

**Council of Europe Project**  
**“Promoting local democracy in Ukraine”**

**TERMS OF REFERENCE**

<b>Title:</b>	Study on gender equality in local political life and the gender perspective in local policies in Ukraine
<b>Estimated duration:</b>	November 2017 – 20 working days
<b>Duty Station:</b>	Home-based consultancy

**Introduction and background**

The project “Promoting local democracy in Ukraine” is implemented by the Congress of Local and Regional Authorities of the Council of Europe (hereafter the Congress), as part of the Action Plan for Ukraine for 2015-2017, to assist the country in its continued efforts to meet its statutory and specific obligations as a member State. It aims to improve the implementation of democratic principles in Ukraine, by enhancing the institutional and leadership capacities of local elected authorities and disseminating nation-wide best practices of local democracy.

The objectives of the project are the following:

- To strengthen the institutional and leadership capacities of local elected representatives;
- To reinforce the capacities of local and regional elected representatives to provide support to the implementation of the local self-government reform;
- To foster active democratic citizenship and support the implementation of local democratic participatory processes.

To this end, the Congress Secretariat has developed activities which consist of a series of peer-to-peer exchanges with the participation of Congress members, both from Ukraine and other member States of the Council of Europe, as well as local and international experts. Comprehensive and tailor-made support to various target groups (such as mayors, councillors and young local leaders) has already been proposed in different settings to improve their co-operation, as well as their management and communication skills, particularly towards citizens. Building the ownership and strengthening the capacities of local stakeholders to co-produce local policies will allow them to participate in the overall decision-making and reforms in the country.

In addition, and in line with the Council of Europe strategy for gender equality, the Congress is committed to combatting any form of gender stereotype, sexism and violence against women, and regularly issues recommendations on this topic. With regards to the specific case of Ukraine, various studies have shown that the national legal framework is generally in line with international standards regarding gender equality, and that a change in mind-set towards gender equality is slowly underway. However, those studies also point out the weak enforcement mechanisms and recurring stereotypes that are adversely affecting both this legislation’s proper implementation, and changes in behaviour towards women in the society.

## **Purpose of the consultancy**

The objective of the consultancy is two-fold, as it should identify the main challenges and obstacles preventing:

1. Ukrainian women in taking part in local political life, as equals to men, and
2. local authorities from further promoting, strengthening and implementing policies for gender equality at local level.

Having identified these main challenges and obstacles, the consultant will develop guidelines addressed to Ukrainian local authorities on how to align their policies with the main international and European standards on gender equality, and in particular, with the Congress recommendations on this topic. In addition, the consultant will propose a strategy for the Congress to support Ukrainian local authorities in this process.

## **Deliverables**

The following tasks should be undertaken in the framework of the consultancy:

1. Develop and propose an outline of the study on gender equality in local political life and gender perspective in local policies in Ukraine". This outline should be developed in English, and delivered to the Congress Secretariat in Word format, no longer than 2 (two) pages. The outline should be agreed upon with the Congress Secretariat, and finalised taking into account the comments received. In order to develop this outline, the consultant is expected to:
  - a. conduct a desk review on all relevant materials, in particular studies and reports on the situation and participation of women in local politics in Ukraine, international standards on gender equality, reports and recommendations from the Council of Europe and the Congress of Local and Regional Authorities on gender equality, and the participation of women in local politics;
  - b. inform the Congress Secretariat of the eventual need for further input by a national expert on the situation of women in local politics in Ukraine;
2. Prepare and finalise the study, which should be no longer than 15 (fifteen) pages, without annex(es), written in English and in Word format. The study should take into account the comments and feedback received by the Congress Secretariat. Ideally, the study should include:
  - a. an overview of the current situation regarding gender and local government in Ukraine;
  - b. a presentation of the national and international legal frameworks regarding gender equality;
  - c. a set of guidelines for Ukrainian local authorities on how to align their local policies with the Council of Europe and Congress recommendations on gender equality;
  - d. a bibliography with reference documents that could be used by local authorities, in particular extracts of the national legislation, and Council of Europe and Congress of Local and Regional Authorities recommendations on gender equality, as well as international texts. The bibliography will serve as an annex to the study.
3. Prepare and submit a strategy paper to the Congress Secretariat, outlining the potential steps to be taken and methodology to be implemented in order to properly support Ukrainian local authorities in the process of strengthening gender equality at the local level in Ukraine, and in introducing gender perspective into their local policies. This report will be for internal use. It should be no longer than 10 (ten) pages, written in English and in Word format.

The format and structure of all deliverables should be further discussed and agreed with the Congress Secretariat.

## **Required qualifications**

This Call is opened to natural and legal persons. The consultant hired on the basis of these Terms of Reference will conduct the tasks in close co-operation and co-ordination with the Congress Secretariat. They will have:

1. Successful experience in conducting similar research work on gender equality;
2. Sufficient operational and professional capacity to carry out the tasks described in the Terms of Reference;
3. The ability to propose activities/deliverables with a high quality, efficiency and accuracy perspective, observing deadlines;

4. The ability to translate complex ideas and concepts into clear and concrete language to report to the Council of Europe headquarters in Strasbourg (France);
5. Experience of working with local authorities and civil society organisations would be an asset, as would be knowledge of the situation in Ukraine.

### Timeframe

Expected start date: 30 October 2017

The tasks shall be undertaken as per an agreed work-plan between the consultant and the Congress Secretariat, and finalised no later than 30 November 2017.

Tasks & Expected deliverables	Working time	Indicative schedule
Design and finalisation of the report outline, taking into consideration the feedback from the Congress Secretariat	25%	Week 44
Finalisation of the report, which should include a set of recommendations addressed to Ukrainian local authorities on how to strengthen gender equality in local political life and increase the gender perspective in their local policies, and taking into consideration the feedback from the Congress Secretariat	50%	Weeks 45-46
Submission of a strategy paper to the Congress Secretariat on how to support Ukrainian local authorities to strengthen gender equality in local political life and increase the gender perspective in their local policies	25%	Week 47

### Procedures for submission of applications

Incomplete submission will not be given consideration. Applications must be submitted in English and include:

1. A Letter of Interest from the applicant highlighting the experience in conducting similar tasks with a clear mention of the all-inclusive fee (a maximum of 7,000.00 EUR, including VAT);
2. A non-exhaustive list of materials, studies and reports that the consultant is proposing to review for the development of the study;
3. A document outlining the approach and methodology proposed for the consultancy tasks. The document should be no longer than 800 words;
4. A CV highlighting experience in conducting similar tasks;
5. Maximum three examples of previous works (reports, articles, etc.);
6. Three relevant references (name, surname, phone number and e-mail);
7. If the applicant is a legal person: proof of registration (statute of the organisation, certificate of registration, etc.).

### Evaluation criteria

Applications will be assessed against the following criteria:

- relevance and clarity of the methodology proposed (40%);
- relevance of the applicant's experience (30%);
- records of previous similar work and research (20%);
- financial offer (10%).

Applications must be submitted by e-mail to: [congress.cooperation@coe.int](mailto:congress.cooperation@coe.int)

Applications will be reviewed as received.

Please note that the deadline to submit application is **15 October 2017 (midnight CET)**.

### For more information and contact:

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