JD TEMPLATE VERSION	July 2021
JD LAST REVIEWED ON	May 2024

JOB TITLE	GEDSI Adviser	**REPORTS TO**	Thematic Lead – Peace and Protection	**LOCATION**	Kathmandu-based with travel to clusters

OBJECTIVE OF THE JOB:

The objective of the job holder is to nurture a sustainable critical mass of practicing staff, improve programme quality and contribute to institutional systems and practices in the areas of Gender, Disability, and Social Inclusion to build capacity, ensure quality and promote learning within the framework of Programme Team and UMN Strategic Directions.

AREAS OF RESPONSIBILITY	DECISION MAKING	QUALIFICATION & EXPERIENCE
Capacity Building UMN staff and Partners: ▪ Strengthen the capacity of UMN staff and partner organisations in the areas of gender, disability and social inclusion (GEDSI) knowledge, skills and practices. ▪ Keep up to date and share information related to relevant government policies & plans and proven practices, both global and local, to ensure that UMN projects are GEDSI inclusive and at the cutting edge of development. ▪ Work closely with project staff across programmes to support the effective delivery of GEDSI-focused activities and to identify and address GEDSI challenges. ▪ Assist GEDSI staff in producing project narrative donor reports and annual work plans, with technical support of relevant personnel in Programme Teams within the given timeframe. ▪ Contribute to production of various reports as necessary or assigned by the line manager. **Mainstreaming GEDSI at the institutional and programmatic level:** ▪ Collaborate with leadership to develop and implement strategic plans that integrate GEDSI considerations into organisational goals and actions. ▪ Develop processes to facilitate good practices regarding gender equality, social and disability inclusion to ensure the implementation of GEDSI Policy. ▪ Advocate for GEDSI issues within and outside the organization, promoting a culture of inclusion and diversity. ▪ Capture emergent opportunities for change within the organization and strengthen the influence of GEDSI mainstreaming efforts. ▪ Work closely with MEAL to establish key performance indicators, assess the impact of GEDSI initiatives and regularly evaluate projects from the GEDSI perspective. ▪ Support Programme Teams to put in place mechanisms and processes to ensure high-quality programming that also includes effective GEDSI mainstreaming. **Quality Assurance and learning:** ▪ Define technical quality standards for UMN's work on GEDSI.	▪ Provide input into decisions related to strategic planning, project design/development and opportunities in inclusive development process and mainstreaming of GEDSI. ▪ Contribute to decisions related to Programme Teams (PST/PPT). ▪ Make decisions related to GEDSI specific and other relevant technical issues.	▪ Master's Degree in gender, inclusion, or participatory/community development or equivalent. ▪ Experience in building capacity of others using various methods and tools. ▪ Substantial experience of working for I/NGOs. ▪ Experience of working in cross-cultural settings. ▪ Experience of working with minority and marginalised groups. ▪ Excellent knowledge and understanding of current issues and practices in Nepal in relevant areas. ▪ Experience with inclusive development and mainstreaming GEDSI in both organisational and programming levels. ▪ Excellent knowledge of all phases of project cycle management. ▪ Up-to-date knowledge on poverty eradication, government strategies, policies, and development practices in Nepal and worldwide.
	DIMENSIONS ▪ Member of Programme Support Team. ▪ Member of Learning Forum. ▪ Co-opted member to Programme Partner Team. ▪ Work closely with Cluster Team Leaders and Thematic Leads in strategic programming, building capacity, ensuring quality and promote learning. ▪ Work closely with Programme Support Team Leader in	**SKILLS, ATTITUDES, BEHAVIOURS** ▪ A good coach and a mentor; eager to build the capacity of others. ▪ Good facilitation, assessment, and analytical skills. ▪ Ability to research and review literatures extensively. ▪ Good computer skills with email, internet; Excel, Word, and PowerPoint as a minimum. ▪ Highly organised, reliable, attentive to details and ability to work independently. ▪ Excellent technical writing skills in English. ▪ Good persuading and influencing skills; ability to inspire others.

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	relevant issues regarding programme and technical capacity development.	
▪ Support clusters to put in place mechanisms and processes to ensure that projects are implemented, adhering to GEDSI standards and considering reporting requirements and donor compliances. ▪ Provide high-quality technical inputs to clusters and ensure GEDSI quality at all stages of the project cycle: planning, implementation, monitoring, and evaluation, considering an integrated bottom-up approach. ▪ Support clusters and partners to prepare necessary GEDSI technical briefs, guidelines, guidance notes, tools, and manuals to support cluster activities as appropriate. ▪ Conduct regular/periodic GEDSI monitoring of the projects and support clusters to address the gaps. ▪ Identify innovative and promising development approaches and learnings across clusters, document them using appropriate tools, consolidate the learnings where appropriate and share them with relevant stakeholders within and outside the organisation.		▪ Social skills necessary to build effective working relationships (esp. active listening, tolerance, humility) with a broad range of people. ▪ Willingness to learn; flexibility in terms of work time, workload, work activities and travel. ▪ Willingness to learn to communicate verbally in Nepali to a level that will enhance relationship building and ensure effectiveness in role. ▪ Seeking to model the UMN values and vision. ▪ Abide by current UMN policies.