



Functional Title	:	Gender Equality and Social Inclusion Specialist
Responsibility level/Grade	:	Grade H / Coordinator
Department/Project/PN	:	Program
Work station	:	Kathmandu
Incumbent's Name	:	
Supervisor/Principal Evaluator	:	Collaborating, Learning and Adapting Lead

JOB SUMMARY

The Gender Equality and Social Inclusion (GESI) Specialist will be primarily responsible for supporting the entire program by leading the GESI component of the program. S/he will guide the implementation of the project through ensuring challenges facing women and other vulnerable social groups are taken into consideration across programming. The overall responsibility will be to spearhead strategic leadership and provide technical guidance from the gender and social inclusion perspectives in and across the program component activities ensuring that gender and social inclusion is mainstreamed into programs and policies. S/he will develop, adapt and apply strategies, guidelines and tools to ensure that gender equity and diversity issues are appropriately analyzed, identified and addressed in program and policies, providing strategic support to program team in building and strengthening their capacity. The GESI Specialist will closely work with program component staff and monitoring and evaluation components for the development of gender and social inclusion responsive monitoring systems and mechanisms. Collaboration with Governance and Capacity Building Specialist of the program will be of paramount importance due to interrelated nature of Governance and GESI issues and overlapping of interventions. S/he will also promote integration of gender responsive budgeting for DRM at municipal level. S/he will assist in designing, planning, implementing, monitoring and reporting of programs ensuring DRM/R and that GESI is adequately adhered and integrated into all strategies, approaches, interventions and outputs/outcomes. S/he will be responsible to identify the unique needs of women, men, girls, boys, minority groups and persons with disabilities and support to prepare response plan considering sensitive and transformative approach. S/he will report to and closely work with Collaborating, Learning and Adapting Lead of the program to ensure holistic analysis and integration of GESI aspects across all programme components.

The employee shall fully comply with HR, admin and finance policy and procedures including the safety and security procedure of CARE and should be accountable for it.

RESPONSIBILITIES AND TASKS:

R1. Planning and Implementation

- Design, plan, implement and coordinate all gender and social inclusion related activities for the strategic support to program team in gender and social inclusion mainstreaming initiatives
- Provide substantive assistance to develop/update required gender equality and social inclusion policies and strategies for mainstreaming gender and social inclusion into program and policy
- Conduct gender and social inclusion analysis/audit for program planning, budgeting and M&E tools and processes jointly with program team and partners.
- Establish effective institutional mechanisms for locating gender and social inclusion responsibilities from program to local level for consistency of GESI engagement across programs



- Support in developing gender and risk governance framework for the program and ensure all project/programme adhere to that framework by engaging in the annual co designing process
- Provide strategic support to management team at center and regional level in addressing GESI mainstreaming initiatives.
- Support in the operationalization of municipal action plans for DRM with focus on GESI
- Ensure integration of gender responsive budgeting for DRM at municipal level
- Document, publish and disseminate best practices on various aspects of GESI mainstreaming for improved action both at strategy and implementation level.
- Support in conducting Gender Analysis in order to capture the relevant GESI concerns and contribute in improving the effectiveness of interventions

R2. Coordination, Collaboration and Advocacy

- Coordination with program partners and GoN to mainstream gender and social inclusion in planning, programming, budgeting, publications, monitoring and reporting of program activities.
- Establishing partnerships with government line agencies, partners and other stakeholders for effective implementation of gender and social inclusion interventions.
- Advocate for policy reform based on learning and technical evidence
- Coordinate and strengthen networks of gender and social inclusion focal institutions/experts including donors, partners, civil society and non-government organizations
- Ensure national and international commitments made by GoN for gender and social inclusion are adequately addressed.
- Build strategic alliances with other key actors internally and externally to advocate for the need of GESI sensitive programming.
- Identify and prioritize the major issues in GESI and support field and central staffs to devise appropriate interventions
- Support resource partners and communities on implementation process by advising on GESI issues.
- Support in evidence based policy advocacy to foreground the issues related to GESI.

R3. Capacity Building and Learning

- Assess ongoing DRM activities and structures and suggest GESI sensitive solutions.
- Engage in developing guidelines and tool kits for GESI mainstreaming including learning materials (flyers, brochures, leaflet, and video documentary) as per anticipated goal, objectives, strategies, approaches and outcomes of the program
- Advice and support programmatic unit to revise partnership guidelines and ensure partnership guideline incorporate GESI perspectives adequately
- Establish mechanisms for knowledge sharing and learning between various units and with parties beyond the program.
- Ensure that lessons learned are consolidated and used to inform ongoing and future practices.



- Build technical skills of program team, partners and other stakeholders strengthening their capacity to deliver gender and social inclusion initiatives.
- Identify linkages for gender and social inclusion related capacity building of program partners for influencing improved service provisions to women and the excluded.

R4. Monitoring Documentation and Reporting

- Participate and assist programme team in programme monitoring/ evaluation and ensure gender and social perspective is fully adhered.
- Analyze the strengths and gaps to prepare action plans to address gaps in programming
- Document the success and failure in approaches, processes and tools and its outcomes
- Ensure that the GESI sensitive data (both quantitative and qualitative) and information with proper analysis are included in different reports.

