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Terms of references

for selecting a national expert to provide support to an international trainer in preparing and conducting a Training of Trainers (ToT) on Gender Auditing and Gender Action Plans based on gender audit guidelines

Organization:	Friedrich-Ebert-Stiftung Moldova (FES) and AO “Institutum Virtutes Civilis” (IVC)
Sector:	Civil society development
Term Duration:	3 working days
Implementation period:	February – March 2022
Consultancy Type:	National Consultancy
Location:	Chişinău, Republic of Moldova
Required Language(s):	English and Romanian
Closing Date:	26/01/2022 at 6:00 pm EET

About the project

In April 2021, the project “Partnerships 4 Women Leadership and Good Governance” was launched. The project is implemented by Friedrich-Ebert-Stiftung Moldova and AO “Institutum Virtutes Civilis”, with the financial support of the European Union and FES and will run through April 2021 to April 2024. The project has the following outcomes:

1. Improved capacity of CSOs, CBOs and LAGs to influence policy making at the local and national levels;
2. Enhanced capacity of women for participation in the decision-making processes at all levels;
3. Enhanced public awareness of the role of women in good governance and sustainable development.

The project impact is to achieve strong civil society actors that enhance governance at the national and local level and shape the life of their communities.

Intervention logic

The project addressed three interlinked problems in Moldova:

- local CSOs lack capacities to influence decision making and public confidence in their abilities is low;
- the quality of local public policy is low, including due to a very limited involvement of the CSOs in the participatory public policy drafting processes;
- women remain significantly under-represented in decision making positions and the overall public awareness at local level of women's role in ensuring good governance continues to be low and often has a negative connotation.

The project intervention seeks to create a logical chain of activities that will eventually lead to an increased level of participation of CSOs at local level in the decision-making process, stronger and more active local and regional actors and more women holding public office or elected positions in local public authorities. This includes the following chain of activities: (1) training for civil society to engage in governance and gender issues, (2) conducting gender audits and support the process of drafting gender action plans, (3) identifying policy options to address gender inequalities, (4) undertaking advocacy activities, (5) providing grants to support initiatives, (6) sharing best practices, (7) training women to participate more actively in public and political life and (8) raising awareness.

Scope of the activity

The national expert will work together with an international trainer to prepare and conduct a 3-day Training of Trainers activity on gender audits (GAs) and drafting gender action plans (GAPs), based on the GA guidelines that will be developed by the international expert. The target audience for the ToT are decision makers (DMs) and Civil Society Organisations (CSOs) from the Republic of Moldova.

Description of the activity

The objective of the national expert is to contribute to the creation of a team of national trainers that will be able to further develop the capacities of decision makers and the civil society organisations in carrying out gender audits in public institutions and developing gender action plans at local level.

Provided the above mentioned, it is important that the following aspects are covered during the ToT:

1. Main features and the role of a gender audit – helping authorities identify and understand how gender is mainstreamed at institutional, internal policy and internal processes levels;
2. Methodology on conducting a gender audit at the level of public institutions (stages and elements of the stages):
 - preparing for the gender audit – top management decision and commitment to adhere to gender equality principles and to implement recommendations from the gender audit, level of capacities and need for capacity development, defining the gender audit action plan, approve methodology for implementing the GA, decision on the GA approach to be implemented;

- carrying out/implementing the GA – methodology and instruments (questionnaires, discussions etc.) to collect relevant data, data analysis and formulation of recommendations based on the findings, conclusions and recommendations;
 - drafting the gender equality plan – implementation of the recommendations from the conducted GA. The plan must include M&E mechanisms.
3. Dedicate sufficient time to the essentials of a ToT for the participants, in order to reach a level of confidence as homogeneous as possible in training others at group level (it is highly possible that many participants have already been in position of trainers or have public speaking skills);
 4. Present methodologies on gender audits that are internationally recognised as efficient, with the idea in mind that the participants should decide, based on the internal functioning of their institution, which approach fits their organisation/local authority best;
 5. After the ToT on gender audits, both decision makers as well as CSOs should have a clear understanding on how to develop, implement, monitor and evaluate a gender action plan, each having a clear image on which actor plays which role (local authorities – drafting, in a participatory and transparent manner, the gender action plans and the civil society organisations – contribute to the gender action plan drafting and participate in the M&E processes).

