

## TERMS OF REFERENCE

JOB REFERENCE NUMBER: GSIA201502

<b>Title:</b>	<b>Gender and Social Inclusion Adviser (G&amp;SI Adviser)</b>
<b>Objective:</b>	Meeting the SEP-B Gender and Social Inclusion targets as formulated in the inception report and subsequent planning documents.
<b>Available duration:</b>	From 1 February 2015 till 31 March 2019 (4 years and 2 months)
<b>Location:</b>	Dhaka with regular field work at countrywide locations of (potential) partner organisations and other stakeholders of SEP-B
<b>Reports to:</b>	Team Leader (TL)

**Background of SEP-B**

The Skills and Employment Programme of Bangladesh (SEP-B) is a DFID and SDC funded programme that stimulates the private sector to deliver vocational skills training sustainably and at scale. This 5-year programme that started on 1 April 2014 and with a total budget of £ 21.63 million (approx. BDT 2.6 billion) is implemented by GRM International, in consortium with Swisscontact and the British Council.

The programme adheres to the TVET reform agenda of Bangladesh in coordination with the Ministry of Education. Its focus is on the Ready Made Garments (RMG) and the Construction sectors, to establish integrated, market driven, skills training models that incentivise higher productivity, efficiency and investment among trainees, private training providers, and employers.

SEP-B interventions are structured around three components:

1. Supporting Private Training Providers (PTPs) to offer affordable quality training that enhances employability.
2. Supporting private sector industries to develop and operate industry-led training facilities.
3. Contributing to policies and developing skill training packages that meet the occupational training standards of the industry and can be used by above mentioned training systems.

Gender equality and reaching disadvantaged people, including poor and marginalized groups, is stimulated across all interventions.

**Rationale for the position**

SEP-B developed a Gender and Social Inclusion Strategy during its inception phase in 2014 aligned with the opportunity to better mainstream diversity into the Garments and the Construction industries of Bangladesh. The National Skills Development Policy commissions employers to proactively attract women and underrepresented groups to competitive positions within industries, and SEP-B responds to the call for action with a robust approach to inclusive development. Key principles in gender mainstreaming and social inclusion, informed by global best practice, guide programme design and implementation at various levels.

At the systemic level, the promotion of Gender and Social Inclusion is embedded in partner selection criteria as well as gender sensitised learning materials, training curricula and messaging transferred through the Placement, Counselling and Marketing Units (PCMUs). Private Training Providers (PTPs) and Industry are encouraged to identify “Inclusive Business Associates” (IBA) as resource focal points on matters related to strategic gender outreach, workplace diversity, gender equality and decent work standards.

At the micro level, the Gender and Social Inclusion Strategy promotes interventions to address the unique socio political and economic discriminators that disable groups dually poor and marginalised from equal exploitation of employment opportunities. This group of “disadvantaged” are deserving of additional considerations and support to ensure successful training enrolment, retention, and employment linkage in the short and medium term. As such, SEP-B will execute a baseline scoping study in target regions at the beginning of the implementation phase to assess the depth of condition for specific disadvantaged groups and the best strategies for meeting their needs. This activity will inform interventions and pilots targeted at the most vulnerable populations. It will also contribute to a broader multi-year Reality Check Approach (RCA) study. RCA is a qualitative methodological approach that captures detailed information on beneficiary experiences and perceptions as a vehicle to understand the ‘how’ and ‘why’ of programme outcomes. The depth of comprehension acquired

can validate or invalidate stakeholder assumptions on the theory of change, and provide valuable information for existing programme modifications as well as future designs.

Overall, the barriers faced by the poor and disadvantaged in the RMG and Construction sectors are different. The Gender and Social Inclusion Strategy accommodates these differences accordingly with variable pay schemes, technical assistance, and customised targets across initiatives. For the RMG sector, emphasis is placed on the expansion of progressive tracks to semi-skilled and skilled positions to redress the disproportionate percentage of women in low skilled jobs. Conversely, in consideration of the disproportionate absence of women in Construction as a whole, emphasis is placed on entry and popularisation of ‘non-traditional’ occupations for women as alternative employment streams.

Gender and Social Inclusion is a cross-cutting topic within SEP-B, affecting all programme components. Given the size of the programme and the importance of gender and social inclusion within its scope and targets, the position for the Gender and Social Inclusion Adviser (G&SI Adviser) is full-time. Within the implementing consortium, the British Council will contract the G&SI Adviser.

### **Responsibilities, duties and tasks**

The G&SI Adviser is a senior staff position, whose key responsibility it is to oversee and where applicable to support and facilitate the full and timely implementation of the Gender and Social Inclusion Strategy towards meeting all gender and social inclusion related programme targets. The G&SI Adviser will do so by working closely with other staff and line personnel and consultants from SEP-B. The G&SI Adviser will also work closely with the (part-time) international Gender Mainstreaming Training Expert to ensure that activities and deliverables are aligned to international best practice and meet the programme requirements

Specific duties and tasks of the G&SI Adviser include the following:

#### **1. *Mainstreaming gender and social inclusion within SEP-B approaches and operations***

The chief duties and tasks of the G&SI Adviser are to facilitate that all programme staff adhere to the Gender and Social Compliance Policy

- Embed G&SI in partner selection
- Gender sensitised learning materials
- Inclusive business associates
- Variable pay schemes, technical assistance, and customised targets across initiatives
- Integrate gender equity perspectives and women's economic empowerment components across all SEP-B strategies including the Communications Strategy, Quality Assurance Strategy, Training Provider Partnership Strategy, etc.
- Support the development and integration of gender responsive pedagogies and curricula in training delivery systems
- Facilitate gender equity training to all staff

