

GENDER EQUALITY EXPERT FOR DECENTRALIZATION REFORM

Job Title:	International consultant
Type of Contract:	Special Services Agreement
Duty Station:	Home-based with travel to the region (Moldova).
Application Deadline :	13 August 2010, 17:00 local time
Starting Date : (date when the selected candidate is expected to start)	September 2010
Duration of Contract :	30 working days
Contracting Authority	UNIFEM SRO CIS (part of UN-Women) <i>within the Joint UNDP/UNIFEM Project on Integrated Local Development (Joint ILDP)</i>
Beneficiary:	State Chancellery, Parity Commission, Working Groups

Background

UNDP and UNIFEM SRO CIS (part of UN-Women) in partnership with the Government of Moldova (State Chancellery) with financial support from Sida are implementing a Joint Integrated Local Development Programme (Joint ILDP). The Joint ILDP was designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation.

Given the overall development context, related to the impact of the political and economic crisis, and considering the priorities of the Coalition for European Integration, new Government Programme, as well as the National Development Strategy, *Decentralization, Sustainable Local Development and Democratic Local Governance* represent key issues to be addressed in order to respond to existing country priorities and development challenges.

Key components of the programme:

Policy Advisory and Advocacy Component: Program will strengthen the capacity of the key ministries and partners (the Parliamentary Commission on Decentralization, State Chancellery, Ministry of Finance, Ministry of Labour, Social Protection and Family, Ministry for Construction and Regional Development among others) in elaborating policies, legislation & implementation mechanisms taking into account the principles of human rights based approach (HRBA) and gender equality (GE) dimensions to advance the administrative and fiscal decentralization reform that shall accelerate human rights and gender responsive development at the regional and local level. Broad participation and engagement will be the core for the design and implementation of the reform.

Local Self-Governance and Participation Component: The capacity of the rayons and municipalities to plan, budget, implement, monitor and evaluate local development as well as to manage efficiently service delivery in the targeted areas, ensuring good quality services to the vulnerable persons and groups, including persons with disabilities, women and children at risk, single-parent households, ethnic and other minorities in particular Roma, persons living with HIV/AIDS, the elderly and others, as well as the capacity to provide services will be assessed and strengthened through applying HRBA and gender equality approach. Capacities of Associations of Local Authorities will be enhanced to advocate for better decentralization and local development policies.

Community Empowerment Component: The Joint ILDP will encourage and facilitate active participation of community members, especially members of identified vulnerable groups, as the primary recipients of all local development initiatives, in the local development processes and decision-making. The Joint Programme will support local communities to have better access to improved services.

Transnistria and Security zone Component: The Joint ILDP will be expanded to the Transnistria Region and will work more thoroughly in the security zone. It will cover all 5 rayons of the region and the

areas from the security zone which are based on the left bank of Nistru River but are under Moldovan Government control. 20 communities from the Transnistria region will be supported and 9 from the security zone.

The Programme will be implemented and will advocate for using Human Rights Based Approach (HRBA) and Gender Equality mainstreaming (GE) which calls for participation, accountability, transparency and non-discrimination.

HRBA & GE

In 2009 UNDP and Sida Head Quarters agreed to work together on implementing a rights-based approach in three pilot countries, Moldova being the first country. When defining HRBA in the Moldovan context focus will be on the core principles of: *Participation, Non-discrimination, Transparency and Accountability.*

International and European review bodies have regularly provided recommendations and guidance to the Government of Moldova on human rights and social inclusion matters of relevance to local authorities and local governance. A number of these recommendations remain to date unimplemented.

The Joint ILDP is designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation, transparency, accountability and non-discrimination. Given the overall development context, related to the impact of the political and economic crisis, and considering the priorities of the European Integration spelled out in the, new Government's Programme, as well as in the National Development Strategy, Decentralization, Sustainable Local Development and Democratic Local Governance represent key issues to be addressed in order to respond to existing country priorities and development challenges.

A Human Rights Based Approach (HRBA) will be implemented throughout all levels and instances of the project, ensuring the four principles. Together with HRBA, Gender Equality will be mainstreamed throughout all program activities aiming at an equal participation of women and men in the decision-making process at all levels of Government and assuring equal and equitable benefits for both men and women. At the same time rights-based angle is equally essential in implementing all program initiatives. Decentralization reform being a core of the Governmental reform program of public administration is not automatically assuring benefits for wider layers of population and might actually lead to the deterioration of situation in terms of human rights especially for vulnerable groups of population if not thoroughly taken into account their needs. That is why already at the initial stage of planning the reform it is essential to take in through considerations gender equality and human rights principles.

