

HELNETAS Swiss Intercooperation Bangladesh

Terms of Reference

Gender and Community Participation Coordinator

Job Title: Gender and Community Participation Coordinator
 Supervisor Title: Emergency Coordinator
 Date of joining: 01/06/2018
 Work Station: Cox’s Bazar

1. Overall Goals

The **Gender and Community Participation Coordinator** will support to analyze and assess community participation structures, processes and mechanisms in the Refugee Camp situation and thereby contribute to raising awareness and building capacity for community participation and site management structures where applicable. The assessments and capacity building will help the involved parties to reflect on questions related to roles and responsibilities of both the camp management actors as well as the communities in regard to social inclusion language barriers, information to be provided, gaps in access to information, availability and gaps in complaint handling mechanisms, conflict resolution, etc.

The Gender and Community Participation Coordinator will also support the gender sensitivity aspect and ongoing monitoring activities of the protection mainstreaming and capacity building across Helvetas emergency projects in CXB.

2. Main Tasks

Responsibilities:	Tasks
Technical tasks related to site management, community participation and social accountability	<ul style="list-style-type: none"> • Collaborate with Helvetas partners and camp authorities in assessing and developing community participation and social accountability structures for inclusive service provision • Conduct a stock taking of current community participation and service delivery mechanisms and practices • Review in consultation with relevant authorities, agencies and thematic networks current and future community participation and camp management policy, strategy and guidelines • Facilitate and participate in consultations and knowledge exchange on community participation and social accountability • Provide thematic support and training inputs to the capacity building of communities, camp authorities and site management support staff in participatory approaches and social accountability mechanisms • Contribute to establish community-based feedback and complaints and response mechanisms

Technical tasks related to gender and protection mainstreaming	<ul style="list-style-type: none"> • Support livelihood and food security programming with gender analysis • Facilitate and participate in consultations and knowledge exchange on gender and protection mainstreaming • Provide thematic support and training inputs to the capacity building of Helvetas partners in gender and protection mainstreaming • Provide a methodological and technical support and guidance during project planning and implementation • Provide project implementing teams with frameworks and knowhow for the monitoring and result measurement related to gender and protection mainstreaming and • Support reporting on gender and protection mainstreaming • Ensure that lessons learnt and good practices are documented and shared
Coordination and programming tasks	<ul style="list-style-type: none"> • Participate in the humanitarian response programming of Helvetas and related planning and review meetings • Coordinate the technical and methodological inputs with the Dhaka and CXB based management as well as with thematic experts and project teams of Helvetas • Identify knowledge and skills gaps and requirements within the Helvetas humanitarian response interventions and provide relevant awareness rising, training and coaching support • Provide inputs into project identification and design process
Representation tasks	<ul style="list-style-type: none"> • Be the official representative of Helvetas and an active participant in protection coordination meetings, site management, community participation, PSEA, livelihood/food security and other related working groups • Be an official representative of Helvetas to local authorities and other stakeholders
Internal and external communication tasks	<ul style="list-style-type: none"> • Ensure that documents produced meet deadlines and quality standards • Ensure that all internal/external reporting respects the standard formats and procedures • Organise/actively participate in regular coordination meetings with the local project/sector teams and Emergency Coordinator • Ensure that key operational information circulates properly • Contribute to the preparation and provision of communication material for media communication and fundraising purposes, including pictures, short case studies, radio interviews, movies and short project/activity description, success stories etc., whenever requested

3. Competency Profile

- Education: a university degree in social sciences, gender studies, gender, social work, public health, or other relevant field or equivalent practical experience.
- A minimum of 4-6 years experience in the management of protection, women empowerment, community mobilisation projects, including a mature understanding of humanitarian and sustainable livelihoods programming in a variety of livelihoods intervention areas
- A minimum of 2-3 years experience in emergency interventions and sound understanding of CCCM
- Community development skills, including participatory community assessment and planning techniques, with skills in capacity building of communities and experience of working with livelihoods groups/community-based structures.

- Knowledge of and experience in gender and protection mainstreaming; gender responsive and socially inclusive local governance; advocacy on gender & social inclusion; capacity development
- Excellent training and facilitation skills
- Experience in vulnerability analysis.
- Committed to Equal Opportunities (e.g. gender, race, disability).
- Experience of project and personnel management, of monitoring and evaluation, of representation, and of preparing persuasive project reports
- The ability to work in implementation capacity
- Strong influencing and advocacy skills, political and cultural sensitivity.
- Professional level in MS Office package
- Fluent in English, Bengali native speaker, Chittagonian desirable