

Terms of Reference (TOR)

Gender and Inclusion Adviser

Introduction and background

The British Council has been contracted by DFID to implement the Promoting Knowledge for Accountable Systems (PROKAS) Project in Bangladesh. PROKAS is a component of the DFID Bangladesh Transparency and Right to Information Programme (TRIP – launched in 2014, up to 5.5 years), which is aimed at increasing transparency and accountability in Bangladesh. PROKAS (formerly the Transparency, Accountability and Right to Information Fund - TARIF) will be an actively managed project, not merely a funding channel. PROKAS will support a coherent set of government and civil society initiatives to improve transparency and accountability in targeted thematic areas through collective action. PROKAS commenced on 13 April 2015 and will run till 12 April 2018 with a potential for additional 2.5 years extension.

Objectives

TRIP aims to support or influence changes in government policies, processes, systems and/or activities that will contribute to increasing transparency and accountability, and to reducing corruption in Bangladesh. PROKAS-funded projects must support this overarching outcome by funding and supporting networks and coalitions of civil society organisations to advocate for change on issues of common interest, and by supporting initiatives to help the Government of Bangladesh improve its own transparency and accountability.

PROKAS will build on existing partnerships with civil society, including support to the work of Transparency International Bangladesh (TIB) through the Building Integrity Blocks for Effective Change (BIBEC) Programme. TIB is carrying out research and advocacy, and support local citizens' action to demand accountability in health, education and other services, land administration and the use of climate finance.

PROKAS will support improvements to government systems, including strategy and training, for more effective implementation of the Right to Information (RTI) Act, building on existing work with the World Bank.

Direct beneficiaries of this project are Bangladeshi civil society and the Government of Bangladesh, both of which will be actively supported in their transparency and accountability initiatives. Citizens of Bangladesh will benefit indirectly from the improved transparency and accountability the project aims to generate.

Managing agencies

The British Council is leading a consortium where Palladium is a member of the consortium focusing on private sector development and business regulation, right to information, and monitoring and results measurement, and WISE Development is a partner contributing on the gender and social development aspects.

Purpose of assignment/ objectives

A draft gender and inclusion strategy has been developed to inform PROKAS is an integral part of PROKAS' approach to delivering its programme outputs and outcomes. The objectives are given below for information:

- Ensuring that PROKAS funding priorities are informed by an understanding of the needs of women, girls and excluded groups
- Supporting organizations and networks of women and excluded groups to engage collaboratively - with each other and with other partners, on issue-based projects
- Strengthening the capacity of civil society partners to effectively address gender equality and social inclusion issues within their PROKAS initiatives
- Where relevant, supporting government capacity to address gender and social inclusion issues across policy and programming on the selected issues
- Ensuring that principles of gender equality and social inclusion are integrated into all components of the PROKAS programme cycle
- Strengthening the capacity of the PROKAS team to understand and address gender equality and social inclusion issues in the programme, and integrate into all programme team processes and systems.

Broad-based collective action involves the mobilisation of different groups around shared interests, and is a key way of enhancing the voices of women and vulnerable groups, and addressing gender inequality and social exclusion. PROKAS' political economy analysis will focus on identifying opportunities (and constraints) for collective action on gender and social inclusion issues, and building issue-based coalitions around these. The programme recognizes the risk that collective action groups and community engagement structures can often exclude certain groups and organisations, and will thus pay attention to providing spaces for them to discuss ideas and develop relationships; building their capacity to engage with others; supporting social movements to engage with government; and supporting campaigning and advocacy on discriminatory policies and practices. PROKAS will also work with government officials and institutions to sensitise them on the needs of women and excluded groups, and to build their capacity to listen to, and integrate their needs into planning and decision-making.

Scope of work

Subject to funding, PROKAS seeks to hire a Gender and Inclusion Adviser who will be responsible for providing on-going support to the PROKAS team throughout the implementation period in order to ensure that gender and inclusion considerations are meaningfully integrated across the programme's approach and activities.

A detailed set of responsibilities will be outlined in the GESI Action Plan, which will also indicate the number of days needed for each task. Specific responsibilities are provisionally given below. Please note that the consultant is expected to work closely with the International Gender Adviser, other WISE consultants, and the PROKAS team.

- Ensuring PROKAS analysis and design studies are informed by gender and inclusion considerations
- Consulting with women's and excluded groups organisations on an on-going basis to identify potential partners, or organisations that can be approached for work on particular issues.
- Ensuring that all PROKAS strategies, reporting and communications materials integrate a focus on gender and inclusion
- Providing technical support to funded projects on developing the design and M&E frameworks
- Assessing the capacity of funded projects to effectively address gender equality and social inclusion issues within their programme activities, and developing capacity strengthening plans for each funded project
- Delivering technical support and capacity strengthening activities to funded projects, to include providing resources, training, webinars and one-to-one support
- Participating in regular monitoring of funded projects

- Support the integration of gender and inclusion in PROKAS reflection and learning processes
- Organise orientation sessions for the PROKAS team on gender and inclusion issues in each of the selected themes
- Provide tools and guidelines on gender and inclusion for PROKAS staff to support them throughout the project cycle
- Develop and implement gender responsive and inclusive policies at all levels, including the Operations Manual, the Human Resources Policy, child protection policy and others
- Participate in strategic PROKAS processes and activities, and provide ad hoc to PROKAS team members to ensure that gender and inclusion considerations are integrated into their work

Reporting

The consultant will report to the Team Leader of PROKAS and also work in collaboration with other relevant national and international consultants.

Timeframe

The consultant will be expected to work part-time (2 days a week) at daily rate based subject to funding availability. They will work on agreed work plan/assignments over the period January, 2017 to April 12, 2018. Specific deliverables and time frame will be determined in consultation with the TL at the beginning of each quarter.

Qualifications and Experience

- A minimum of 12 years' experience, including substantial professional experience in providing technical advice on gender and inclusion to colleagues and increasing their gender competences
- Excellent knowledge and experience of gender & Inclusion, and governance and institutional development issues.
- Excellent strategy and programme development skills with a strong focus on results
- Strong experience of providing training and capacity building support on gender and inclusion issues
- Previous work experience as an adviser to a donor, NGO or government institution
- Strong experience with participatory processes
- Excellent oral and written communication and facilitation skills in Bangla and English
- A graduate degree in anthropology, development studies, gender, politics or related discipline

Application process

Interested candidates are requested to carefully review the requirements for Qualifications and Competencies and candidates meeting these requirements are encouraged to submit their detailed CV along with a one-page cover letter to

Dhaka.Recruitment@bd.BritishCouncil.org.

Please mention the following vacancy code of the post applied for in the e-mail message head.

GIADVISORDEC2016

The deadline to submit an application is **December 28, 2016**