

TERMS OF REFERENCES (TOR)

Project: Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

About the project:

The Government of Meghalaya has launched the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) that aims to nurture holistic development of adolescents who are between the ages of 9-19 in Meghalaya through a multi-sectoral approach. The project shall target critical challenges faced by adolescents in the state; i.e., reducing teenage pregnancy and school dropout rates, improve their mental well-being and encourage them to develop career aspirations. The project design will be guided by an age based skills competency framework that will be developed and facilitated by programme managers and state experts, outlining the set of knowledge, skills, and behaviours that the state envisions. To ensure a broad coverage, the project will deal with adolescents who are both currently enrolled in, and dropped-out of school, in addition to strengthening the capacity of relevant state institutions.

The project proposes a set of coordinated multi sectoral interventions to improve the human capital outcomes of adolescent boys and girls aged 9 to 19. These interventions aim to build productivity and resilience of the current cohort of adolescents so that they can contribute to the sustainable economic growth of the state of Meghalaya.

Position-6: Gender & Social Inclusion Specialist

Essential Qualification: Post Graduate in Gender Studies, Sociology, Anthropology, Psychology, Social Sciences, Development Studies or any other related discipline, including courses on gender as a part of the degree program. Exceptional candidates with Bachelor's degrees in a relevant field may also be considered.

Required Experience:

1. Minimum 05 years of relevant work experience in the substantive areas such as gender issues, gender mainstreaming, social inclusion & community mobilisation, rural development, etc. with international development projects. (Those with Bachelor's degrees will need to demonstrate a minimum of 7 years of relevant experience).
2. Demonstrated experience working with international organisations and multilateral agencies such as World Bank, ADB, UN etc. would be given preference.
3. Experience in designing and implementing plans for analyses and bridging of gender gaps, including collection and analysis of primary and secondary data, and enhancing gender outcomes would be given preference.
4. Expertise in designing and facilitating different types of consultations, interviews, meetings, and workshops using a variety of participatory, adult-learning methodologies and approaches.
5. Expertise in conducting and facilitating training & capacity building for the project staff, rural communities and government officials, public institutions on gender-related issues.

Essential Skills & Attributes:

1. Good written and verbal communication.
2. Good technical knowledge of community organisation and gender in development.

3. Ability to work independently and under pressure.
4. Strong interpersonal skills and ability to establish working relations with project communities and teams.
5. Expertise in using computer and office software packages (MS Word, Excel, PPT, etc) and advanced knowledge of spreadsheet and database packages, experience in handling web-based management systems.
6. Candidates from the project areas are preferred and women are strongly encouraged to apply.

Detailed Tasks and/or Expected Output:

The detailed tasks include:

1. Creating the framework of Gender Equality Strategy for the project; supporting the Development of the Gender Equality Strategy and its plan of action.
2. Conduct secondary data analysis and desk review for gender assessment of the project activities.
3. Develop a consultation plan and roll out concise questionnaire/s, pre-approved by the World Bank, for select stakeholders, service providers, and official representatives, to gain information needed for preparing a robust strategy.
4. Based on gender gap analysis through primary and secondary analysis, develop a set of recommendations and plan of action that identifies opportunities and entry points for mainstreaming gender into the project, including the prevention and redressal of sexual abuse and exploitation (SEA), sexual harassment (SH), and gender-based violence (GBV) in the context of project activities.
5. Support the development of a set of resources, tools and guidance to strengthen the integration of gender equality and prevention of SEA/SH/GBV within all of MPOWER project activities and operations.
6. Establishment of a monitoring and evaluation mechanism for the realisation of gender equality strategy and implementation of the plan of action in order to ensure sustainability of gender mainstreaming efforts.
7. Plan and facilitate meetings, visits, training programs etc. to provide knowledge, capacity building and operational support to the MPOWER team and other relevant stakeholder's policies, processes, and good practices for gender equality, as required.
8. Develop a descriptive baseline on gender-related issues that are relevant for the project.
9. The Gender Specialist will be the focal point within the Project Management Unit (PMU) for the social aspects of the World Bank's Environmental and Social Framework (ESF) as well as other social inclusion and gender aspects of the project.

Duration of the Assignment/Contract:

The assignment duration is one year with a provision to extend annually during the project period up to coterminous with the project completion period subject to satisfactory performance, whichever is earlier.

Terms and Conditions:

The contract is subject to performance evaluation review, conducted at midpoint or annually, whichever comes first. The review shall be based on achievement of assignment specific outputs on time and on budget. Any changes in stated outputs need to be approved by the management. The management reserves the right to terminate the contract i) if outputs are not achieved on time and at a quality level acceptable to the project/organisation; ii) services are no longer required or iii) for any other reasons in the interest of the project. Pre-termination of the contract is subject to a one month notice period.