**Recruitment Notice**

**Short-term Senior Gender Expert**

**5-Year Governance Program**

**The Program --** The Forum of Federations is an international learning organization, based in Canada, working on federal and devolved governance across the globe *(see -- www.forumfed.org).* We are launching a new 5-year program on *Strengthening Federal Governance and Pluralism in Ethiopia*, funded by Global Affairs Canada (GAC). The ultimate outcome for the program is a stronger and more responsive federal system for Ethiopian men and women. The program will provide/facilitate policy research and advice, capacity building, and public dialogue in the areas of intergovernmental relations, fiscal federalism and constitutional rights (see Logic Model attached). The Forum works very closely with government institutions and non-state actors such as political parties, academics, professional and business associations, and other civil society organizations.

The Forum is committed to achieving maximum gender equality impact through this program (GAC’s GE level 2). We are seeking a senior Gender Expert to work with our team in Ottawa and Addis Ababa initially to produce a comprehensive Gender Analysis as per requirements of the Forum and GAC.

**Assignment --** The total level of effort (number of days) for this initial assignment is subject to negotiation. Start date is as soon as possible. The current assignment will take place during the inception period but it is expected that the same candidate may continue to advise the project on occasional basis over the remaining 5-year period. The expert will work closely with the Program Director (Ottawa based), a national Gender Advisor (Addis Ababa based) and other FOF staff. A key objective is to utilize this international level expertise in analysis, design and quality control, while relying on national staff to carry most of the workload in-country.

The main output of the immediate assignment (end of October) is a comprehensive Gender Equality Analysis (GEA) as per requirements of GAC, including but not limited to clearly identifying: priority objectives, constraints and opportunities for promoting gender equality in Ethiopia within the selected federal governance program areas of intergovernmental relations, fiscal decentralization and constitutional rights and recourse (ref. details in attached Logic Model); best possible strategies, modalities, etc. for promoting gender equality within the program areas in the Ethiopian context(s); how to ensure effective voice of women and girls in program activities (design, implementation, M&E) and related government policy, processes etc.; means of ongoing direction and accountability for the program and partners re gender equality commitments. A detailed outline for the Gender Analysis will be produced in consultation with Forum and GAC staff as well as partners in Ethiopia.

The GEA will rely significantly on secondary sources supplemented by field research by the consultant and/or local staff (details to be discussed). Additional issues to be covered include but are not limited to:

* Assess and identify barriers to promoting gender equality and rights of women in federal governance system particularly in intergovernmental relations dealing with financial management and administration, budget transfer, allocation, and revenue sharing;
* Assess level of understanding, commitment and delivering capacity of judicial bodies (House of Federation, Council for Constitutional Inquiry, in constitutional interpretation and in facilitating constitutional and administrative recourse in protecting rights of women and girls as enshrined in the Ethiopian Constitution and the Convention for the Elimination Discrimination Against Women (CEDAW);
* Analyze prevailing power relations, social norms and culture, attitude amongst members (male and female) of the House of Federation, and representatives of government how these act as barriers to participation of female members of HoF and in other key partner institutions;
* Analyze opportunities and constraints in relation to the capacity of HoF, the Secretariats and Directorates and other key partners in effecting change in integrating gender, including the analysis of institutional level opportunities and barriers as well as structural issues.

**Tasks**

1. **Preparation (September)**
* Review and comments on TOR, agree with Program Director.
* Review the project document and provide *preliminary* assessment report, including:
	+ Assessment of strengths and weaknesses of the proposal in mainstreaming gender equality and key issues requiring additional study and integration into program design, theory of change, M&E plan, etc.
	+ Assessment of existing secondary sources and gaps in data and analysis needed to complete a comprehensive gender analysis appropriate and specific to the program.
	+ Consult with M&E expert on overlapping gender-related issues.
	+ Produce detail strategy and work plan for further study.
* Briefly review with FOF-HQ staff other projects and gender-related programming strategies, lessons, etc.
1. **Conduct mission to Addis Ababa (early October)**
* With Program Director, task local gender advisor or other local staff in preparing the mission (interviews, meetings, workshops etc., TBA).
* Conduct key interviews as per plan. Task and guide local staff for additional interviews, data collection, consultations, verification workshops, etc. as needed post-mission.
* Conduct informal workshop (TBC) with local staff and key partners on gender equality issues and strategies for the program, including preliminary suggestions for gender equality approaches to all aspects of the project.
1. **Report writing (late October)**
* Based on feedback from workshops, consultations and key secondary sources, produce a detailed outline for the Gender Equality Analysis report
* Write draft report, including a Gender Analysis as per agreed outline and including required comments on the Logic Model, Performance Management Framework, Risk Table, Governance and Management, and other sections of the Project Document.
* A presentation to GAC and Forum HQ staff may be requested with the objective of drawing lessons from this program.

**Qualifications**

* Advanced degree in related field.
* Minimum 10 years professional experience on gender issues in international development, including state-of-the-art theory and practices for mainstreaming gender equality in governance or similar programs (peacebuilding, etc.).
* Knowledge of the Ethiopian context, especially related to gender, an asset;
* Ability and proven record in producing quality outputs (comprehensive and concise) under very tight deadlines and time constraints, including ability to work with and coordinate various team members as needed, while ensuring the accomplishment of quality outputs on time.
* Thorough knowledge of GAC policy, guidelines and requirements for Gender Analysis (other donor agency experience may also be considered).
* Knowledge of federal governance or decentralized governance a definite asset.
* Ability to coordinate tasks with other team members efficiently, effectively and very timely.
* Experience training/coaching national counterparts.
* Excellent interpersonal skills that promote a mutually positive, productive and empowered work environment.

**Application procedure:**

Please submit a full CV plus 1-2 page cover letter briefly summarizing your key qualifications for this assignment. Send to Houlihan@forumfed.org. Indicate “Gender Expert Recruitment” in the email subject heading.

Deadline for applications is **15 September 2017.**

Only shortlisted candidates will be contacted.

