



Functional Title:	Capacity Building Specialist- Disaster Risk Management and Gender in Emergency
Responsibility Level/Grade:	Specialist
Department/Project/PN:	Program Quality/ DRR&GiE
Workstation:	HPP Secretariat- Dhangadi
Incumbent's Name:	Vacant
Supervisor/Principal Evaluator:	Coordinator- DRR and GiE

BACKGROUND

CARE Nepal is a non-for-profit organization that works across the spectrum of humanitarian action and long-term development programs to address gender-based violence, women and girls’ leadership and voice, inclusive governance, sexual & reproductive health, livelihoods, food and nutrition security, disaster risk reduction, and climate change. It brings on its global experience to address the underlying causes of poverty and social injustice, with a distinct focus on the most marginalized and vulnerable women and adolescent girls. It works in partnerships with government, donors, NGOs, civil society organizations, research institutes, private sectors, and closely collaborates with community members.

JOB SUMMARY

This position will be responsible in providing leadership to CARE Nepal’s strategy on localization of humanitarian action, integrating Gender in Emergency (GiE) through support provided to network of local humanitarian actors for quality, accountable and gender transformative humanitarian action. Similarly, the position will provide the required support to the team enhance the CSOs capacities on women led in emergency approach which is core component of the CARE learning sharing and coordination among the other clusters/networks at provincial and federal level also in the mentioned position role and responsibilities.

The incumbent will be responsible to strengthen the capacity of local partners/ actors on disaster preparedness/risk reduction and gender responsive humanitarian actions in Lumbini Province and Sudurpachhim Province. The incumbent will develop plan, event organization support and monitor targeted training and advocacy initiatives. The position will be responsible for supporting the partner mainly WLOs/WROs for their planning, implementation, and monitoring the activities of the humanitarian platform. The incumbent will assist in CARE’s Gender in Emergency (GiE) efforts to ensure that the differential needs of women, men, girls, boys, gender minority group and person with disabilities are identified and responded to (sensitive approach), and that inequality is challenged wherever possible (transformative approach). The incumbent will be part of CARE’s Rapid Response Team and a member of DRR & GiE programme team. The incumbent will contribute for formulation/ updating of CARE Nepal’s Emergency Preparedness Plan, Humanitarian Actions, DRR thematic technical strategy and capacity building of CARE Nepal team. The incumbent will support humanitarian platform(s) in the targeted geography and in localization of gender responsive humanitarian action with focus on inclusiveness in all phases of humanitarian programming along with Women led in Emergency(WLiE) Approach.

The incumbent shall fully comply with CARE policies and procedures and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1: Facilitate and support the localization and gender responsive humanitarian action through capacity building of CSOs, concerned networks and humanitarian actors



- Lead in establishment or support the existing humanitarian response platform at provincial level cluster in Lumbini and Sudurpachhim provinces including a different level of local stakeholders i.e. civil society, district level clusters and mechanisms, local government and private sector actors. The incumbent shall develop the resource/service mapping directories consultation with different level of humanitarian actors, CSOs and other concerned networks support in establishment of a communications and coordination platform at the province district and local level that is prepared to support disaster preparedness and response, especially monsoon, heat and cold wave, fire and earthquake related recurring emergencies.
- In collaboration with local implementing partners, incumbent shall organize and support to facilitate local/district level dialogue and coordination mechanisms and stakeholder platforms with links to provincial and national disaster management structures for effective response with focus on gender inclusive programming.
- Facilitate local humanitarian actors to revisit their policies to ensure alignment with gender and GBV minimum standards as outlined in international instruments such as Inter Agency Standing Committee (IASC), SPHERE, Core Humanitarian Standard (CHS) and Protection from Sexual Harassment Exploitation and Abuse (PSHEA).
- Work closely with partner staff and partner organizations to effectively implement the scheduled activities as designed in the agreed action plans.
- Support coordination and information sharing mechanisms with local government, HCT and other cluster systems.
- Ensure use of tools like PEA (Political Economic Analysis), UCPVA (Underlying Cause of Poverty and Vulnerability Assessment), and WLiE (Women Lead in Emergencies) to ensure the issues of impact populations are addressed in design and delivery humanitarian program.
- Ensure quality and accountable humanitarian emergency response to any disaster.

R2: Support capacity development of key local stakeholders including, CBOs, WLOs, WROs

- Conduct capacity assessment consulting with focused CSOs, networks and humanitarian actors and design capacity building activities and capacity building plan on GESI and GiE based on the assessment for gender responsive disaster preparedness risk reduction and disaster response actions.
- Organize Capacity building to CSOs, WROs, WLOs including HPP partners and Government on effective and coordinated response through simulation exercise on major hazards based on their approved plans.
- Ensure the capacity development supports are in area of core humanitarian standards and basic humanitarian principles including SPHERE, Gender in Emergency (GiE), digital information sharing platform, Humanitarian Accountability Framework (HAF), standard operating procedures (SoP), supply chain management process etc.
- Share the information on disaster preparedness and response including risk management along with education and communication materials, training manuals and developed tools with stakeholders and educate them
- Organize trainings for local stakeholders as per plan and ensure that they are carried out with quality and within the framework of the overall CARE Nepal's business plan and Emergency Preparedness Plan (EPP).
- Support partners' and CSO's participating in the project to integrate GESI and GiE in design, management, monitoring and evaluation of emergency programs in line with SPHERE and IASC standards.
- Support to conduct training and mentoring to partner staff in implementing gender transformative tools and approaches. Also ensure these tools and approaches and the training manual are produced in local languages.
- Contribute and support partners to develop monitoring and evaluation systems to assess the adherence of emergency programs to gender equality indicators and standards.
- Support the partners on development of Gender in Emergencies related funding proposals. Technical materials and resources.



R3: Advocacy and Liaison

- In support with the team, develop and support humanitarian advocacy strategy with focus on gender in emergencies, social inclusion in line with the CARE's global humanitarian advocacy programming and CARE Nepal program strategy and emergency preparedness plan.
- Provide technical assistance to CSOs for the development or enhancement of their Emergency Preparedness and Response Plans (EPRPs), ensuring they are robust and responsive to the local context.
- Enhance coordination and communication among sub-national emergency humanitarian structures including CSO forums.
- Collective advocacy for ensuring localization, women led in emergency and inclusion agenda of marginalized and vulnerable populations including PwDs, ensure their participation and inclusive development in policies and practices of LGs.
- Facilitate to generate evidence at platform and cluster level and advocate with evidence at federal, provincial level for scale up of the local platform model in other high-risk geographies.
- Linking partnership platform with NPDRR, National Housing and settlement Resilience Platform (NHSRP), DPNET, NARMIN, MUAN for learning sharing and scaling up HPP at other provinces.
- Build partnership and networking with women right organization, movement/network-based organization and likeminded institutions/federations based on common issues for constituency building and joint advocacy functions to amplify the PVSE's issues.
- Identify and prioritize the major advocacy issues in GESI, GBV in emergency and GiE and support field staffs and partners at district as well as project level to prepare appropriate advocacy plan.

R4: Facilitate Knowledge sharing with and integration of disaster preparedness and response in other CARE projects

- Work closely with the CARE Nepal's Gender team to provide overall leadership and technical advice to Country Office on mainstreaming gender in CARE's emergency responses.
- Sensitization of sectoral agencies at local level on disaster risk reduction/preparedness and response mechanisms and gender and social inclusion mainstreaming concepts.
- In collaboration with other CARE projects' staff, S/he should develop simple and practical ideas for integrating disaster preparedness and linkages between early recovery and longer-term programmes of CARE and local partners.
- Ensure participation of other CARE projects' staff in the EPP development and dissemination of targeted and specific response mechanism information, education and communication materials.

R5: Gender responsive humanitarian assistance, early recovery and preparedness

- Serve as a gender specialist on emergency assessment team, assisting emergency teams to design and initiate emergency response programs which appropriately address gender considerations and promote the protection and empowerment of women and girls.
- Be part of the RRT and field level coordination for the gender response humanitarian response and early recovery.
- Responsible coordinating CARE Nepal's field level humanitarian assistance relief, and early recovery programmes with all relevant humanitarian stakeholders and implementing partners.
- Establish and strengthen accountability mechanisms for DRM actors ensuring gender sensitivity, accessibility and safety for all members to address community feedback.
- Support learning and documentation of good practices for gender and social inclusion in humanitarian action and share these learning within CARE and externally.
- Design and deliver training modules on gender responsive humanitarian programming and emergency response.



- Support the development and implementation of policies and practices that promote gender equality and the empowerment of women in emergency contexts.
- Collaborate with women led organizations and gender focused groups to enhance their capacity and visibility in humanitarian responses.

R6: Reporting and Documentation

- Prepare and submit regular reports based on monitoring and evaluation.
- Compile, synthesize and support Knowledge Management and M&E unit in maintaining database system.
- Document case studies and good practices
- Share documentation with local stakeholders and other CARE projects.

R7: Upholding CARE's Core values and ensuring its principles

- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsible for gender responsive behavior in all actions and decisions
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles)

AUTHORITY:

Approving Authority: None

Supervision: No direct supervision but large span of outreach and liaison with external stakeholders and partners

Others:

Perform any other duties as may be required by the supervisor.

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organization except where required to do so by law.

PERSON SPECIFICATION REQUIREMENT

Qualifications:

Master's degree in relevant field preferred

At least 3 years' experience in training/capacity building in areas related to humanitarian accountability, disaster preparedness and disaster risk reduction; GESI, social norms change.

Demonstrated experience working with stakeholder networks of government and non-government stakeholders on humanitarian programming.



Knowledge skills and competencies:

- Demonstrated expertise in designing capacity assessments, training modules, organizing and facilitating training and working with partners.
- Thorough understanding of emergency preparedness planning, LDCRP, Government of Nepal's DRR frameworks and guidelines and mainstreaming concepts
- Proven working experience in Humanitarian Partnership approach
- Sound knowledge in Gender Equality and Diversity
- Proven working experience in capacity building in the Emergency response, DRR field particularly for the partners and government agencies with focus on gender and inclusive disaster response.
- Thorough understanding of DRM policies and Response System, and ability to facilitate the process at municipality and levels to develop local DRM strategy.
- Understanding of Government of Nepal's periodic planning procedures, district and provincial level DRM situation and ability to facilitate the processes and linkages between local and other government levels.
- Deep understanding of gender dynamics and the ability to integrate gender considerations into all aspects of humanitarian work.
- Strong analytical and problem-solving skills, with a focus on practical solutions.
- Flexibility to adapt to changing environments and priorities in emergency settings.
- Expertise in humanitarian assistance and core humanitarian standards & principles, including understanding of the UN cluster system.
- Understanding of marginalized groups issues and ability to advocate and design programming interventions that maximize their social protection and access to disaster response services.
- Proactive, analytical and problem solving.
- Ability to produce quality project documents
- High level of interpersonal skills and willingness to work in team under high pressure
- Good written and oral communication skills, in both Nepali and English.
- Proficient in the use of Microsoft Office

Approved by: _____

Date: _____

Agreed by: _____

Date: _____