**CARE International Secretariat**

**Terms of Reference (ToR) for TDY/Consultancy Services**

**Global Gender in Emergencies Coordinator 100% (temporary leave cover)**

**Date: Jan 2023 – end March 2023 with possible extension**

**Background:**

CARE International (CI) is a confederation of twenty-one independent non-profit, non-sectarian organisations working together to fight poverty and provide assistance in humanitarian emergencies. CI works, each year, in more than 90 countries around the world, implementing long-term programmes to fight poverty, responding to humanitarian emergencies and advocating for policy change to improve the lives of the poorest people, reaching 100 million people yearly.

CI is committed to gender equality and women’s and girls’ empowerment. This commitment is described in the organization’s key policy and strategy documents (the CI Gender Equality Policy and the CARE 2020 Program Strategy) and in its programming (over 90% of which aims to have a positive impact on the lives of women and girls). CARE International leads confederation-wide coordination on Humanitarian and Emergency Response through the CARE Emergency Group (CEG).

The CARE International Global Gender in Emergencies (GiE) Coordinator provides overall leadership for gender in emergencies work including transformative gender work within the CARE confederation. The role depends on and coordinates the diverse network of more than 30 gender in emergencies and gender experts across CARE. It leads the development and testing of innovative approaches, tools, and training to integrate gender in emergencies into CARE International’s humanitarian work. The role has external representation responsibilities globally, particularly with the IASC/UN cluster system.

**Purpose:**

The specific aim is to provide temporary cover for the Global Gender in Emergencies Coordinator*.*

**Deliverables:**

**Strategic coordination for gender equality in emergencies (50%)**

* Facilitate internal coordination of resources and efforts across CARE Confederation during corporate and new Type 4 (major) emergencies to ensure the use of CARE’s gender in emergencies approach, monitor measures of success and report on progress.
* Lead the Gender in Emergencies Global Team as an inclusive space to facilitate technical engagement across CARE to support the implementation of CARE’s gender in emergencies objectives for programming and advocacy, and represent GiE on the CARE Gender Roundtable.
* Work closely with the Surge Capacity Coordinator and CI Member technical focal points to identify, mentor and support GiE expertise working on/deploying to specific crisis.
* Management of GiE team: line management of GiE Regional Ukraine Coordinator and Global WLiE Coordinator; technical line management (matrix) of Rapid Response Team and Global RGA Coordinator.

**Thought leadership, development of approaches, and design of tools for gender equality in emergencies (30%)**

* Provide thought leadership on best practice approaches and tools to integrate gender and gender-specific programming in emergencies into CARE International’s humanitarian work.
* Finalise the Gender in Emergencies Theory of Change (currently drafted and out for consultation).
* Supervision and performance management of staff, consultants and/or interns and management of financial resources as required.

**Capacity building, knowledge management and learning on gender in emergencies (20%)**

* Support the roll out of systems for monitoring, reflecting, evaluating and learning on gender equality in emergencies.
* Support the roll out of the GiE section of the Gender Foundations Course

**Resources and or sources of information:**

* [CARE GiE Approach](http://gender.careinternationalwikis.org/_media/care_gie_approach.pdf)
* Global GiE Coordinator Orientation Pack and Handover
* 5-10% support from current Global GiE Coordinator

**Timeframe and Deadlines:**

Full time: January 2023-End March 2023 with possible extension

**Budget:**

The terms of the consultancy, including fee for service, will be negotiated with the successful candidate.

**Applicant’s profile:**

* Demonstrated knowledge and skills in mainstreaming gender in program design, management, monitoring and evaluation, including application of SPHERE and IASC standards, with a minimum of 7 years working on humanitarian and development issues.
* International experience in assessment, gender analysis, program development, evaluation, project proposal and budget preparation (at least 10 years). Familiarity with UN resolutions relating to Gender in Emergencies.
* Demonstrated skills and experience in capacity building, and designing and delivering training in multi-country contexts, with high intercultural sensitivity.
* Demonstrated ability to adapt to changing contexts, manage workflows, balance competing priorities and work effectively in a small, diverse, remote and busy team environment.
* High level written and verbal communication skills.
* Field experience in an emergency response context, preferably with an international NGO, is highly desirable.
* Representational skills including experience developing networks and relationships with government, civil society and other stakeholders.
* Ability to work with diverse and multi-lingual teams
* Proven ability to communicate with impact to internal and external audiences
* Proven excellent coordination and facilitation skills
* Fluency in one and working knowledge of at least one additional CARE language (the CARE languages are English, French, Spanish and Arabic)

**How to apply:**

As we are looking to fill in this consultancy assignment as soon as possible, we invite interested and qualified staff and existing consultants to submit their **CVs and a covering letter of interest** **in English to** [**cirecruitment@careinternational.org**](mailto:cirecruitment@careinternational.org) **at their earliest convenience**. Only short-listed applicants will be contacted.

More Information on CARE International is available at [www.care-international.org](http://www.care-international.org).

***CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.***