

Terms of Reference for Gender Equity and Social Inclusion Advisor

Post: Gender Equity and Social Inclusion Advisor

Duty station: PMO, Butwal with frequent visits to program districts and areas

Mode of contract:

There will be initial contract for one year with a probation period of three months. The annual contract will be extendable up to the program period based on satisfactory performance in the preceding contract.

Roles and Purpose of the Assignment

The GESI Advisor will work as a member of PMO. S/he will work under the direct supervision of the PM and in close collaboration with the ME/KM Officer, PO, field level M&E staff supporting the Programme in mainstreaming GESI. The GESI Advisor will be responsible to provide the PM, the PMO staffs, GESI focal point within PMO and relevant government partners in the programme districts with accurate and timely advice on GESI, including the integration of GESI perspectives into all work of PMO, conduction of GESI assessment, training and mentoring of staffs and gender focal points. Specific tasks include:

- ❖ Will refine, contextualize and update the Programme's GESI strategy to the local situation in consultation with the PMO staffs and key district partners to make effective progress at GESI during program implementation.
- ❖ Identify and select the Programme's gender focal points together with the PM and the M&E/KM Officer and train and coach and mobilize them on GESI mainstreaming and submit report to PM with the weakness, challenges and recommendation regularly.
- ❖ Work closely with, coordinate and guide the Programme's Gender Focal Point, M&E/KM Specialist, the PM/DPM and technical field staffs and partners for effective implementation of the GESI Strategy and activities of the Programme.
- ❖ Coordinate in developing, implementing and monitoring the GESI related plan for the Programme, including the non-monetary incentive systems for GESI integration in the Programme.
- ❖ Guide the process for further fine-tuning and designing key GESI indicators for each component, to record and report progress against the AWPB. Provide inputs and assist to the M&E/KM Officer in designing standardized formats and identifying key performance questions for data collection and progress reports from GESI perspectives.
- ❖ Ensure the PMO staffs and the key partners both at district and local levels are trained and sensitized on GESI. Organize and undertake GESI related training (including refresher training) with PMO staffs, Gender focal points and district/local partners.

- ❖ Undertake at least one field visit per month to support implementation of GESI program plan, whether it is in the line of GESI strategy.
- ❖ Use the Programme's annual review and planning platform to critically review, reflect and share the progress against the GESI indicators (quality, process, approaches, problems) in a participatory manner and guide the Programme to incorporate the feedbacks in the AWPBs.
- ❖ Participate in the review process of the Programme log frame; and in development of the Programme M&E framework and M&E plan;
- ❖ Annually review data on women's participation and benefit sharing from the Programme and if the data is less than 50% advise and assist to make effective plan and activities for the Programme to address it concretely in the AWPBs.
- ❖ Collect, analyze and update annually the Programme's GESI related data monthly and reflect it in the trimester, and annual report and share it in different forums such as the monthly review, trimester review, PSC, PPF, Multi-stakeholder meetings, trainings or as when required etc.
- ❖ Ensure that field staff, implementation partners and beneficiary organizations achieve equitable participation by women and disadvantaged groups and reflect GESI objectives in their annual work plans, budgets and reporting as per GESI strategy of the project and orient them as per the need of the field staffs.
- ❖ Monitor the activities of Grantees during the field visit whether they are working as per the GESI strategy and advise, recommend or orient them if they are not in line with the GESI strategy and submit the report to PM at every field visit.

Benefits and Remuneration:

Salary:

The salary of the Gender Equity and Social Inclusion Advisor, per person per month, will be Rs **106,600 (One hundred six thousands and six hundreds only)**. Tax on the salary will be as per the government Income Tax Rule.

Allowances:

The Gender Equity and Social Inclusion Advisor will get travel and daily allowances during their field visits as per the GoN rule, as applied.

Leave:

The Gender Equity and Social Inclusion Advisor will be provided 18 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. He/she will also be provided 12 days of sick leave per year, but will not be carried on for the next year if not spent. In addition the technical experts will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays. Leave is supposed to be as a facility instead of employee's right.

Supervision of the experts and Administrative Control:

The Gender equity and Social Inclusion advisor will be administratively accountable and under the direct supervision of Program Manager. The expert will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Program Manager or designated personnel of the PMO.