TERMS OF REFERENCE
Gender Specialist for
Initiative to Strengthen Gender-Responsive Humanitarian Action in UNICEF-led Clusters

Contract type: SSA
Proposed level: L4
Duration: 6 months, July – December 2010
Duty Station: Various

I. Background

Within the IASC Cluster response, gender is identified as one of four priority cross cutting issues to be integrated in all stages of humanitarian action in the interest of helping to ensure quality and accountability of humanitarian assistance. At the country level, Cluster coordinators are responsible for ensuring that all cross-cutting issues, including gender, are integrated into sectoral needs assessments, analysis, planning, monitoring and response, and for ensuring gender-sensitive programming and promoting gender equality. Gender-responsive humanitarian action helps to ensure a more accurate understanding of a humanitarian situation, facilitates the design of more appropriate responses, highlights opportunities and resources within an affected community, and can provide a link between humanitarian assistance and long-term development. It helps to ensure that humanitarian assistance is planned and implemented in a way that benefits all sectors of the affected population, in line with an analysis of their specific rights, needs, and capacities.

Ongoing inter-agency efforts to mainstream gender in Cluster activities include the revision of existing Cluster standards, tools and guidelines, the development of an E-Learning tool on Gender and Humanitarian Action, the deployment of Gender Capacity experts (GenCaps) to Cluster countries, and the piloting of a Gender Marker intended to track budget allocations for gender-responsive projects within humanitarian financing frameworks (CAPS, CERFs, etc). While these efforts have realised some promising results to date, a 2010 global evaluation of Cluster Response found that the integration of gender (among other cross-cutting issues) in the activities of Clusters and their members has remained minimal, and recommended that increased consideration be given to the issue.

II. Initiative to strengthen the integration of gender in UNICEF-led Clusters/sub-Clusters

UNICEF is the lead agency for five global-level Clusters and sub-Clusters, namely: WASH, Nutrition, Education (co-led with Save the Children), Child Protection (sub-cluster) and Gender Based Violence (Area of Responsibility, co-led with UNFPA). In line with its responsibilities as global Cluster lead, and within the broader framework of its gender mainstreaming strategy, UNICEF is launching a multi-country initiative to strengthen gender-responsive programming within UNICEF-led Clusters and sub-Clusters with a focus on national and sub-national activities. This initiative will build on the results of UNICEF’s

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1 See Generic Terms of Reference for Sector/Cluster Leads at the Country Level
Gender in Emergencies Pilot Project (2008-2009), as well as the positive results of inter-agency efforts to strengthen gender through the IASC Sub-Working Group on Gender and the related work of GenCaps.

The goal of the initiative is to contribute to better results for crisis-affected girls, boys, women and men by:

I. Integrating gender analysis into assessment, programme design, implementation and monitoring of national and sub-national Cluster response;

II. Strengthening the capacity of UNICEF-led Cluster/sub-Cluster coordinators and Cluster partners to systematically integrate and apply gender assessment, planning and monitoring tools into their Cluster activities at national and sub-national levels;

III. Ensuring gender aspects are included in humanitarian funding appeals and proposals;

IV. Supporting the implementation and monitoring of gender-responsive humanitarian activities at national and sub-national levels with a view to demonstrating practical application and results;

V. Enhancing UNICEF’s global understanding of how to integrate gender in humanitarian Cluster response.

UNICEF is currently seeking six Gender Specialists to help carry out this initiative in the context of six UNICEF country offices in Southern and Central Africa, Latin America and the Middle East.

III. **Time Frame:** July – December 2010

IV. **Main Tasks of the consultant** (to be refined based on country-specific needs)

(1) Support UNICEF-led Cluster coordinators and partners to **undertake a gender assessment of Cluster work and capacity at national and sub-national levels**, including an assessment of Cluster work plans, Cluster assessment, planning and monitoring tools, and technical capacity on gender among Cluster partners, to identify gaps and opportunities.

(2) Support UNICEF-led Cluster coordinators and partners to **revise planning documents, and integrate gender into results frameworks, indicators and related monitoring and results tracking systems**.

(3) **Develop a series of core training modules on the practical dimensions of gender responsive programming in emergencies** in close collaboration with UNICEF headquarters and regional offices. The modules will serve as basis for capacity building activities with Cluster coordinators and partners, and will be tailored to address sector- and country-specific responses. The content of the training modules will include: how to conduct a sector-specific gender analysis, how to design gender-responsive humanitarian projects that meet practical and strategic population needs, how to develop gender results frameworks and indicators, and how to incorporate participatory approaches into emergency programme assessment, planning, implementation and monitoring.

