**KINGDOM OF CAMBODIA**

**Nation Religion King**

**TERMS OF REFERENCE**

**National Gender Program Specialist**

##### Assignment Information

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| **Assignment Title:** | National Gender Program Specialist |
| **Reports to:** | LWGE Program Coordinator |
| **Contract Type:** | Contract Staff |
| **Project:** | Leading the Way for Gender Equality (LWGE) Program  |
| **Employer:** | Ministry of Women’s Affairs of Cambodia |
| **Location:**  | Phnom Penh |
| **Type of Contract and Duration:** | 1 year contract (to be extended), from July 2018 to Dec 2020 |
| **Languages Required:**  | English and Khmer |

##### Background

The ‘Leading the Way for Gender Equality’ (LWGE) program is an innovative 4-year program (2017-2020) of the Ministry of Women’s Affairs of Cambodia (MoWA) whose overall objective is “Enabled environment for gender equality, women’s empowerment and feminist leaderships in Cambodia through enhanced capacities of the Gender Machinery.” The LWGE program is supported by the Swedish International Development Agency (Sida) and the United Nations Development Programme (UNDP) -through the ‘Project to Support the Leading the Way for Gender Equality Program’-, and Oxfam.

The program has three components or outcomes: 1) More effective institutionalization of gender policies across government, and more effective performance of Gender Machinery to lead gender equality mainstreaming with inclusion of disadvantaged groups of women and girls; 2) Promotion of behavioural change in favour of gender equality among the public and young Cambodians; and 3) Increase number of and capacities of women in decision-making positions and strengthen feminist leaderships.

The program aims to strengthen government and multi-stakeholder coordination mechanisms for gender equality and women’s empowerment, such as the Technical Working Group on Gender -including its sub-groups- and the Cambodian National Council for Women (CNCW). The program is also focused on strengthening bilateral cooperation between MoWA and four line ministries (ministries of Education, Youth and Sports; Civil Service; Information; and Culture and Fine Arts), public institutions (i.e. National Committee for Sub-National Democratic Development -NCDD- and Royal School of Administration), universities CSOs, and media.

The National Gender Program Specialist, under the supervision of the LWGE Program’s Coordinator and Management Team (MoWA), will provide regular ongoing support to MoWA on LWGE program implementation and monitoring. Particular support is for the M&E system of the program, including M&E of the program’s Capacity Development Framework. The position is administered and managed by MoWA, and funded by Sida.

##### Duties and Responsibilities

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| **Support MoWA for the implementation, monitoring and management of the LWGE Program:*** Support the timely development, implementation and monitoring of the LWGE Program’s annual workplans and budgets.
* Support the technical implementation of the program’s three outcomes, facilitating synergies between MoWA’s departments and teams.
* Assist in the development and implementation of a harmonized M&E system for national gender policies, Cambodian Sustainable Development Goal 5 (CSDG5) and CEDAW concluding observations.
* Support development of the annual and quarterly reports that are submitted by the LWGE Program’s Coordinator to the Program’s Steering Committee, as appropriate; and support program’s reviews and evaluations, as needed.
* Provide guidance to the LWGE Program’s Management Team and MoWA staff on Results-Based Management.
* Assist the LWGE Program’s Management Team as per needs and cooperate closely with other long-term and short-term advisors of the LWGE program.
* Ensure integration of feminist perspectives and inclusion of five disadvantaged groups of women and girls (women and girls with disabilities, elderly women, indigenous women and girls, Muslim women and girls and Lesbian, Bisexual and Transgender women) in the technical assistance provided to MoWA and partners.
* Participate as observer at the LWGE Program’s Steering Committee meetings.

**Provide permanent capacity development to MoWA and LWGE program’s staff in managerial and gender equality-related skills:*** Build and manage relationships with MoWA and partners to support implementation and monitoring of the Capacity Development Framework of the program; respond to any potential issues or needs.
* Identify further capacity building needs of MoWA and partners under the framework of the LWGE Program and provide ongoing technical assistance, mentoring, coaching, training and capacity development to them.

**Build partnerships and support in developing resource mobilization strategies:*** Support MoWA for the development and implementation of partnerships and resource mobilization for the LWGE program;
* Support development of relevant documentation for donors and potential opportunities for resource mobilization.

**Key Performance Indicators:*** Timely and quality technical assistance to the LWGE Program’s Management Team and MoWA staff for the program delivery in line with budget and workplans.
* Timely and quality support to MoWA for planning, monitoring and evaluation of LWGE program;
* Relations with partners and stakeholders;
* Quality reports and timely submission;
* Quality mentoring, coaching and trainings to MoWA staff;
* Regular communication with LWGE Program’s Management Team, MoWA staff and partners.
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| Competencies |
| **Core Competencies:*** Demonstrated commitment to international women’s rights standards and to MoWA’s mission, vision and values;
* Sensitivity to Cambodian culture and commitment to pursue transformative changes in favor of women and girls in society;
* Highest standards of integrity, gender-sensitivity, age-sensitivity, discretion and loyalty.

**Functional Competencies:*** Excellent English and Khmer communication skills (spoken, written and presentational);
* Good interpersonal skills and ability to work in and with teams;
* Superb advocacy skills to promote gender equality and women’s empowerment;
* Ability to set priorities and manage time effectively.
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| Required Skills and Experience |
| **Education:*** Advanced university degree (Master or equivalent) in women’s studies, gender studies, international development, public administration, social sciences or other relevant field.

**Experience:*** Minimum of ten years of relevant experience on gender equality and gender mainstreaming with government, public institutions and CSOs.
* Good programming experience on gender equality and gender mainstreaming in Cambodia, with strong knowledge of Cambodian institutional context.
* Demonstrated professional experience in building capacities of Cambodian government staff.

**Language Requirements:*** Excellent verbal and writing English and Khmer language skills;

[NOTE: Qualified candidates who are females, have a disability, are LGBTI, indigenous and/or Khmer Islam are encouraged to apply. All job applications are kept confidential. Only shortlisted candidates will be contacted for interview.] |