

CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE – GENDER IN EMERGENCIES

Purpose / Role

CARE International's Humanitarian Mandate is to meet the immediate needs of disaster-affected populations in the poorest communities in the world in a way that also addresses the underlying causes of people's vulnerability. CARE recognizes the link between poverty and gender inequality and the need for humanitarian organizations to design, plan and respond to the needs of affected women, girls, men and boys in ways that promote gender equality.

The position of Gender in Emergencies (GiE) facilitates, coordinates and advocates for the implementation of gender equality programming in CARE's 3 key sectors (WASH, Shelter & Food Security) in a humanitarian emergency setting in accordance to the CI mandate, policies and guidelines and the *IASC Gender Handbook* and the *IASC Guidelines for GBV Interventions in Humanitarian Settings*.

The aim of the GiE Adviser is to establish sustainable mechanisms in collaboration with the Sector Specialists and build capacity to continue and replicate her/his work after the deployment has ended. The mentoring of local staff is strongly encouraged.

These TOR are comprehensive and the GiE Adviser will revise them with the Country Director, Assistant Country Director and/or Emergency Team Leader upon arrival to agree on priorities based on initial assessment, and will inform the country office team accordingly. The main responsibilities and tasks are outlined below.

GENDER EQUALITY PROGRAMMING is an umbrella term encompassing all strategies to achieve gender equality. Examples include gender mainstreaming, gender analysis, prevention and response to GBV and SEA, promotion and protection of human rights, empowerment of women and girls, and gender balance in the workplace.

Responsibilities and Tasks

1. **Pre-Arrival:** Get briefed and preposition capacity for gender-sensitive response.
 - Contact team leader for general briefing and initial response framework.
 - Prepare key social relations background notes for team: include known gender features of the population and guidance on gender issues in this type of context (e.g. different physical needs & capabilities to access aid, gendered roles & responsibilities of affected communities, issues around displacement, family separation, security & exploitation).
2. **On Arrival:** Set priorities, establish key internal and external contacts to understand local gender issues, ensure that CI systems and structures are gender-sensitive and review HR and Administration issues.
 - Revise TOR with Country Director, Assistant Country Director for Programs and/or Emergency Team Leader to agree on priorities based on an initial assessment, and inform the country office team accordingly.
 - Establish key internal and external contacts including CO staff with understanding of the social/gender dynamics and trends in the affected population, gender focal points in humanitarian agencies, Ministry of gender or as appropriate, local leaders and organizations/networks known to promote the interests of women, security & protection officers.
 - Ensure that registries, assessment methods & other sources of information about affected people are gender-sensitive.
 - Review human resources & administration issues: balanced recruitment and deployment of staff; appropriate working and living conditions provided for both male & female staff; staff aware of CI gender and PSEA policies and codes of conduct duly signed; personal needs, security & risk considerations of staff.

3. Information, Analysis and Program Support

- Support the collection and analysis of sex- and age- disaggregated data (quantitative, qualitative and anecdotal) as well as streamlining the needs assessment, collection and analysis so that it can be more effective in meeting beneficiary needs.
- Facilitate and support the integration of gender perspectives (such as the framework and checklists in the IASC Gender and GBV Handbooks) in the programming across sectors.
- Assist sectors in setting up or adapting existing systems to monitor progress in gender mainstreaming by using inter alia the IASC framework and checklists and adapting them.
- Ensure that issues of GBV and SEA are explored in sensitive ways, and that services and follow-up are provided in keeping with CARE's guidelines.
- Review project plans and budgets (or provide written guidelines for such a review) to ensure that adequate attention is paid (and resources allocated) to the promotion of gender equality across sectors.

4. Capacity-building

- As timing permits, in manageable blocks, review basic concepts and principles of gender/GBV/PSEA for all team members. Also, provide specialized sector/logistical briefings to each respective specialist/team as appropriate.
- Provide training/orientation on promoting the gender e-learning course, the use of IASC Gender and GBV handbooks and checklists in all CARE focus areas. Capacity building can include training, ToT, mentoring and one-on-one support.

5. Coordination and Advocacy

- Build strategic alliances with other key actors internally and externally to advocate for gender-sensitive programming.
- Provide technical support to and identify opportunities for the development of relevant advocacy and communication/information materials to address gender (in)equality issues.

6. Administrative and Miscellaneous Duties

- Collect and promote good practices and lessons learned, contributing to a collection of replicable good practices for gender equality programming.

Key Internal Contacts

CI RED Team Leader and/or ACD Program or CO Emergency Coordinator when appropriate; Sector Specialists; Security Advisors / Officers.

Key External Contacts

Ministry of gender or as appropriate, gender focal points in humanitarian agencies, local leaders and organizations/networks known to promote the interests of women, security & protection officers.

Reporting Lines

Reports to CI RED Team Leader

Selection Criteria

Core Competencies

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.

- Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- Multiple language skills desirable.

Technical Competencies required for this position are

- Previous experience in medium-large scale emergencies (3 years minimum);
- Familiar with humanitarian programming and inter-agency coordination systems;
- Proven experience combining formal expertise on gender mainstreaming and gender equality with experience of applying these concretely to specific humanitarian program sectors, plans, policies and processes;
- Masters or advanced degree in a relevant subject area;
- Knowledge of training tools and methods and proven experience delivering training on gender-responsive programs;
- Ability to communicate ideas in a culturally-sensitive manner and conducive to their practical application;
- Experience in budget development and management;
- Strong knowledge of IASC Gender and GBV guidelines and must have completed the IASC Gender e-learning course.