

Approved
13/2/10

TERMS OF REFERENCE
GENDER AND SOCIAL INCLUSION OFFICER
Regional Support Office/ UNFPA/GoN

Scope of services

The overall role of Gender and Social Inclusion Officer (GSIO) is to ensure gender, social inclusion and human rights aspects of ICPD are delivered at district level. Under the day-to-day direct supervision of Regional Development Coordinator (RDC) working closely with other UNFPA staff at district, regional and central level, the incumbent will:

A. Technical Assistance

- ✓ Provide technical inputs to local bodies and Line Agencies on integration of gender, social inclusion and human right issues in their development and humanitarian/ disaster response plans, budgets and reports
- ✓ Build capacities of local actors to plan and implement programmes on Social Inclusion, Gender and development;
- ✓ Assist integration of disaggregated population variables (including social exclusion, gender, age, ethnicity....) in planning, implementation and management of essential RH service delivery;
- ✓ Support DOs and district stakeholders with relevant, recent/ updated documents on information, data, national policies/ strategies/ guidelines, reports and research findings. Based on these, advise and support DOs and district counterparts in facilitating stakeholders adopt and apply relevant suggestions in programming;
- ✓ Ensure local plans and budgets are rights-based;
- ✓ Support partners apply principles of gender equality, social inclusion and human rights to the overall programming;
- ✓ Strengthen the capacity of local self-governance bodies (DDC, VDC and Municipality) to advance gender, social inclusion and human rights issues;
- ✓ Assisst RDC, DOs and partners in the selection of NGOs for UNFPA assistance programme;
- ✓ Establish functional linkages with UN sister agencies, I/NGOs, external development partners and GoN working in areas of social inclusion, gender development and human rights particularly women rights, RH rights;
- ✓ Assist partners in data collection, analysis and presentation for inclusive planning and implementation;
- ✓ Build capacity of partners to implement system of downward accountability (social audit, social hearing, interaction with media);
- ✓ Conduct capacity assessment of institutions including but not limited to those associated with UNFPA assistance in areas of social inclusion, gender and human rights and support appropriate capacity development initiatives periodically, assess their impact and recommend further actions;
- ✓ Proactively promote measures to secure mainstreaming of gender concerns, human rights issues and inclusive approach in all interventions; and
- ✓ Support DOs and partner agencies to achieve gender and social inclusion goals especially through empowerment of excluded groups with specific focus on women, Dalits, Muslims and Janjati.

B. Environmental Scanning

- ✓ Maintain good relations with other donor support programmes, especially other UN agencies;
- ✓ Prepare an inventory of agencies working in ares of Social Inclusion, Gender and Human Rights in the area;
- ✓ Be well informed about 'who is doing what' in programme districts, region and share information;
- ✓ Explore, negotiate and materialize opportunities for programme collaboration; and
- ✓ Carry out/ assist relevant assessments/ studies for better positioning of programme interventions.

C. Advocacy and partnership

- ✓ Support DOs/ DC with background documents for advocacy campaigns and events;
- ✓ Document lessons learnt, good practices and share these with other agencies and vice-versa;

- ✓ Build strategic alliance with civil societies, human rights activists, media and journalists and disseminate information through them to build conducive environment for the support programme;
- ✓ Assist DOs and DDCs to develop specific data base on youths and help develop district specific youth mobilization strategies; and
- ✓ Utilize strategic opportunities for advancing ICPD agenda and MDGs.

D. Monitoring and evaluation

- ✓ Make joint and individual visits for monitoring and facilitative supervision;
- ✓ Provide feedback to the DOs and partners to improve quality of implementation;
- ✓ Follow up the recommendations and use of findings for planning purposes;
- ✓ Document lessons learnt and best practices and circulate to relevant partners, District Offices and Country Office through the RDC;
- ✓ Assist RDC prepare monthly, quarterly, biannual and annual monitoring reports, analyse the trends and recommend appropriate action for improved effectiveness of the programme; and
- ✓ Promote social inclusion, gender mainstreaming and human rights issues are well addressed and integrated in all programme activities.

E. Humanitarian and other support

- ✓ Obtain data on people affected by disasters and emergencies;
- ✓ Support humanitarian response activities as assigned by the UNFPA and the RDC;
- ✓ Prepare background documentation in the area of Gender, Social Inclusion and Human Rights for increased collaboration and fund raising purposes;
- ✓ Prepare proposals and consolidated reports as and when required by UNFPA Country Office;
- ✓ Maintained impartiality, transparency and visibility of UNFPA activities; and
- ✓ Support national and international missions in the field.

The UNFPA Representative may assign any additional responsibility that might be deemed appropriate for the implementation of UNFPA support in the district.

CORE COPETENCIES:

- ◆ Integrity/ Commitment to UNFPA's mandate/ Valueing Diversity;
- ◆ Fostering Innovations and Empowerment;
- ◆ Working in teams;
- ◆ Communicating information and ideas/ Knowledge Sharing;
- ◆ Self-management/ Emotional Intelligence and Conflict Management/ Negotiating and Resolving Disagreements;
- ◆ Analytical and Strategic Thnking, Result Orientation/ Commitment to Excellence;
- ◆ Appropriate and transparent decision making and sound judgement.

FUNCTIONAL COMPETENCIES:

The Social Inclusion Officer (also responsible for Gender and Human Rights) must have a thorough understanding of

- ◆ Advocacy/ Advancing a policy oriented agenda/ Creating Visibility for the Organization;
- ◆ Results-based programme development and management;
- ◆ Leveraging the resources of National Governments and partners/ Building strategic alliances and partnerships;
- ◆ Innovation and marketing of new approaches;
- ◆ Organizational Awareness;
- ◆ Job Knowledge/ Technical Expertise.

QUALIFICATIONS:

- ◆ Advanced degree in social sciences, Gender, Management, Public/ Business Administration, Population or Rural Development studies etc.
- ◆ Five years of progressively responsible professional working experience at the community, district and national level in programme planning, management, monitoring and evaluation, in a related field preferably within the UN system.
- ◆ Good analytical skills and ability to understand and adapt to complex socio-cultural backgrounds in terms of overall programming.
- ◆ Substantive experience and awareness in areas of Social Inclusion, Gender and Human Rights.
- ◆ Experience in research and training.
- ◆ Demonstrated leadership, facilitation and team working skills and ability to establish harmonious working relations with other UN agencies, I/NGOs and most importantly with the Government of Nepal systems, civil societies and the communities.
- ◆ Demonstrated capability of good understanding of technical cooperation in Reproductive Health, Gender and Population programmes.
- ◆ Experience in the usage of computers and office software packages (MS Word, Excel, and Power Point etc.).
- ◆ Experience of working in the UN will be an asset
- ◆ Experience in office management and documentation
- ◆ Excellent command of oral and written English and Nepali are essential, knowledge of other local languages will be value addition.
- ◆ Willingness and capability to station in remote districts of Nepal and undertake duty travels in rural areas.
- ◆ Courtesy, tact and the ability to function in a multicultural work environment.

Equally qualified women and those belonging to the socially disadvantaged and ethnic minority candidates will be given priority hence encouraged to apply.