(4) Work with UNICEF-led Cluster coordinators, partners, and relevant programme sector specialists to identify three emergency-related projects per Cluster that would benefit from better inclusion of gender considerations and actively seek solutions and alternatives to address existing gaps and issues. **Provide support in designing and implementing the gender-responsive interventions, and in setting up a system for monitoring impact.**
(5) Work closely with Senior Management, UNICEF Cluster coordinators, Cluster partners and programme staff to develop a gender mainstreaming strategy and action plan and a related exit strategy to ensure that gender equality is systemically institutionalised within the Cluster and relevant programme sector after the departure of the gender specialist.

(6) Prepare a case study documenting the learning from the initiative with a focus on programmatic as well as institutional dimensions, reflecting on processes as well as lessons learned. Actively participate in UNICEF’s Community of Practice on Gender in Emergencies to contribute to broader organizational learning.

V. Methodology and Approach to Work

A dedicated Gender Specialist will be deployed to one UNICEF Country Office for a period of six months, to provide day–to-day coaching and mentoring support to UNICEF staff, Cluster coordinators and partners on the practical application of gender-responsive programming in emergencies. The Gender Specialist will adopt an Action Learning approach which will involve a combination of training workshops, guided learning-by-doing, and day-to-day mentoring support as staff and partners apply new gender tools to their project activities.

The Gender Specialist will work under the direct supervision of the relevant UNICEF Country Office, working closely with the UNICEF Cluster coordinators, Cluster partners, and relevant Programme Sectors Leads. The Specialist will coordinate with the Humanitarian Country Team, and will work closely with existing gender capacity in the country (i.e. Gender Theme Groups and Gender Capacity Advisors (GenCaps)) to ensure a complementary approach.

Overall guidance to the multi-country initiative will be provided by UNICEF’s Office of Emergency Programmes, with the support of an Advisory Committee comprised of UNICEF Global Cluster Leads, Programme Sector Specialists and Regional Advisors. The Gender Specialist will be expected to report back to the Advisory Committee and to work in close coordination with the Gender Specialists deployed in other participating country offices to help ensure that activities are aligned, and that mutual learning is promoted. This initiative will be carried out under the broader framework of ongoing inter-agency efforts to mainstream gender in humanitarian action.

VI. Expected Outputs (to be refined based on country-specific needs)

(1) A gender assessment of each UNICEF-led Cluster at the national and sub-national level, identifying gaps and opportunities in Cluster capacity and gender-responsiveness of activities.

(2) A refined set of practical gender tools for humanitarian programming including a series of core training modules adaptable to different sectoral Clusters and country contexts.

(3) A series of capacity building activities (including action learning, gender trainings and workshops, and coaching/mentoring) with UNICEF Cluster coordinators, UNICEF staff, and Cluster partners resulting in their improved knowledge and capacity to integrate gender into humanitarian activities, including the capacity to carry out a gender analysis and participatory planning processes, to design results based gender responsive emergency interventions, and to develop, monitor and report on gender-sensitive indicators.
(4) A series of gender-responsive humanitarian projects, carried out through the framework of the Clusters that demonstrate concrete results and meet the practical and strategic needs of crisis-affected boys, girls, women and/or men at national and sub-national levels.

(5) A revised set of gender-sensitive Cluster-specific planning, programme and monitoring frameworks and a related gender mainstreaming strategy designed to guide the integration of gender into Cluster activities beyond the departure of the gender specialist.

(6) Progress reports, and a final report and case study documenting the initiative including institutional lessons learned.

VII. Duty Station and Travel

The post will be based in one of six UNICEF Country Offices: Central African Republic, Democratic Republic of Congo, Haiti, Mozambique, Occupied Palestinian Territories and Yemen (country locations to be confirmed)

VIII. Minimum Qualifications

- At least eight (8) years of progressively responsible professional experience working on gender responsive programming in development and/or humanitarian/post-conflict settings.
- Familiar with humanitarian programming, the Cluster system and working with inter-governmental organizations. Practical experience working in emergencies with UNICEF, UN agencies, CSOs or the Cluster system.
- Proven experience combining formal expertise on gender mainstreaming and gender equality with experience of applying these concretely to specific humanitarian programmes sectors, plans, policies and business processes.
- Proven experience leading Action Learning processes, developing gender training tools, and delivering trainings on gender-responsive programming.
- Masters or Advanced Degree in a related subject area.
- Ability to communicate ideas in a manner conducive to their practical application; Comfortable working as part of a team to add value to collective results.
- Fluency in English required; French and/or Arabic speaking skills necessary for specific postings.
- Flexibility of applicant with regards to country of deployment.

Qualified candidates are requested to submit a cover letter, CV, and completed P11 form to email: tmilsom@unicef.org by Tuesday 15 June, 2010.