Notes:

The national expert will work together with the international expert to ensure that all training content is adapted to the realities of local communities in the Republic of Moldova.

Participants in the GA ToT

The participants in the training will include 8 DMs, representatives of 14 CSOs at the national and local level, and 4 staff members of the Academy of Public Administration (APA) from Moldova.

Timeline

	Activities/responsibilities	Implementation period	Deliverables
1.	Contribute to initial draft agenda and concept note (CN) on the ToT.	4 March 2022	List of materials and information sources used to finalise CN and ToT agenda: <ul style="list-style-type: none"> - reports and studies; - normative acts and policies referenced in project materials.
2.	Finalising agenda and CN according to project team comments and feedback. Provide support to the international expert in preparing draft training	9 March 2022	<ul style="list-style-type: none"> • Final agenda and CN; • Final training materials (presentations, case

	materials for the GA ToT and finalising them according to comments and feedback.		studies, best practices and examples etc.); <ul style="list-style-type: none"> • Pre and post training evaluation form(s).
3.	Participate in the delivery of the GA ToT. Contribute to the activity final report (analysis of pre and post evaluations of ToT participants).	Tentative dates: 23-25 March 2022	<ul style="list-style-type: none"> • Contribution to conducting/facilitating ToT reflected in final report; • Analysis with conclusions of pre and post training evaluation forms (<i>annexed to final report</i>).

Requirements for the national expert:

1. Relevant education – university studies in the socio sciences field (*master degree in the field will constitute and advantage*);
2. At least 5 years of experience in working on gender equality issues: conducting and/or taking part in activities (programs, projects) on gender issues (mainstreaming in public policy documents, conducting trainings on gender equality and gender related issues, policy analysis from a gender perspective, monitoring and evaluation of national and local policies from gender mainstreaming perspective, contributions to studies, analyses, briefing notes on gender issues in the Republic of Moldova etc.;
3. Excellent English-speaking skills;
4. Demonstrated knowledge on gender-based analysis (integrating the gender perspective in planning, decision making and development of actions, programs and interventions);
5. Demonstrated experience in conducting and/or facilitating ToTs on various gender related topics;
6. Experience in working with central and/or local public administration institutions from Moldova on gender issues and/or other relevant issues related to the task.

Application procedure

Interested candidates should send the documents listed below to the e-mail address fes@fes-moldova.org, by **January 26th, 2022** (6:00 pm EET), with the subject line: "GA ToT application. National expert.". Only complete applications will be considered. *Please note that only shortlisted candidates will be invited for the interview.*

Application will include:

- **Personal CV** (max. 3 pages, please include the contact phone and/or Skype ID for a possible interview), including a list of publications or materials to which the expert contributed (studies, analyses, reports etc.) on relevant topics (if any). The CV should include the contact details (e-mail addresses) of at least 2 references.

- **Technical offer:**
 - Proposed instruments for evaluating participants' knowledge pre and post ToT (max. 1 page).
- **Financial offer:** daily rate in EURO (*please indicate gross amount*).

***Note!** The project team will offer logistical support in organizing all the logistics for the trainings.

Selection criteria:

The contract will be awarded to the national expert that will present the best proposal, both from the perspective of the technical as well as the financial offer. The following criteria for assessing the quality of the proposals will be applied:

Criteria	Score
Required skills and experience of the expert (CV):	40 points:
Relevant education – university studies in the socio sciences field (<i>master degree in the field will constitute and advantage</i>)	7 points
At least 5 years of experience in working on gender equality issues: conducting and/or taking part in activities (programs, projects) on gender issues (mainstreaming in public policy documents, conducting trainings on gender equality and gender related issues, policy analysis from a gender perspective, monitoring and evaluation of national and local policies from gender mainstreaming perspective, contributions to studies, analyses, briefing notes on gender issues in the Republic of Moldova etc.	10 points
Excellent English-speaking skills	8 points
Experience in conducting and/or facilitating ToTs on various gender related topics and/or other relevant related topics	10 points
Experience in working with central and/or local public administration institutions from Moldova on gender issues and/or other relevant issues related to the task	5 points
Technical offer:	30 points:
Proposed training instruments and methodologies for the 3-day ToT (max. 1 page)	15 points
Short description of the methodology used for evaluating participants' knowledge pre and post ToT (1-2 pages)	15 points
Financial Offer	30 points
Total max. score	100 points