

Republic of the Marshall Islands
Ministry of Finance, Banking & Postal Services
Terms of Reference
Individual Consultant

Title:	Individual Consultant - Gender Advisor (National)
Location:	Ministry of Finance, Banking & Postal Services Republic of the Marshall Islands
Duration:	12 months
Tentative Start Date:	April 2026

I. BACKGROUND

The Republic of the Marshall Islands (RMI) is a small Pacific Island country with structural economic constraints, geographic dispersion, and high vulnerability to climate change and external shocks. These factors place significant pressure on public finances and the Government’s ability to deliver effective and equitable public services.

Strengthening Public Financial Management (PFM) remains a central priority of the Government of RMI to improve fiscal discipline, transparency, accountability, and service delivery outcomes. Building on earlier reform efforts and Public Expenditure and Financial Accountability (PEFA) assessments, the Government has partnered with the World Bank to implement a program aimed at modernizing budget execution, financial reporting systems, and institutional capacity within the Ministry of Finance, Banking and Postal Services (MOFBPS).

While technical modernization — including improvements to financial reporting, systems, and procedures — is essential, long-term sustainability of PFM reform depends equally on institutional capacity, inclusive human resource systems, and transparent engagement with citizens. Strengthening gender-responsive practices within MOFBPS supports more inclusive decision-making, enhanced transparency, and broader participation in reform processes.

To support this institutional strengthening agenda, the Government of RMI seeks to engage a Gender & Inclusive Systems Advisor to ensure that gender considerations are appropriately integrated into HR systems, citizen engagement mechanisms, and change management processes associated with the PFM reform program.

II. OBJECTIVES

The proposed PFM II project consists of the following four components:

- Component 1: Improving PFM practices in budget execution and financial reporting
- Component 2: Increasing modernization of PFM systems
- Component 3: Improving PFM Capacity, Transparency and Citizen Engagement
- Component 4: Project Management.

The Gender Advisor will support Component 3 by integrating gender considerations into MOFBPS human resource systems, transparency and citizen engagement mechanisms, and change management and communications processes. The assignment will help ensure that PFM reforms are inclusive, sustainable, and responsive to all citizens.

III. IMPLEMENTATION ARRANGEMENTS

Under the general guidance of the PFM II Project Manager, the Consultant will liaise with the HRD Advisor, Communication Officer, MOFBPS Secretary of Finance, Deputy Secretary of Core Financial Services, Assistant Secretaries of Finance, MOFBPS Human Resource Director, and others as may be identified in the course of the consultancy. The Central Implementation Unit (CIU), established in DIDA, MOFBPS, will provide centralized support services to the PFM II project. The CIU at RMI is a unit within MOFBPS that provides support to implementing agencies in the preparation, implementation, and reporting of donor-financed projects. The CIU was established with the objective of strengthening financial management and coordination of projects funded by development partners, such as the World Bank and the Asian Development Bank. The CIU consists of a program manager, a procurement specialist, a finance director, a social and environmental safeguards specialist, and other support staff. The CIU will provide support to the Project Implementation Unit (PIU) in undertaking procurement activities.

IV. SCOPE OF SERVICES

The Consultant shall support the integration of gender considerations into MOFBPS institutional systems, transparency practices, and human resource reforms under PFM-II.

The assignment will focus on the following key activities:

1. Institutional HR & Capacity Integration

- Update the Gender-Informed Competency Framework, including gender responsive and inclusivity approaches
- Strengthen gender-informed recruitment practices (inclusive job descriptions, evaluation tools, shortlisting guidance).
- Work with the HRD Advisor to ensure training and certification programs promote women's participation and integrate relevant gender and climate content.

2. Gender-Responsive Transparency & Citizen Engagement

- Develop a Gender-Responsive Citizen Engagement Plan.
- Design practical tools for consultation, outreach, and gender-informed surveys.
- Assist in preparing concise citizen feedback summaries for internal and public reporting.

3. Gender Awareness & Change Management Support

- Integrate gender considerations into the Change Management and Communications Strategy.
- Deliver targeted gender awareness sessions and briefings for MOFBPS staff.
- Provide technical guidance to ensure inclusive messaging and engagement approaches.

4. Coordination

- Coordinate with the HRD Advisor, Communications Officer, and other consultants to ensure alignment of gender-related activities.

V. DURATION, LOCATION AND CONDITIONS OF ASSIGNMENT

- The contract duration will be for 12 months.
- This is a deliverable base contract so daily Office presence is not required. The PIU will provide office space, general office supplies and office equipment including laser printer, and photocopier and including administrative support as needed.

VI. QUALIFICATION/EXPERIENCE

Essential Experience:

- Bachelor's degree in social science, development, gender or any other related field, or equivalent experience
- At least five (5) years of relevant experience in gender analysis and mainstreaming, knowledge management, stakeholder's engagement, monitoring and evaluation, gender, social safeguard, communication, training, capacity and or related tasks.
- Excellent interpersonal, communications, and coordination skills, and proven ability to work constructively with a variety of stakeholders to achieve common goals
- Fluent in written and oral English language
- Excellent report writing skills and proven record in delivering high quality outputs on time

Desirable Experience:

- In-depth understanding of international development processes, actors, cultural sensitivities, and community outreach approaches.
- Experience working in RMI or another Pacific Island Country with gender context deliverables.

VII. OUTPUTS/DELIVERABLES AND PAYMENT SCHEDULE

Deliverable No.	Deliverable Description	Key Output / Evidence of Completion	Due Date (from Contract Start)	Payment (%)
1	Updated Gender-Informed Competency Framework	Revised Competency Framework incorporating gender awareness and inclusiveness competencies, approved by MOFBPS	End of Month 2	25%
2	Updated Gender-Informed Recruitment Practices	Recruitment Improvement Note including updated job description guidance and evaluation tools	End of Month 4	15%
3	Gender-Responsive Citizen Engagement Plan & Tools	Approved Citizen Engagement Plan with consultation formats, survey instruments, and outreach modalities	End of Month 6	25%
4	Updated Gender-Informed Change Management & Communications Strategy	Revised Strategy including awareness materials, summary of at least three awareness sessions, and survey findings	End of Month 8	25%
5	End-of-Assignment Report on Sustaining Gender-Responsive Practices	Final Sustainability Report summarizing implemented reforms and recommendations for continuation	End of Month 12	10%