In the framework of decentralization reform the Government has established the Parity Commission in order to assure the widest possible participatory process in elaboration of the decentralization strategy. Under the leadership of Parity Commission several Working Groups from representatives of the government and civil society will be established.

The main objective of the current assignment is to provide all the required advice to the State Chancellery, Parity Commission and Working groups in order to ensure proper consideration of gender equality issues and human rights principles in the process of decentralization reform.

With an aim to effective implementation of this objective UNIFEM SRO CIS (part of UN-Women) is looking for qualified International expert on a short-term basis to enhance and support the Joint ILDP work on promoting GE & HRBA principles into the decentralization reform.

Assignment under this ToR will include **three basic dimensions:**

1. Evaluate knowledge and capacities of the State Chancellery, Parity Commission, Working Groups, JILDP UNDP decentralization consultants in terms of gender equality and gender mainstreaming and assure necessary capacity building/consolidating actions (including trainings, on-job trainings, round tables, seminars, etc.)

2. Provide advice (including ad-hoc) to the State Chancellery, Parity Commission and Working groups on streamlining of equal opportunities, participation and benefits for men and women into decentralization, boys and girls into the reform/strategy.
3. Take part in all consultative and participatory activities (seminars, conferences, round tables, etc.) under the decentralization reform advocating for gender mainstreaming.

Duties and Responsibilities

The International Gender Expert will work under direct supervision of the Joint ILDP/UNIFEM CTA/Program Analyst with guidance from Program HRBA Team. The expert will also be working in close contact with UNDP Joint ILDP Component Managers and relevant officials from the State Chancellery on various parts of the project. The selected expert will be responsible for the following tasks:

1. Work closely with all Joint UNDP/UNIFEM ILDP consultants and HRBA team on mainstreaming GE in decentralization process.
2. Undertake gender analysis of Joint ILDP studies (administrative-territorial division, administrative and fiscal decentralization, de-concentrated services) and provide recommendations on how to integrate GE and HR issues within the decentralization reform process;
3. Conduct analysis of immediate and long-term effects of fiscal and administrative decentralization upon gender equality, non-discrimination and equal benefits for men and women;
4. Ensure proper consideration of conclusions and recommendations of the study on vulnerable groups within the Joint ILDP studies on decentralization (on administrative-territorial structure, on administrative and fiscal decentralization, on de-concentrated services);
5. Review existing sex-disaggregated indicators used by different governmental agencies and available in country and prepare the recommendations on gender responsive monitoring as part of the system of monitoring of decentralization process;
6. Provide strategic and conceptual advice on GE and HR issues to the for Parity Commission and Working Groups established by the Government under the Decentralization reform.
7. Undertake capacity assessment of State Chancellery, Parity Commission and Working Groups for decentralization reform. Based on the results of capacity needs assessment develop a short-term Plan on enhancement capacities of government officials on gender responsive decentralization policies.
8. Participate in all public and governmental discussions (round tables, seminars, conferences, etc.) relevant to the mainstreaming of gender in decentralization reform;
9. Facilitate consultative discussions with relevant stakeholders, including civil society on promotion of gender equality in decentralization process, including consultations on priority needs and issues to be considered in the process of decentralization reform;
10. Summarize (under the Report on policy activities - deliverable 4) the lessons learned in GE mainstreaming in decentralization reform and provide recommendations to JILDP on how to mainstream gender equality further under the implementation of the Action Plan (Road Map) for decentralization reform.

Deliverables

1. Set of gender recommendations developed and incorporated into the relevant studies undertaken by JILDP experts on decentralization process (administrative-territorial division, administrative and fiscal decentralization, de-concentrated services)
2. Recommendations on the set of gender indicators as part of monitoring system of decentralization process;

3. Report on the results of capacity assessment of the State Chancellery, Parity Commission, Working Groups, in terms of gender equality and gender mainstreaming. Capacity development plan based on the results of the capacity assessment.
4. Report on policy advice activities carried out in support of the State Chancellery, Parity Commission and Working groups on mainstreaming the principles of equal opportunities, participation and benefits for men and women into decentralization reform/strategy (separately addressing all the tasks above) including on participation in all consultative and participatory activities (seminars, conferences, round tables, etc.) under the decentralization reform where gender mainstreaming was actively advocated (in English)

Timeframe

This assignment should last no longer than 30 working days within 3 months period with maximum 20 days field visits to the region.

