

TERMS OF REFERENCE

GENDER EXPERT

FOR THE GOVERNANCE REFORM OF THE SECRETARIAT TO THE CABINET OF MINISTERS OF UKRAINE

ToR Date of Issuance:	Oct 25, 2018
Due Date for Applications:	Nov 9, 2018

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM:

- **Selects initiatives** based on clearly defined links to reform initiatives
- Ensures transparent **recruitment** of human resources
- Manages the **contracting** and payment of human resources
- Provides financial **reports** for donors
- **Monitors** initiatives for results.

Reform Initiative

The Secretariat of the Cabinet of Ministers of Ukraine (SCMU) is a key body within Ukrainian government, which is charged with setting the agenda and policy coordination across state agencies. With the ongoing governance reform, the SCMU serves as a model for line ministries in upgrading operational processes, establishing strategic planning and policy making capabilities, and building a modern and capable public service.

EDGE provides assistance to the SCMU to:

- (i) Increase Government of Ukraine (GoU) capacity in strategic planning; develop an improved planning methodology based on Result-Based Management (RBM) principles;
- (ii) Enhance the framework for reform progress monitoring;
- (iii) Implement a detailed approach to policy impact assessment with a strong focus on citizen impact according to Canadian GBA+ methodology;
- (iv) Improve selected management processes in the SCMU by implementing Canadian practices.

To achieve the objective of implementing an enhanced strategic planning system, EDGE conducts multiple trainings and strategic sessions for civil servants and reform professionals and helps integrate the Result-Based Management principles into planning processes in the Government.

Position Summary:

The Gender Expert will support the Senior Gender Expert in applying GBA+ principles and practices into the policy analysis, development of recommendations for the gender impact assessments on policy issues, development of educational materials and delivering trainings for civil servants, support in introducing GBA+ into the RBM-based strategic planning and monitoring methodology.

Indicative duties and responsibilities (scope of work):

1. In close cooperation with the Senior Gender Expert, evaluate the gender policy in Ukraine, make comparisons with best international practices, develop recommendations for Ukraine;
2. Provide assistance and support to the Senior Gender Expert in applying GBA+ principles and practices into the policy analysis;
3. Contribute to the development of recommendations for the gender impact assessments on policy issues;
4. Assist in the development of educational materials for policy analysis and gender impact assessments,
5. Conduct trainings on above methodologies for civil servants;
6. Provide support in introducing GBA+ into the RBM-based strategic planning and monitoring methodology;
7. Participate in the development of reform logic models based on RBM methodology and corresponding work plans and KPIs in terms of incorporating gender issues;
8. Prepare other necessary materials and information to strengthen the implementation of the gender equality policy in Ukraine;
9. Participate in partner organizations' activities on gender impact assessment and policy analysis of gender perspectives;
10. Other activities as determined by the Senior Gender Expert.

Preferred Qualifications and Skills:

1. Dynamic, results driven highly-motivated project manager;
2. Min 3 years of experience in the area of gender and/or citizen impact assessment, preferably in international projects;
3. Understanding of the Government policy making cycle and the overall reform agenda in Ukraine;
4. Understanding of Results-Based Management (RBM) and experience in implementation is a plus;
5. Strong analytical skills;
6. Ability to exercise sound judgment and diplomacy in a multi-stakeholder environment;
7. Ability to teach people, excellent communication skills, strong ethics, well-balanced and mature personality, positive attitude to the job;
8. Professional knowledge of PowerPoint, ability to produce high-quality visual material;
9. Strong organizational skills, ability to work under tight deadlines;
10. Excellent knowledge of Ukrainian, ability to speak and write clearly and correctly;
11. Fluent English, strong writing skills.

Deliverables:

1. Provided support in preparing recommendations on implementation of the methodology for policy gender impact analysis;
2. Provided support in preparing recommendations on gender impact assessment for draft legislative acts;
3. Provided support in development of training materials on policy analysis and impact assessment with regard to gender;
4. Conducted trainings for SCMU and line ministries on policy analysis and impact assessment with regard to gender;
5. Provided continuous monitoring of the situation regarding gender equality in Ukraine, participated in selection of options to integrate the gender perspective in public administration;
6. Prepared a brief overview of existing international practices and methods for assessing gender impact on different groups of citizens;
7. Provided support in developing recommendations on implementation of the gender component into the methodology of strategic planning and monitoring of reforms based on RBM principles.

KPI (Key Performance Indicators):

1. Recommendations on implementation of policy analysis methodology with regards to gender developed and coordinated with key stakeholders;
2. Recommendations on gender impact assessment developed and coordinated with key stakeholders;
3. Training materials on policy analysis and impact assessment with regard to gender prepared and used in practice;
4. The results of the monitoring of the situation regarding gender equality in Ukraine and ways of integrating the gender perspective into public administration contribute to the development of the subsequent implementation actions by the Government;
5. Key staff of SCMU and line ministries has passed trainings on policy analysis and impact assessment with regard to gender;
6. Brief review of existing international practices and methodologies to assess the gender impact on different groups of citizens is the basis for the development of techniques for Ukraine;
7. Gender component is an integral part of the RBM-based methodology for strategic planning and monitoring of reforms.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on Nov 9, 2018 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state **GENDER EXPERT** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after Nov 9, 2018