



TERMS OF REFERENCE

Title:	Gender Awareness Expert Trainer
Project:	Strengthening of regional cooperation on gender mainstreaming in SSR in the Western Balkans
Reporting to:	SEESAC Coordinator
Duty Station:	Belgrade
Contract Type:	LTA followed by Individual Contract
Duration:	Up to 3 years

a. Purpose

The purpose of this TOR is to contract trainer who will: a) create and deliver high quality gender awareness trainings for security sector institutions, in the first place Ministries of Defence and Armed Forces in the Western Balkans and b) provide advisory services with regards to the delivery of gender awareness trainings in the MoDs and AFs.

b. Objective

The objective is to support the implementation of the '*Strengthening of Regional Cooperation on Gender Mainstreaming in the Security Sector Reform in the Western Balkans*' project and contribute to increased gender awareness of the MoDs and AF personnel.

c. Background Information

UNDP/SEESAC is working closely with the Ministries of Defense in the Western Balkans on the implementation of the project '*Strengthening of Regional Cooperation on Gender Mainstreaming in Security Sector Reform in the Western Balkans*', which was launched in 2012. The objective of the project is to mainstream gender equality in defense reform thus contributing to increased efficiency in the security sector in the Western Balkans. Throughout its three years cycle, the project is supporting Ministries of Defense in Bosnia and Herzegovina, Montenegro, Republic of Serbia and the former Yugoslav Republic of Macedonia in their efforts to improve access for women to the military profession, and increase the retention of female military personnel, thus contributing to the UN Security Council Resolution 1325, on women peace and security. The Project is contributing to the achievement of the following results: 1) institutionalized and strengthened Gender Focal Points (GFPs) in MoDs and the armed forces; 2) improved recruitment and retention of women in the military, and 3) increased gender awareness of military personnel. In order to respond to specific needs of MoDs, project is designed in a way to allow activities at regional and at the country level in line with project outputs and taking into account country specific contexts.

The project provides support for capacity development of GFPs (and other gender equality mechanisms in MoDs) to perform duties in line with their mandate through the creation and implementation of training



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modules for GFPs at regional and national levels. The trainings will ensure that GFPs benefit from continuous access to knowledge in the area of gender equality in the security sector reform (but not limited to it).

In parallel, the project will support MoDs in reviewing HR policies with the aim to improve recruitment and retention of women in the armed forces, given the low number of female military personnel and particularly low number of them in command and management positions. This will be done through the baseline study on the position of women in the armed forces in the Western Balkans whose findings and recommendations will be used as evidence based information for HR policy reform.

Gender sensitization of MoDs and military personnel is essential building block in increasing the participation of women in security and defence. The project will support the development and implementation of gender awareness trainings with the aim of ensuring genuine and long term effects.

d. Description of Responsibilities:

UNDP/SEESAC is seeking to engage a Gender Awareness Expert Trainer on a long term agreement to support gender sensitization of MoD and AF staff through the development of training concepts and delivery of high quality gender awareness trainings in line with the needs of MoDs. In addition, the successful candidate will support the SEESAC Team through the delivery of expert advice during the planning and delivery of gender sensitization activities.

The Trainer will:

1. Develop high quality gender awareness training concepts for personnel in the security sector institutions, particularly the beneficiaries of the project, staff in Ministries of Defence and Armed Forces in the Western Balkans.
2. Deliver high quality gender awareness trainings or support the delivery of trainings in MoDs and Armed Forces.
3. Provide, upon request, advisory services to SEESAC during the planning and delivery of gender awareness trainings.

