TERMS OF REFERENCE

POSITION: NATIONAL GENDER SPECIALIST

(200WDs, Intermittent)

(A) Objective and Purpose of the Assignment

Within the scope of their terms of reference, the national Gender Specialist will produce the following outputs: (i) Quarterly GAP progress reports, (ii) Periodic reports as required from time to time, and (iii) Gender Completion Report.

(B) Scope of Work

The PMO requires the service of a qualified and experienced Gender Specialist to assist and support the PMO, NIO and PIOs in the implementation of project activities particularly relating to gender mainstreaming. They will report to the Program Director/Program Manager and work under the overall supervision of the international Program Implementation Advisor.

(c) Detailed Tasks and/or Expected Outputs

1. Regularly review the Rice-SDP Gender Action Plan and contribute to the updating and revision considering any changes in the situation, the current ADB gender policies and guidelines, and following international best practices.
2. Ensure that gender concerns relating to each aspect of the Program are mainstreamed and raise awareness of the need for gender to be addressed by all Program stakeholders.
3. Provide regular coaching and monitoring through at least bi-monthly sessions with all Gender Focal Points, to review their work progress and future work plans, identify deficiencies and provide technical guidance to improve performance, and discuss chosen topics of interest relating to gender concerns.
4. Work closely with the M&E specialists to ensure necessary gender indicators are included in the detailed M&E plan/PPMS.
5. Monitor implementation progress of all Program activities and ensure that gender related sex-disaggregated data is collected, analyze the progress towards achieving the gender targets under each Output, and provide recommendations for modifications in the implementation approach to improve the achievement on gender.
6. Complete timely quarterly updating of the Gender Action Plan in consultation with the Gender Focal Points in PMO, NIO and PIOs and consolidate the information into a quarterly report on gender progress documenting issues and lessons learned.
7. Participate in the participatory planning workshops for the Annual Work Plan and Budget preparation and ensure that gender issues and concerns are raised and addressed in the planning process.
8. Compile case studies on gender relating to the field activities supported under the Program for publication through the Rice-SDP website.
9. Produce Gender Completion Report for Rice-SDP including the additional financing.
10. Undertake other duties and responsibilities that may be assigned from time to time by the PMO Program Director/ Program Manager/ international Program Implementation Advisor.

(D) Minimum Qualification Requirements

1. Master’s degree in relevant social science discipline with postgraduate study or equivalent experience in gender mainstreaming in agriculture and/or rural development.
2. At least five years of experience in planning and implementing gender promotion and/or social development programs in rural areas and involvement with other ADB funded projects an advantage.
3. Experience of conducting gender analysis in the agriculture/rural development sector.
4. Familiarity with ADB Gender and Development policies and related procedures and familiarity in using ADB’s tool kit on gender indicators.
5. Excellent communication and facilitation skills are required.
6. Good English report writing skills are essential.