

1.5 Terms of Reference for Gender, Social Inclusion and Nutrition Officer

Position:	Gender, Social Inclusion and Nutrition Officer
Level of Position:	L-2 (Officer)
Duration:	Program period
Number of Positions:	1 (One)
Duty station:	PCO, Surkhet
Report to:	Program Coordinator (PC) administratively and functionally to Gender and Social Inclusion Expert (GeSI matters) and Nutrition Expert (Nutrition)
Technical Supervision to:	NGOs staff and HHs Methodology Service providers
Mode of Contract:	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the Program period based on satisfactory performance in the preceding contract assessed by the Program.

General scope of the position:

Under the technical guidance of Gender and Social Inclusion Expert and Nutrition Expert at PCO, the Gender, Social Inclusion and Nutrition Officer is responsible for mobilizing field staff and communities for implementation of all the gender, social inclusion and nutrition & health service promotion activities as per the Program objectives within the Hub/Corridor level. S/he works closely with all the Program staff and serves as a channel of communications between the Program and others working on GESI and Nutrition issues in government, and other development projects/Programs at Hub/Corridor level.

Main tasks and responsibilities:

- ❖ Facilitate and support NGOs formation of appropriate groups for the implementation of the Household methodology as well as the nutrition farmer's schools;
- ❖ Sensitize all Program staff and partners at Hub/Corridor level and ensure that Program outcomes are achieved with respect for the principle of gender equity, inclusion, diversity and women's empowerment;
- ❖ Work with technical staff 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 such as poor, Dalits and Janajatis;
- ❖ Liaise and coordinate with the government and other stakeholders for delivery of a comprehensive package of nutrition services and health service promotion activities and ensure proper communication, coordination and harmonization with the different stakeholders involved in nutrition and health service promotion activities;
- ❖ Facilitate and support to build linkages of the Program community and local institutions with partner organizations, donor agencies and development players, working both in and outside the Program area;
- ❖ Facilitate and support field team in conducting field surveys, resource need assessments and participatory appraisals in the operational areas and prepare GeSI profile, collect baseline information on social, cultural and economic parameters of the Program area;
- ❖ Keep close coordination and liaison with Hub/Corridor team, communities and partners and ensure that all GeSI and Nutrition related data are collected from the field and are of standard quality;
- ❖ Ensure that adequate communication & IEC materials on gender & social issues, GALs and Nutrition are available at Hub/Corridor level for wider dissemination;
- ❖ Organize training and exposure to improve knowledge and skill of the Program communities and partners on above mentioned areas;
- ❖ Participate actively in networks of and for women and marginalised groups, Nutrition forum and facilitate linkages and networking among these groups for synergies;

- ❖ Review participation of women in community development activities and decision-making processes and making recommendation to improve processes;
- ❖ Document case studies and lesson learnt, achievements and success stories from the field 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;

Academic Qualifications and Work Experiences:

- ❖ Masters' Degree in gender study, or sociology, or social work, or rural development, or public health or equivalent with at least 3 years of experience in related field;
- ❖ Sound knowledge on gender mainstreaming and nutrition related matters and issues at various levels;
- ❖ Demonstrated knowledge of programming issues within the field of nutrition, 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;
- ❖ Motivated, and capable of working under pressure.

Preferences will be given to:

- ❖ Working experience and knowledge of social health and nutrition and familiar with agriculture value chain development.
- ❖ 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. 100,000.00 - NPR. 120,000.00. 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 III 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 Program 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 Program will re-imburse 50 % of the monthly premium for the period the staff will be working in the Program, 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 Program 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 Program Coordinator or designated personnel of the PCO/ASDP.

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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