



# Terms of Reference for Gender Equity and Social Inclusion Officer

**Position:** Gender Equity and Social Inclusion (GESI) Officer

**Location:** Kathmandu with frequent field visits to Dang and Dolakha

**Application Deadline:** June 5, 2017

**Contract Period:** June 15 - December 31, 2017 with possibility of extension up to 3 years

**Probation Period:** Till September, 2017

**Gross Salary:** up to NRs. 52,250.00 per month based on the experience, qualification and quality of candidate

**Responsible To:** Project Coordinators

**Responsible For:** Development Fund, Norway Partners in Nepal

## Background

With its vision to create 'self-reliant, inclusive and equitable society', Namsaling Community Development Centre (NCDC) works in rural communities. Through the implementation of community development projects in about 20 districts of Nepal, it has developed expertise in mainly four sectors: Good Governance, Environment, Agriculture and Renewable Energy; with Climate Change and Gender Equality and Social Inclusion (GESI) as cross-cutting themes.

A non-profit making and non-governmental organization established in 1987 (2044 B.S.), NCDC has its head office in Ilam and several other project offices across Nepal. It mainly focuses on grassroots level and for that it has partnered with local, national and international stakeholders. Additionally, it is a member organization of reputed networks like Global Water Partnership (GWP), United Nations Sustainable Development Solution Network (UNSDSN), NGO Network on Climate Change (NGONCC), etc.

From 2017 onwards, NCDC is implementing Integrated Community Development Project (ICDP) funded by The Development Fund, Norway in Dang and Dolakha districts. Having outcomes related to food and nutrition security, climate change adaptation, economic improvement, governance and GESI, this project is an expansion of a phased-out project – Sustainable Development Planning Project, also funded by same donor in the same districts.

For ICDP, NCDC invites application from eligible Nepali citizens who are committed, reliable and have ability to deliver results for the post of **Gender Equity and Social Inclusion (GESI) Officer**.

## **Job Summary**

The GESI officer will be responsible to implement activities under the outcome –social inclusion and gender equity. Working in close collaboration with the project management team, major duties of the officer include collaboration and technical support to NCDC's partner organizations for the implementation of activities funded by ICDP, management of GESI database, report writing, providing training, institutionalization and policy support to 8 partners funded by The Development Fund, Norway in Nepal as GESI focal person.

## **Job Description**

### **1. Implementation:**

- Lead GESI unit of the organization.
- Ensure the achievement of GESI related targets (beneficiaries level, gender ratio, etc.) set by the project for different outcomes
- Coordinate, monitor and report the activities funded by ICDP through partner organizations
- Train and capacitate project beneficiaries and stakeholders on GESI
- Facilitate the group formation, service delivery and other project related activities to ensure that women and DAG are equitably benefitted
- Lobby with the project partners and groups to ensure the participation of women and DAG in decision making positions
- Establish coordination and linkages with partners of Development Fund, Norway in Nepal
- Network with like-minded organizations to advocate for achieving GESI related national level objectives. This also includes participation in 16 days of activism, special days celebration, etc.
- Maintain GESI database of the project developed by the organization
- Train project staffs about the use of the database
- Facilitate and train other GESI focal persons in the organization to maintain GESI database of respective project incorporated in all projects
- Replicate the use of GESI database in DF partner organizations
- Update and implement GESI mainstreaming strategies of NCDC and partner organizations

### **2. Capacity Development:**

- Enhance capacity of the project staffs (including organizational members and staffs) policies, practices and recent discourses related to Gender Equality and Social Inclusion
- Provide institutionalization and policy support for DF partner organizations in Nepal
- Organize GESI trainings and workshops for capacity building of DF partners in Nepal
- Create sharing and learning platform to share information and knowledge about GESI to staffs and DF partners in Nepal.

### **3. Monitoring :**

- Assist project coordinators to prepare GESI related Monitoring and Evaluation (M&E) plan including the preparation of checklists for field monitoring/verification

- Collect and document pre-intervention GESI baseline of the project implemented by the organization as well as other DF partners in Nepal.
- Monitor the progress of DF partners regarding the institutionalization of GESI policies in their organization.
- Support and capacitate DF partner organizations in preparing reports and case studies that are GESI sensitive.

#### **4. Reporting:**

- Prepare GESI related case studies including both – success and failures of the project
- Prepare monthly/quarterly/annual progress reports of GESI unit
- Support project management team for the preparation of project reports
- Prepare annual GESI progress report of DF partner organizations with respect to their capacity, policy situation and achievements.

#### **Other Benefits**

- Communication Cost: Rs. 500/month
- Insurance (Accidental and Medical): Accidental and medical insurance shall be done at the cost of not more than Rs. 5,000 per year.
- Logistic Support: Bag, Umbrella, Torch, Identity Card, Visiting Card, Raincoat, etc.

#### **Academic Qualification and Work Experience**

- Master degree in Sociology, Development Studies, Gender Studies or related field with a minimum of 2 years of working experiences in relevant position.
- Should have excellent presentation and report writing skill and strong command in MS Word, MS Excel and PowerPoint presentation
- Excellent written and oral communication skills in English and Nepali, including ability to present coherent and convincing analyses to different audiences