R5. External Relations and Partnerships

- Support the supervisor in the process of operationalizing municipal action plans for DRM with focus on GESI
- Ensure integration of gender responsive budgeting for DRM at federal and municipal level
- Promote the system of addressing cultural, social and economic rights of women through natural linkage and programming.
- Establish and maintain good relationships with relevant – counterparts/departments of the Government, international and national NGOs, CBOs and other civil society organizations.
- Identify issues to be addressed to heighten donor and government accountability
- Support and work effectively in coalitions and networks as relevant

R6. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

AUTHORITY:

Spending Authority: As per ASF

SUPERVISION:

None

WORKING CONDITIONS:

Kathmandu based with field visits as required



PERSON SPECIFICATION REQUIREMENTS:

Qualification:

Master's Degree in Gender Studies, Public Administration, Economics, Political Sciences, Social Sciences or a related field with 7 years of experience working in the Gender and DRM sector preferably on USAID funded projects.

Experience:

Relevant experience at the national level in relevant areas such as GESI, local government financial management. Experience of working with government agencies (federal and local), civil society organizations and international organizations

Skills and knowledge:

- Proven record of theoretical knowledge and practical experience in the area of local development strategic planning and capacity development
- Able to link Governance and GESI issues with DRM/R
- Experience in the usage of computer and office software packages.
- Fluency in written and spoken English and Nepali.
- High degree of initiative and persistence combined with high levels of discretion and diplomacy.
- Ability to analyse and synthesize complex information, use initiative in seeking solutions
- Experience of working in global teams and good coordination and communication skill
- Strategic program planning skills
- Proven skill in documentation and reporting
- Able to link Governance and GESI issues with DRM/R.
- Familiarity with USAID strategies, policies, tools, and rules and regulations
- Ability to analyse and synthesize complex information, use initiative in seeking solutions
- Experience of working in global teams and good coordination and communication skill
- Familiarity with USAID strategies, policies, tools, and rules and regulations

Competencies:

Adaptability:

- Adapts to changing business needs, conditions, and work responsibilities.
- Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems.
- Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.
- Recovers quickly from setbacks, and finds alternative ways to reach goals or targets.
- Manages change in a way that reduces the concern experienced by others.
- Clarifies priorities when leading change.

Emotional Intelligence:

- Emotional Self-Awareness to focus attention on self emotional state
- Emotional Self Regulation to be able to choose the emotions they want to experience, rather than being the victim of whatever emotions occur
- Emotional Self-Motivation with the ability to use their emotions to take positive action to continue to persistently pursue goals even in the face of significant adversity or difficulty



- Empathy - possess the ability to listen effectively and accurately enough to put yourself in the other person's shoes
- Nurturing Relationships with the ability to demonstrate sincere concern for others through word and deed, demonstrate appreciation for people's efforts and contribution.

Stress Management:

- Maintains composure in highly stressful or adverse situations.
- Handles high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease.
- Remains steady or thrives under pressure, using it to fuel productivity and efficiency.
- Stays calm and maintains focus in turbulent, threatening, or emergency situations.
- Makes rational decisions and continues to perform effectively.
- Provides direction in crisis situations and defuses potentially violent people or situations, calming others and removing them from harm.

Strategic Decision Making:

- Makes timely, informed decisions that take into account the facts, future goals, constraints, and risks.
- Gathers data and others' input when making decisions.
- Considers lessons learned from experience, differing needs, and the impact of the decision on others.
- Balances and analyses wisdom, experience, and perspective when making decisions.
- Finds solutions that are acceptable to diverse groups with conflicting interests and needs.
- Weighs the pros and cons of each option before making a decision and moving forward.
- Able to explain the rationale for a decision and makes necessary decisions even when information is limited or unclear.
- Learns from the consequences of decisions.

Political Acumen:

- Uses knowledge of the organization and political climate to solve problems and accomplish goals. Understands how the roles, products, and services of one's work unit relate to and impact those of other work units.
- Understands the interrelationships between different departments of the organization.
- Applies to issue knowledge of the mission, values, resources, culture, systems, and business strategies to find solutions that best serve the organization and its customers.
- Knows the reasoning behind key policies, practices, and procedures, and seeks exceptions when needed to achieve goals.
- Capitalizes on both formal channels and informal networks to achieve goals. Forms alliances with key players to get things done.
- Understands internal and external politics and their impacts on the organization. Aligns resources and maneuvers politics to solve problems or reach goals.

Communicating with Impact:

- Ensures that others involved in a project or effort are kept informed about developments and plans.



- Ensures that important information from management is shared with employees and others as appropriate.
- Shares ideas and information with others who might find them useful.
- Uses multiple channels or means to communicate important messages. Keeps manager informed about progress and problems.
- Establishes communication plans and/or systems to ensure that communications fully support the work of the organization.
- Ensures that regular, consistent communication takes place within area of responsibility.

Coaching:

- Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
- Coaches others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.
- Helps others identify key goals and use their talents to achieve those goals. Sees others' potential and strengths, and works to build on them.
- Takes time to observe behaviors that contribute to or detract from others' success.
- Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner.
- Takes steps to learn the work interests and career goals of teammates.
- Actively supports others stretching beyond their comfort levels and trying new techniques that may enhance success.
- Coaches for incremental, one-step-at-a-time improvements, offering praise and recognition as each step forward is made.
- Encourages repeating and building upon areas of strength, and dissects areas that may be improved. Suggests methods and gives examples that provide a roadmap to improved performance.
- Models success behaviors, a high performance work ethic, and constant self-improvement.

Building Partnerships:

- Develops networks and builds alliances with all stakeholders within and outside the organization.
- Participates in cross-functional activities to achieve organizational objectives.
- Collaborates across internal and external agency boundaries to meet common objectives.
- Keeps support areas like budget and HR informed of program priorities, needs, and issues, in pursuit of responsive service.

Incumbent's Signature: Date:



Supervisor's Signature: Date: