

**Practical
ACTION**

GENDER & SOCIAL INCLUSION COORDINATOR



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 are committed to advancing gender equality and women's empowerment through all our work. This includes programmes, knowledge sharing, advocacy, external communications, and our own organisational development. At a minimum, we ensure that all our work is gender sensitive, seeking gender transformative approaches as our overall ambition and in accordance with context.

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 minimizing their impact on lives and livelihoods.

PRACTICAL ACTION IN KENYA

In Kenya, Practical Action has a long history of addressing systemic barriers that prevent people from accessing energy that transforms their lives, helping communities and government make cities healthier and safer, making agriculture and markets work better for small holder farmers and supporting communities and government to become more resilient.

We use a mix of programming with communities and consultancy services with shapers of policy and practice to achieve our aims in Kenya, with offices in Nairobi, Lodwar, Kisumu and Kakamega.

ABOUT THE ROLE

The GESI Coordinator will use their in-depth contextual understanding, technical and practical expertise, and relationship building skills to define and deliver our strategic ambition for advancing gender equality and social inclusion in the Kenya Country Office and Practical Action's change ambitions. The role will coordinate GESI strategy development and the technical design, implementation that advance gender equality and social inclusion.

SCOPE

Title	Gender & Social Inclusion Coordinator
Reporting to	Head of Impact & Influence
Matrix management	N/A
Direct reports	N/A
Relationships	Internal: Delivery Teams, Impact & Influence Team, Business Development team, Communications team. External: Strategic Partners relevant to PA strategies
Financial scope	N/A
Location	Nairobi
Grade	7
Travel requirements	Frequent
Position Status	Full-time

ACCOUNTABILITIES

Leadership and Strategic Alignment

- Provide thought leadership on gender and social inclusion. This includes leading and supporting the overall areas of Gender and Inclusion in the organisation in a manner that adds value, impact and provides strategic inputs across all the Change Ambitions
- Lead Gender related analysis, research, learning and knowledge development.
- Plan and spearhead new gender-related initiatives for the organisation in close coordination with the Head of Programs and directly with respective project managers.
- Identify knowledge gaps at different levels and undertake actions to reduce the gap information on gender especially in coordination with the Impact and Influence team.

- Assist by providing critical inputs in developing project proposals and project designs to strategically integrate gender sensitive and transformative approaches.
- Participate and contribute to the activities of the Global Gender Group including providing regular updates on progress made in the gender equality and social inclusion efforts in Kenya as well as share lessons from other Country Offices with the Kenya team to improve delivery of gender sensitive and transformative work.
- Contribute actively to the development of the Kenya's Strategic Business Plan (SBP) and annual business plan.

Gender Strategy and Plan

- Review, propose, and support People and Culture to deliver the organization's gender strategy.
- Support project teams to incorporate gender priorities in their planning and budgeting in alignment to the SBP and the gender strategy.
- Proactively initiate appropriate revision according to the country's legal framework and development trends.
- Work closely with the projects' Gender Focal Points and Safeguarding Focal Points to ensure effective implementation of the Gender and Safeguarding policies in the organization.
- Ensure gender related interventions contribute to the policy engagement.
- Work with People & Culture and project leads to facilitate and undertake the capacity development related gender activities to programme team and other stakeholders as necessary.
- Work with the Impact and Influence team to identify opportunities for innovation and policymaking/adjustments drawing on data and information from evaluations carried out, lessons learnt, best practices or from research from within the organization, country or region.
- Work closely with the Projects' Gender Focal Points, Managers and partners to champion social inclusion of marginalized groups

Delivering Performance

- Oversee and support the fulfilment of donor-specific gender activities in projects
- Work with programme staff to achieve gender inclusiveness in partners and beneficiaries while designing the programme/project.

- Support the People and Culture and Programme teams to achieve the gender related targets in staff composition and programme delivery including support to achieve equity, diversity, and inclusion targets in the workplace.
- Participate in the project/programme reviews and prepare reports on progress in delivery of the organization's gender strategy.
- Support implementation of gender within the KPI reporting system and in tracking progress.
- Contribute to preparation of gender friendly reports (KPI, annual reports, donor reports).
- Support in preparation of action plans for gender activities during inception of new and in ongoing projects.
- In collaboration with MEL staff, create a mechanism for capturing and documenting key successful interventions including gender impact case studies and success stories and work.
- Build the capacity of relevant staff and provide constructive feedback to ensure quality gender related interventions through skills and sharing.
- Work with relevant staff to support cross-country knowledge sharing and learning.
- Strengthen Organizational Profile and Managing Relationships
- As needed, represent Practical Action as the gender focal person in related forums, meetings, workshops, etc.
- Coordinate and build relationships with relevant government line agencies and networks at national level and local level as well to increase collective national action and awareness on gender.
- Work with communications People and Culture team to train staff and partners on gender-sensitive communication.

Sensitivity on Gender Equality and Social Inclusion:

Should have respectful beliefs regardless of their gender, age, sex, race, ethnic background, culture, different ability, nationality, religion, and marital status. Is sensitive and adaptable to gender and social inclusion and adopts inclusive practices. Responds and behaves appropriately in different situations.

Safeguarding

It is all staff's shared responsibility and obligation to safeguard and protect populations with whom we work with, including vulnerable adults and children.

Practical Action believes that it is unacceptable for anyone to experience exploitation or abuse in any form, anywhere. All staff members undergo mandatory Safeguarding training and are expected to always commit/adhere to our Safeguarding Policy whilst working for or on behalf of Practical Action.

PERSON PROFILE

To be successful in the role, the ideal candidate should meet the following requirements:

Experience & Knowledge

- Bachelor's degree in Gender Studies or related degree with focus on gender equality in international development, agriculture, social work, anthropology or related area, or equivalent experience.

Essential

- At least 3 years' experience (including field experience) providing technical leadership for the design and implementation of development programmes focused on advancing gender equality.
 - At least 3 years' experience of leading the design and implementation of development GESI in projects.
 - Strong understanding of gender equality principles and practices, the gender equality sector, policy priorities and key gender inequalities impacting women in Kenya.
 - Proven senior level experience leading diverse, complex initiatives and virtual teams to achieve agreed objectives, including demonstrated experience designing, implementing and reporting on GESI.
 - Significant experience in GESI training, capacity building and mentoring, and a demonstrated ability to make complex concepts compelling and accessible.
 - Skilled at networking, representation and partnership development in order promote GESI issues with partners/networks.
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