# Terms of Reference for Gender and Social Inclusion Expert

**Position: Gender and Social Inclusion (GeSI) Expert**

**Level of Position:** L-1 (Senior Officer)

**Duration:** Programme period

**Number of Position:** 1 (one)

**Duty station:** PCO, Surkhet with frequent visits to programme districts

**Report to:** Programme Coordinator (PC)

**Supervises to:** Hub/corridor-based Gender, Social Inclusion and Nutrition Officer

**Mode of contract:** Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

**General scope of the position:**

1. The Gender and Social Inclusion (GESI) Expert is responsible for intervention design, planning, implementation, monitoring, evaluation, and administration of targeting and gender equality and social inclusion aspects of the programme. S/he is also responsible for technical guidance and support in using Household Methodology as a part of gender and empowerment. S/he is particularly responsible for attaining the Programme targets on targeting, gender, social inclusion and household methodologies;
2. As gender and social inclusion is a cross-cutting issue, s/he works closely with all the Programme staff members and reports directly to the Programme Coordinator. S/he also serves as a channel of communications between the Programme and others working on gender issues in government, implementing agencies, other development s/programmes, and IFAD.

**Main tasks and responsibilities:**

* Provide leadership in implementation of Programme’s GESI activities and particularly lead and coordinate all gender mainstreaming components. Ensure that the Gender Strategy is in place, implemented across all components and sub-components and is incorporated into the M&E system;
* Sensitise all Programme staff and partners to ensure that Programme outcomes are achieved following the principles of gender equity, inclusion, diversity and women’s empowerment;
* Work with VC team to support agri-businesses, farmer groups and cooperatives for development and implementation of business plans and ensure the plans are gender friendly and promoting inclusion of marginalized / disadvantaged groups such as poor, Dalits and Janajatis;
* Review basic Programme implementation processes and outputs to provide feedback and suggestions as and when needed on how to achieve best possible programme outcomes with respect to targeting, gender equity and women’s empowerment; Review programme plans and budgets to ensure that adequate attention is paid (and resources allocated) to support practical and strategic support to women, specific GALS activities, and to influence the wider policy/decision-making community to protect and promote equity;
* Work with the M&E Expert to ensure that the M&E, Log frame and MIS is gender sensitive and reflective of the real-time situation; Integrate relevant empowerment indicators in the information system;
* Work on emerging strategies and plan with each Expert, and recommend good-practice methods relevant to the sector/issue under consideration. These should include attention both to direct action on the ground, but also to advocating with decision-makers in each sector for gender/diversity sensitive response, and the rights of marginalised groups;
* Review and advice on the balanced recruitment and deployment of staff and to devise strategies that support GSI group fullest participation in the work;
* Ensure that there are adequate communication materials on gender issues and GALs; ensure that the IEC materials developed by the Programme are gender sensitive in their language and image;
* Build effective collaboration with partners in order to maximise potential synergies, internalise effectively lessons learnt from past programmes/experiences, and disseminate evidence for influencing policy and practice;
* Participate actively in networks of and for women and marginalised groups, and facilitate linkages among these groups; Network with all gender related organization other ministries related to the Programme;
* Guide and assist service providers and extension workers in their outreach of rural communities; Interact with women in communities to gain better understanding of women’s’ perceptions and guide service providers in approaches to integrating women into programme activities;
* Support delivery of a comprehensive package of Household methodology (HM) toolkits promotion activities at Palikas through other staff members (such as Gender, Nutrition and Social Mobilisers and village volunteers) deployed at Hub/Corridor and Palika level;
* Support in the recruitment of a service provider who will lay out the Household Methodology for the Programme area;
* Facilitate the use of GALS to ensure that women and youth are in all levels of the value chain development;
* Work closely with Hub/Corridor team during planning, implementation, monitoring and reporting of the HM;
* Review participation of women in community development activities and decision-making processes and making recommendation to improve processes;
* Ensure adequate representation of women in all programme activities, monitoring impact on status of women, monitoring gender orientation of participating agencies;
* Work together with the ME&KM Expert and Nutrition Expert to establish radio talk shows that disseminate the impact of using GALS in people’s lives;
* Facilitate the production of case studies and life stories that can be used to bring evidence of change; and facilitate the use of them in trainings as role models;
* Shares knowledge, information, experience and lessons learned with all stakeholder at national, regional, district, community and household levels;
* Undertake any other duties as directed by Programme Coordinator.

**Academic Qualifications and Work Experiences:**

* Master’s Degree in gender studies, or sociology, or social work, or population studies or rural development or equivalent with experience in gender and development;
* At least 5 years of professional work experience in planning, programming, implementation monitoring and evaluation of gender and empowerment programmes;
* Proven track record in managing and monitoring results-based and rights-based national programming is required including in-depth knowledge of results-based management approaches;
* Familiar with gender mainstreaming policies at various levels including sound understanding and awareness of issues relating to gender and social inclusion issues;
* Strong analytical and problem-solving skills and is creative, innovative, persistent and resourceful;
* Experience in developing strategies for agriculture and community lead economic development programs is highly desirable;
* Demonstrated knowledge of programming issues within the field of agriculture, and women’s economic empowerment;
* Ability to work in a multi-disciplinary team and facilitate the working of other team members;
* Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
* Good interpersonal skills and the ability to work effectively with a range of institutions including government, I/NGOs and private sector.

**Preferences will be given to:**

* Working experience and knowledge of Household Methodology / Gender and Action Learning System (GALS) as a part of gender and empowerment programming and procedures;
* Working experience in a programme management function or a technical expert capacity in gender and development in particular agriculture and value chain development project/programme
* Understanding of the planning and reporting system and procedures of IFAD.

**Benefits and Remuneration**

***Salary and Benefits:***

* Per month remuneration (only for 12 months per year) will be between NPR. 140,000.00 - NPR. 160,000.00[[1]](#footnote-1). Tax on the salary will be applicable as per the prevailing GON rules and regulation.
* Travel and DSA will be as per the prevailing GoN rule as applied for the gazetted class II officer while traveling out of the work station for official purpose.

***Leave:***

* The contracted experts and staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the programme will be compensated as per the existing salary scale. In addition, the contracted experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

***Insurance:***

* The contracted experts/staff should have procured life insurance policy including accidental insurances. The programme will re-imburse 50 % of the monthly premium for the period the staff will be working in the programme, not exceeding Rs. 300 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

***Age limit:***

* The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

***Probation period:***

* The probation period of the contracted experts/staff will be of 6 months. The above-mentioned benefits, particularly the leave and re-imbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

***Reference Check:***

* ASDP will also check the references from the previous employer of the potential candidates, if required.

***Supervision of the contracted experts/staff and Administrative Control:***

* All the contracted experts/staff will be accountable to the Programme Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Programme Coordinator or designated personnel of the PCO/ASDP.

***Performance Assessment and Renewal of Contracts:***

* The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be based on the activities performed during the contract period with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
* The individuals' personal behavior regarding the non-compliance with ToR, undisciplined, professional misconduct with stakeholders and colleagues, sexual abuse, drunkenness, etc. are subject to cancellation of the contract at any point of time by ASDP management.
* The contract period as well as Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation.
* The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the program. If not informed, his/her salary of one month will be deducted

Applications through mail will not be entertained. Please visit Kantipur Management Private Limited's office for submission of your applications along with your documents. The address of KMPL is mentioned below.

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1. Annual price inflation will be applied on the salary @ 5% for those whose performance of preceding year will be highly satisfactory; 4% for satisfactory, 3 % for moderately satisfactory, and contract termination for the experts evaluated as unsatisfactory. [↑](#footnote-ref-1)