The International expert will be supported by a National expert. It is assumed that both consultants will work closely in one team and taking common responsibilities for successful implementation of the tasks and deliverables under this TOR. At the same time, the experts will have specific focus:

International Expert

- Provide international expertise and experience of gender in decentralization;
- Supervise and coordinate the whole work under this initiative;
- Take leadership role in conceptualizing and drafting policy papers;
- Leading and coordinating the process of knowledge/expertise dissemination

National Expert

- Provide national expertise and specifics in team's activities
- Assist in organizing and conducting capacity needs assessment and preparation of the Plan
- Lobbying and take part in activities of all institutions under decentralization reform (Parity Commission, working groups, regulations, etc.) plus in public debates organized by these institutions and promote GE
- Organizing civil society consultations
- Dealing with all logistics related to in-country missions of international expert and to organization of relevant events

Working premises are responsibilities of Consultants even though some support might be provided by Joint ILDP. All draft deliverables shall be presented to Joint ILDP at least two weeks before the end of contract. This assignment will cover actions 1.2.1-1.2.5 and 2.3.4 envisaged in the JILDP Action Plan

Most important synergies for the purposes of current assignment will be:

1. Joint ILDP/UNDP studies on decentralization (three international consultants for three studies - on administrative-territorial structure, on administrative and fiscal decentralization, on de-concentrated services). To be drafted by September 2010
2. Joint ILDP/UNIFEM study on identifying vulnerable groups in Moldova from a Human Rights perspective and taking into account their needs under the decentralization reform. To be drafted by September 2010
3. Joint ILDP/UNDP legal experts for impact assessment of laws to be approved under the decentralization reform (now tendering, then will be a more or less permanent process till end of November)
4. Joint ILDP/UNDP and Joint ILDP/UNIFEM experts in support of a Parity Commission and of the working groups under the decentralization reform.

Competencies

Technical/Functional:

- Excellent analytical skills, ability to synthesize and clearly present complex processes and issues to service the information needs of diverse audiences;
- Ability to translate strategic thinking and innovative ideas into practical operational recommendations;
- Excellent writing skills, ability to write in a structured, lucid and concise manner, without losing the depth of the substance;
- Results orientation and commitment to producing high-quality products;
- Thorough understanding of development-related issues;
- Ability to work under tight deadlines.

Corporate:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Required Skills and Experience

Education:

- Advanced degree (Master's or higher) in Social Sciences, Public Administration, Human Rights or related field

Experience

- At least 5 years of international experience in gender equality
- Track record in technical expertise in applying Human Rights Based Approach is an advantage
- Experience in implementing donors programs related to Local Public Administration is an advantage
- Experience with and understanding of international and national gender equality framework of relevance to Moldova
- Experience of writing comprehensive analytical reports
- Experience of working with the inclusion of marginalized groups would be an asset.

Language and Other Skills:

- Fluency in English. Knowledge of Romanian or Russian is an advantage
- Computer literacy and ability to effectively use office technology equipment, IT tools

Application process

To apply, the prospective applicants should submit:

1. P11 form (can be downloaded from http://www.unifem.org/attachments/about/employment/UNIFEM_personal_history_form_P11.doc)
2. CV, outlining their relevant professional experience
3. Cover letter, stating their interest in and qualifications for the consultancy.

Qualified women, persons with disabilities, and members of minority groups – including in particular Roma – are encouraged to apply.

The short-listed candidates only would be requested to submit a letter of interest including a price quotation indicating the lump sum (in USD or EUR) requested for the work envisaged in the section "Duties and Responsibilities".

Kindly send your applications with the mark **"International Gender Expert for Decentralization Reform/UNIFEM Joint ILDP"** by 13 August 2010, 17:00 (Moldova time) to the following address: UNDP Office, 131, 31 August 1989 Street, MD-2012, Chisinau, Moldova, alternatively by email to vacancies-moldova@undp.org.