at 13 April 2012 in Macedonian and Albanian language.	Introduction/orientation session delivered online. Brief reflection of the online session prepared.	1	06 – 10 April 2020

Activity		Related output/deliverable	Expert days	Deadline for implementation of the activity
Expected Result 2: The Gender Mainstreaming and Gender Responsive Budgeting at local level is raised on the agenda of NALAS members. (28 expert days)				
C. Establishment of the NALAS Forum of Women Mayors in SEE (15 expert days)				
Activity 6	Development of the First Forum's content (including drafting of the policy recommendations), approach, moderation session plan, agenda and necessary materials.	Forum's content, approach, moderation session plan, agenda and necessary materials developed and submitted.	3	07 – 11 October 2019
Activity 7	Moderation of the First Forum of Women Mayors in SEE	Forum implemented in accordance to the Moderation session plan submitted. Report of the First Forum of Women Mayors in SEE submitted.	4	In the week of 11 – 15 November 2019 (TBC) 22 November 2019
Activity 8	Development of Policy Recommendations on Gender Mainstreaming and GRB in SEE	Based on the discussion from the First Forum of Women Mayors in SEE, final paper with Policy Recommendations is submitted. NALAS CLO shall approve the recommendations.	3	07 February 2019
Activity 9	Development of the Second Forum's content, approach, moderation session plan, agenda and necessary materials.	Forum's content, approach, moderation session plan, agenda and necessary materials developed and submitted.	2	End of September 2020
Activity 10	Moderation of the Second Forum of Women Mayors in SEE	Forum implemented in accordance to the Moderation session plan submitted. Report of the Second Forum of Women Mayors in SEE submitted.	3	Beginning of November 2020 End of November
D. Collection and dissemination of good practices on GM and GRB from the region of SEE (13 expert days)				
Activity 11	Preparation of the Methodology and Template for collection of the good practices on GM and GRB in SEE	Methodology and Template prepared and consulted with NALAS group of Gender Focal Points	2	06 – 10 April 2020
Activity 12	Introduction of the Methodology and Template to the KMAs and GFP (online)	Methodology and Template introduced to KMA and GFP via online meeting application. Previously, the Methodology in general will be presented at the KMA Workshop (Activity 4)	1	20 – 24 April 2020
Activity 13	Editing and writing of the first set of five best practices on GM and GRB in SEE. The first set of best practices will be collected by the KMA and GFP in the period May – July 2020.	Five best practices on GM and GRB in SEE ready for dissemination through NALSA KMS (October 2020 – February 2021)	5	10 August – 16 October 2020
Activity 14	Editing and writing of the second set of five best practices on GM and GRB in SEE. The KMA and GFP will collect the second set of best practices in the period April – June 2021.	Second set of five best practices on GM and GRB in SEE ready for dissemination through NALSA KMS (September – November 2021)	5	June – September 2021

Activity		Related output/deliverable	Expert days	Deadline for implementation of the activity
Expected Result 3: Members of the NALAS Task Force on SWM, municipal administration and staff of the utility company from the pilot municipality are capacitated for engendering the service delivery in the area of SWM. (13 expert days)				
E. Preparation of ground for piloting the Methodology for incorporation of gender aspects in solid waste management at local level (7 expert days)				
Activity 15	Preparation of the Guide for application of the Methodology for incorporation of gender aspects in solid waste management at local level	Guide for application of Methodology prepared in close cooperation with Regional Solid Waste Management Expert	5	May 2020
Activity 16	Provision of input in development of TOR for engagement of local Gender and SWM experts	Draft ToRs for local Gender and SWM experts developed	1	April 2020
Activity 17	Preparation and moderating of Joint preparatory workshop/meeting of expert team for piloting the Methodology	Methodology for incorporation of gender aspects in solid waste management at local level presented and discussed at the Joint preparatory workshop of expert team. Action Plan agreed among the expert team members.	1	May 2020
F. Piloting of the methodology and provision of feedback. (6 expert days)				
Activity 18	Provision of technical assistance to national experts on Gender and SWM for application of the Methodology	Technical assistance to national experts on Gender and SWM for application of the Methodology provided.	2	November 2020 – April 2021
Activity 19	Preparation of Case study and revision of the Methodology.	Case study from piloting of the Methodology prepared. Methodology for incorporation of gender aspects in solid waste management at local level revised.	3	May – July 2021
Activity 20	Preparation of Mission Report	Mission Report prepared and submitted to NALAS. NALAS project staff shall approve the Mission Report.	1	15 October 2021
Total Expert days			52	

The NALAS project staff shall approve all deliverables listed in the table above.

3. Timing and duration of mission

All above listed activities and delivery of the expected outputs are envisaged to take place between **04 September 2019** and **15 October 2021**.

The total number of expert days that shall be necessary to complete the activities listed under point 2 of this ToR is **52**.

4. Required Skills and Experience

4.1. 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.

4.2. 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 regional experience in the region of SEE.
- At least 5 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 design and implementation of at least 5 gender related events (conferences, trainings, workshops etc.) and activities within the public sector, preferably at the local government level. At least 3 regional events in SEE.
- Experience in writing analytical documents and reports, drafting policy papers. At least 3 gender related analysis conducted and participation in drafting of gender and GRB policy papers. Regional experience will be considered as an asset.
- Experience with implementing gender mainstreaming agendas across a variety of sectors, including experience gender mainstreaming and especially gender responsive budgeting in local governments. Participation in at least 5 gender mainstreaming and gender responsive budgeting projects; Particular experience in gender mainstreaming in solid waste management will be considered as an asset.
- Experience in working with at least 5 regional and international development organizations.
- Experience in working with local governments and local government associations (LGAs) in the countries of SEE region. At least 3 initiatives implemented with the LGAs from SEE.
- Strong public speaking skills and presentational experience in English language. Please provide at least 5 references for participation at events (preferably regional conferences, trainings, workshops etc.) in capacity of panelist, key note speaker, trainer etc.

4.3. Language Requirements

- Written and oral proficiency in English is required

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

5. Application Procedure

Interested candidates are asked to send:

1. **CV**,
2. **Cover Letter** that responds to all requirements of the section "4. Required Skills and Experience" of this ToR.
Please provide **concise description**, one paragraph for each of the bullet points from the section 4 that correspond to your CV.
3. **Financial Offer** shall specify gross amount per expert-day in EUR, as well as the total amount expressed 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 **in separate pdf files** to info@nalas.eu with subject line of e-mail message as follows: **Regional 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; August 27, 2019.**