All tasks will be performed in close consultation with SEESAC and in close cooperation with MoDs and AFs participating in the project.

e. Deliverables and timelines:

The Trainer will be responsible for the following outputs:

Deliverables:	Deadline(s)
1. Development and Delivery of Trainings	As required
2. Advisory Services	As required

Payments for the deliverables will be made in 1 installment upon approval of report from the training.

f. Competencies

- Excellent oral, presentation and communication skills



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- Integrity and fairness - embodies UN values and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age
- Cultural sensitivity and adaptability – communicates effectively with and relates to people of different professional venues, social backgrounds demonstrating an ability to see issues from other perspectives
- Strong corporate commitment - works to achieve the goals of UNDP as a whole making significant contributions to corporate priorities or initiatives led by other UNDP offices and bureaus
- Ability to anticipate and understand client needs, formulate clear messages, prioritize interventions
- Ability to develop innovative solutions - encourages and contributes creative solutions to address challenging situations
- Excellent written skills

Qualifications

- University degree in social sciences or related field.
- More than 5 years of experience in developing and delivering high quality gender awareness trainings (regional experience would be an asset);
- Proven experience in development and delivery of gender awareness trainings for security sector institutions in the Western Balkans an asset;
- Excellent knowledge of gender equality and security sector reform in the Western Balkans;
- Proven ability to facilitate trainings for groups comprised of government officials;
- Demonstrated ability to facilitate complex and sensitive discussions and group work;
- Proficiency in the Bosnian/Croatian/ Serbian/Montenegrin and/or Macedonian an asset.

Application Procedure:

The following are steps for on-line application:

Submit the application (as listed below) via UNDP web site www.undp.org.rs under the heading “Work with us/Vacancies”:

- Offeror’s Letter to UNDP confirming Interest and availability for the Individual Contractor (IC) Assignment. Document can be downloaded from the following: [UNDP Serbia Official Website | Jobs](#) (only PDF will be accepted)
- Updated and signed P11 (PDF format) containing e-mail contacts of three referees (section 26 & 29). P11 can be downloaded from the following [UNDP Serbia Official Website | Jobs](#) (only PDF will be accepted).

Additional Information:

- Individual Contract (IC) will be applicable for individual consultants applying in their own capacity. If the applicant is employed by any legal entity, IC would be issued upon submission of Consent letter from the employer acknowledging the engagement with UNDP. Template of General Conditions on IC could be found on: [UNDP Serbia Official Website | Jobs](#).



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- Reimbursable Loan Agreement (RLA) will be applicable for applicants employed by any legal entity. Template of RLA with General Terms and Conditions could be found on: <http://www.undp.org.rs/download/RLA%20with%20General%20Terms%20and%20Conditions.doc..>
- In the case of engagement of Civil servants under IC contract modality a no-objection letter and confirmation of unpaid leave provided by the Government entity is required.

Engagement of Government Officials and Employees

- Government Officials or Employees are civil servants of UN Member States. As such, if they will be engaged by UNDP under an IC which they will be signing in their individual capacity (i.e., engagement is not done through RLA signed by their Government employer), the following conditions must be met prior to the award of contract:
 - (i) A “No-objection” letter in respect of the individual is received from the Government employing him/her, and;
 - (ii) The individual must provide an official documentation from his/her employer formally certifying his or her status as being on “official leave without pay” for the duration of the IC.
- The above requirements are also applicable to Government-owned and controlled enterprises and well as other semi/partially or fully owned Government entities, whether or not the Government ownership is of majority or minority status.
- UNDP recognizes the possibility that there are situations when the Government entity employing the individual that UNDP wishes to engage is one that allows its employees to receive external short-term consultancy assignments (including but not limited to research institutions, state-owned colleges/universities, etc.), whereby a status of “on-leave-without-pay” is not required. Under such circumstance, the individual entering into an IC with UNDP must still provide a “No-objection” letter from the Government employing him/her. The “no objection” letter required under (i) above must also state that the employer formally certifies that their employees are allowed to receive short-term consultancy assignment from another entity without being on “leave-without-pay” status, and include any conditions and restrictions on granting such permission, if any. The said document may be obtained by, and put on record of, UNDP, in lieu of the document (ii) listed above.

IMPORTANT:

All information related to this consultancy could be found at the following link: [UNDP Serbia Official Website.](#)