#### **2. *Promotion of Gender and Social Inclusion among SEP-B stakeholders and partners***

- Messaging through “Industry Relations Units” of Private Training Providers
- Support partner organizations to customise gender strategies to enhance gender equality in training and employment
- Facilitate consultations with stakeholders to identify best practices for supporting women to access training institutions, on the job training, and long term employment.
- Engage industry on strategies to cultivate gender inclusive capacity building
- Establish job placement services for women and differently abled persons (DAP) in conjunction with private training providers and Innovation Fund

#### **3. *Research***

- Throughout programme implementation, SEP-B will be engaged in various research activities that contribute to the further development and implementation of the programme. The SEP-B annual work plan will be leading in identifying such activities. This includes the following:
  - Facilitation of a “Baseline Scoping Study”. The G&SI Adviser will lead on preparing the TOR for these, facilitate the process of recruitment of consultants, and oversee adequate implementation and reporting of these studies.

- Prepare sector reviews on gender perspectives to strengthen the evidence base on the experiences and concerns of women across the sectors as well as inform gender responsive policy development
  - The G&SI Adviser will represent SEP-B in various networks among development partners and Government of Bangladesh, including applicable “Gender Working Groups”
4. **Monitoring and Results Measurement**
- Monitoring and Results Measurement (MRM), including planning and reporting, is guided by the MRM Manager of SEP-B, and procedures are defined in the MRM manual of SEP-B. The G&SI Adviser will adhere to this
  - The G&SI Adviser will take a facilitating role in the implementation of a multi-year Reality Check Approach (RCA) study, which approach has been developed and tested by GRM International in similar situations.
  - The G&SI Adviser is responsible for quarterly and annual progress reporting relevant to achievements in the scope of Gender and Social Inclusion, elaborated in this paragraph of these Terms of Reference.
  - Monitor the quality of delivery of gender and social inclusion interventions of the programme.
5. **Management**
- Being in a staff position, the G&SI Adviser will participate in strategic and operational planning exercises, and contribute to internal and external monitoring and evaluations practices.
6. **Branding and Communication**
- SEP-B developed its branding and communication strategy and employs a full-time Communication Officer. This strategy is also relevant to the implementation of the Gender and Social Inclusion Strategy. The G&SI Adviser will apply the strategy in consultation with the SEP-B Communication Officer.
7. **Other**
- During the scope of implementation of SEP-B additional tasks may emerge for which the programme takes responsibility; In the event when the G&SI Adviser is considered most suitable among the entire programme staff for taking up this task, and if workload permits, the Team Leader may assign these additional tasks.
  - Identify additional resource requirements to be used from the SEP-B Technical Advisory Fund (TAF) for short term consultancy, and work with the TL in preparing the TOR.

The TOR is subject to change/modification depending on the need of the programme.

### **Time schedule**

The G&SI Adviser is a full time position throughout the implementation phase of the programme, planned until 31 March 2019, and includes 220 working days per calendar year. The selected candidate can join in the team anytime from 1 February 2015 subject to availability and signing off of the contract.

The G&SI Adviser will follow the work schedule as laid down in the SEP-B operations manual, based on a 5-day work week, but considering irregular work when required.

### **Key Performance Indicators**

- Gender related results-targets as agreed in the inception report and subsequent annual plans of operation are all met.
- Research targets as per annual plans of operations are all met, including the regular RCA studies.
- Full compliance with the SEP-B strategy on communications
- Full compliance with all planning, monitoring, results measurement and reporting tasks
- Full compliance with the guidelines of the SEP-B operational manual.

### **Profile of the Gender and Social Inclusion Adviser**

The Gender and Social Inclusion Adviser (G&SI Adviser) meets all of the following seven requirements:

1. A completed Master's Degree in sociology, economics, business, management, development, or equivalent.
2. A minimum of 10 years' experience in promotion gender equality in a development cooperation context, and consequently have a strong network in Bangladesh among major relevant stakeholders.
3. As integrate part or in addition to this, 3 years' experience in supporting underprivileged groups.
4. Solid experience in working with international networks and attending international events relevant to promoting gender and social inclusion
5. Excellent communication in English and Bangla and excellent report writing skills in English.
6. Excellent proficiency in MS Office (particularly Word and Excel).
7. Strong analytical and organisational skills.

Additionally, the following experiences or expertise are preferred:

- Experience in working with TVET (Technical and Vocational Education and Training) systems.
- Working with or in the RMG and/or construction sector.
- Experience of working in donor funded development projects
- Familiar with planning and monitoring systems.
- Interpersonal skill and leadership ability is expected.

### **Contracting Arrangements**

The successful candidate shall be contracted as a long-term consultant by the British Council and shall undergo a probation period of six months and his/her performance shall be evaluated prior to the confirmation of the full term of the contract. The consultant will report to British Council for any contractual matter. The fee rate for the consultant shall be negotiated with the British Council, depending on the qualifications.

### **Application and CV submission**

If you have all seven requirements mentioned in the profile, and you are comfortable with additional requirements mentioned above, please submit your detailed and updated CV along with a cover letter describing your suitability for the position, and your availability to start, if selected. The CV must cover the followings: full description of all relevant experiences specifying time duration at post, employer's name, project and donors' name, position, and tasks and deliverables, etc. You must mention the position / title and the job reference number **(GSIA201502)** in the subject of your email.

We expect to invite the shortlisted candidates for interview around first week of February 2015.