**ANNEX 2 - TERMS OF REFERENCE***for individual service contract*

**Expert on Developing a National Action Plan to Prevent Non-Medical Gender-Biased Sex Selection for 2018-2022**

# **General**

**Project: Combating Gender-Biased Sex Selection in Armenia**

**Duration: Three (3) months**

**Location: Yerevan, Armenia**

# **Background**

Terms of Reference for Individual Services to be delivered by the **Expert on Developing a National Action Plan to Prevent Non-Medical Gender-Biased Sex Selection for 2018-2022** (hereinafter referred to as *the* *Expert*).[[1]](#footnote-1)

# **Objective**

To facilitate the Project activities, ICHD mobilizes a short-term expertise. The objective of such engagement is to provide ICHD with relevant services and to deliver specific outputs as described below.

# **Tasks**

Under overall supervision of the Program Manager, under overall guidance of the Chief Technical Adviser and in close cooperation with ICHD team, MLSA, MoH and UNFPA focal points, the Expert will be personally responsible for **policy analysis and policy design** inputs. S/he will be **primarily responsible for delivering draft National Action Plan to Prevent Non-Medical Gender-Biased Sex Selection for 2018-2022** as defined in the ToR of the task (Annex I).

Under direct supervision of the project CTA s/he will particularly:

1. Develop a draft Joint Decree of the Minister of Labour and Social Affairs of the Republic of Armenia and the Minister of Health of the Republic of Armenia, as indicated in the ToR of the task (Annex I);
2. Develop Annex I to the Joint Decree including sections of introduction/background, brief description of the situation, priorities, goals and objectives, expected results, financial resources, related risks.
3. Develop Annex II to the Joint Decree including a matrix of the National Action Plan with specific actions, expected results, time frames, indicators, key implementing institutions, co-implementers/partners, sources of financing.
4. Prepare written individual or joint contributions on agreed topics circulated in advance of meetings and presenting them at the meetings for discussion;
5. Take an active part in deliberations, commenting on presentations, documents, and the drafts of the National Action Plan, and otherwise helping with the development of the National Action Plan during the meetings;
6. Submit written comments, when appropriate, on the contributions of other stakeholders and on drafts of the National Action Plan after meetings and peer reviews;
7. Participate in other meetings and events including delivering presentations at conferences and workshops as agreed with the ICHD.

# **Key Deliverables**

The Expert shall deliver the below key outputs to ICHD acting as a Member to the Expert Group:

* First Draft National Action Plan by 15 April 2018;
* Final Draft National Action Plan by 31 May 2018.

# **Qualifications:**

The Expert shall have:

* Academic degree in social or political science, economics, public administration, law or related field;
* Excellent knowledge of the local and national policy environments, policy, regulatory and institutional frameworks and public administration system of Armenia;
* Excellent knowledge of the political processes, power brokering, and key political actors/champions in the relevant sectors;
* Knowledge of processes for the uptake of policy by national/subnational institutions, including funding mechanisms and other systems, benefits of and approaches to facilitating the use of evidence to inform different stages of the policy process;
* Excellent knowledge of gender issues, human and reproductive rights;
* At least 7 years of relevant work experience at the national or international level in social and gender studies, political affairs, development, policy research, with experience in a bilateral, multilateral or international organization as a great asset;
* Excellent skills to be able to listen, communicate, negotiate, and influence others to participate in monitoring the processes of policy development and implementation;
* Skills to collect and analyse data from primary and secondary sources in the policy process;
* Ability to identify, analyse, and engage a broad spectrum of stakeholders in policy analysis and design, including national-level policymakers, advocates, technical specialists, and citizen groups, as well as to identify where a policy issue or problem lies in the policy process and chart out a pathway for successfully developing and/or implementing the policy;
* Ability to facilitate the use of information at different points in the policy process;
* Values working in collaboration, commitment and ability to remain engaged and monitor issues over the required term;
* Maturity, cultural sensitivity, tactfulness, diplomacy, inter-personal skills and ability to work well under pressure in a demanding environment;
* Knowledge and respect of rules and regulations on project implementation of EU, UNFPA and ICHD is a strong asset;
* Proven excellent writing skills in Armenian and English being an asset.

1. Terms of Reference of the Expertise is defined in Annex I. [↑](#footnote-ref-1)