Job profile
SPECIALIST – GENDER & DEVELOPMENT
Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary changemaking organisation
- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
Job Profile

Responsible to: Country Director

Grade: D

Location: Dhaka

Nature of Contract: Initially 24 months, further extension depends on fund availability and performance.

Financial Scope: Monthly gross BDT 142,534/-

Travel: Frequent Field visit

About the Role

The Specialist – Gender & Development is overall responsible for the Gender and Development and Safeguarding in Practical Action Bangladesh Office to lead and support implementation of Practical Action’s Gender and Development and Safeguarding related activities that include, strengthening the organisation’s capacity to develop, review and implement gender and project work plans, strategies and safeguarding policies, procedures and measures which meet organizational and global standards and are locally relevant. The incumbent has to review and ensure the gender and elements are properly included and reflected in the programme design, implementation, monitoring, evaluation and partnerships of Practical Action in Bangladesh. The position holder will provide coordination and leadership on gender mainstreaming and gender transformation, taking the lead in managing, setting and communicating overall direction and innovation for gender integration in programme/project design. S/he will work with the Country Director and collaborate with Thematic/Unit Leads, Programme/project Managers to ensure compliance in relation to gender and safeguarding policies and procedures and provide support in case management of any breach of the policies.

Job Functions and Responsibilities

1. Programmatic Responsibilities:

Gender and development: (40%)

The individual will work under the direct supervision of Country Director and closely collaborate with thematic units, programme and projects to accomplish the key deliverables. Some of the key responsibilities will be:

- Participate in proposal development to ensure that gender responsive/transformative strategies and indicators are incorporated,
- Assist thematic units, programme and projects in ensuring gender and development concepts (sensitive, responsive and transformative) are clear in strategic plans and gender indicators are clearly identified,
- Assist the programme and projects for conducting gender assessment, developing relevant plans and implementation,
• Assist programme and projects for development of Gender Capacity Strengthening Plan and its implementation,
• Lead on developing a gender transformation strategy/guideline for Practical Action Bangladesh office programmes and projects,
• Ensure support for gender analysis and gender transformation strategy/ guidelines for new programme/project development based on Practical Action’s gender policy/mandate,
• Work closely with MEAL and Research team to capture gender related outcomes through impact assessments,
• Assist in women leadership strengthening programme,
• Contribute to organizational gender equality culture building and change management.
- S/he will prepare training materials, module focusing gender safeguarding topics and organize trainings with presentation,
- S/he will support to plastic waste management project and integrated waste management project and other projects in design, implementation modality, training, module development, follow up gender focused components of projects.

**Contribution to specific projects: (30%)**

Increasing employment by creating value from plastic waste in Bangladesh - (DMDP project) & strengthening the entrepreneurial ecosystem for clean cooking - (RVO-SEE project).

- Advising, Coaching and Mentoring of operations team and partners on GESI approach,
- Support project team for design, development and implementation of Gender Action Plan,
- Contribute to advocacy with municipalities and recycling companies for adoption of GESI approaches,
- Support community leaders for equal participation of women and men in cooperatives and their wider networks/platforms,
- Design and publish training manuals/modules on GESI,
- Lead gender working group to promote inclusive culture within PA and their key partners.

**Safeguarding and compliance: (20%)**

- Support and monitor Safeguarding policy implementation and practices in thematic unit, global team, people and culture, programme, project and partnerships in home and abroad.
- Exchange of information to and from programme and projects on safeguarding related matters, for example, monthly reports, support needed, new initiatives, etc.
- Support to implement piloting/ intervention focused safeguarding gender driven project.
- Strengthen capacity of Programme and Project Focal on Safeguarding and maintain close relationship through monthly meetings and new initiatives.
- Maintain safeguarding case register for all thematic unit, programme and projects.
- Coordinate and contribute in the implementation of safeguarding related action plan.
- Provide guidance on safeguarding monitoring, risk reduction and audit.
- Provide guidance to thematic unit, programme and projects in case management related to safeguarding breaches.
- Provide support/advise to the safety of staff members from any harm and act as a key source of support, guidance and expertise for establishing a safe working environment in accordance to organizational reporting and response procedures.
- Practice, promote, encourage and endorse the safeguarding policy and implementation standards within the organization to promote a culture of safeguarding.
2. Administrative Responsibilities: (10%)

- S/he will support in organisational administrative works with people and culture department, finance department, and general support service department at the country office.
- S/he will be responsible for collecting certificates/approvals/acknowledgments from ministries, governmental departments and local level governmental departments.
- S/he will be responsible for effective financial management by organisational policies at the local level and country office.

Person Profile

To be successful in the role, the ideal candidate will be able to demonstrate:

| EXPERIENCE & KNOWLEDGE | S/he has at least 10 years’ work experience in development sector preferably in NGOs, INGOs / GOB.  
S/he has at least 8 years of work experience in the field of gender mainstreaming in development sector.  
S/he has sound knowledge and understanding on gender and women development, gender mainstreaming and capacity to link with other development agenda.  
S/he has excellent conceptual and analytical skills with regard to gender and safeguarding issues.  
Must have good English writing, analytical, communication, and report writing skills.  
Excellent knowledge of computer usage specially in MS Office, Outlook, and other software.  
Excellent facilitation, coordination, team management, reporting, and presentation skill. |
|-------------------------|--------------------------------------------------------------------------------------------------|
| BEHAVIOURS & MOTIVATIONS | Ability to manage multiple responsibilities and to set priorities.  
Good ability to work with a multicultural team.  
Willing and able to travel independently outside the station. |
| QUALIFICATIONS         | Master’s degree in social sciences; preferably in Sociology / Gender and women studies / Development studies / International development or any other relevant degrees from an accredited university in home or abroad. |