



**Functional Title** : **Cluster Governance and GEDSI Officer**  
**Responsibility Level/Grade** : **Grade-4**  
**Department/Project/PN** : **Local Infrastructure Support Programme (LISP)**  
**Incumbent's Name** : **Vacant**  
**Work Station** : **Karnali and Lumbini Province (13 Positions)**  
**Supervisor/Principal Evaluator :** : **Deputy Team Leader-Governance and GEDSI Lead**

**PROJECT SUMMARY**

<b>Project Number</b>	20620
<b>Project Name</b>	Local Infrastructure Support Programme (LISP)
<b>Country of delivery</b>	Nepal
<b>Client</b>	United Kingdom Foreign and Commonwealth Development Office (FCDO)
<b>Beneficiary</b>	FCDO/ Government of Nepal (GoN)
<b>Level of Effort</b>	Full Time

Local Infrastructure Support Programme (LISP) will improve the ability of Nepal’s local and provincial governments to respond to the demands of citizens for local infrastructure and increase the legitimacy and accountability of local government to their citizens with an emphasis on the empowerment of women, people with disabilities and marginalized groups of the community. It will create green recovery jobs to stimulate the local economy and build climate resilience.

LISP Approach is to build on the understanding that as the LISP TA we will need to fulfil three roles to realize the full impact of LISP’s Objectives which include strengthening infrastructure governance, capacity building and technical support and quality assurance of LISP investment. Focus areas of five-year FCDO Local Infrastructure Support Program (LISP) in Nepal are, Expanding Access to Infrastructure, Strengthening Government Capacity, Creating Green Recovery Jobs, Promoting Evidence-Based Planning, Supporting Vulnerable Communities, Establishing a National Infrastructure Framework, Enhancing Government Collaboration.

**JOB SUMMARY**

The Cluster Governance and GEDSI Officer based in LISP cluster offices, will support the integration of governance and GEDSI principles into planning and budgeting processes of local governments, as well as infrastructure delivery, and social accountability processes. This role focuses on inclusive planning and gender responsive budgeting capacity of local governments. This will include support to ensure no one is left behind and is in compliance with safeguarding standards at local government and community level. This position is responsible for providing support to multiple local governments.

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



**KEY RESPONSIBILITIES AND TASKS:**

**1. Support the assigned LGs in planning and programming, prioritization, implementation, and management of local infrastructure**

- Review existing planning process and instruments of local infrastructure development and provide support for the improvement, and revision, for informed decision making.
- Assist in conducting social and gender analyses to inform planning and budgeting processes.
- Ensure inclusive user committee composition during the implementation of local government (LG) infrastructure projects.
- Deliver capacity-building training for LG officers, representatives, and engineers on gender responsive budgeting and auditing processes.
- Support women and Dalit representatives of LGs in advancing the agenda of women, Dalits, and marginalized groups and communities in inclusive planning and budgeting processes.
- Provide support in developing necessary tools and guidelines, strategies, plans, manuals, standards on planning and prioritization in the selection of green, labor-intensive local infrastructure, with high possibility of local employment generation in line with the LISP Implementation Guidelines approved by the Ministry of Federal Affairs and Government Administration (MoFAGA).
- Work together with the Infrastructure Officer and the Procurement and Public Financial Management (PPFM) Officer in implementation and management of local infrastructure by ensuring transparency and accountability based on best practices of relevant programmes.
- In coordination with the LISP Governance Team, provide hands-on support in annual planning and budget preparation process of local government focusing on local infrastructure development.
- Together with the Capacity Building Expert (CBE) and the Governance and GEDSI Team, facilitate a capacity gap assessment, identification of priority capacity building needs, and implementation of capacity development activities of LGs in delivering local infrastructure development, including incentive mechanism and financing modalities.
- Review the status of Local Government Institutional Self-Assessment (LISA) and other capacity assessment exercises, in coordination with the CBE, Governance and GEDSI Team and support LGs in updating capacity assessment as necessary.
- Work closely with the Cluster Team to support LGs in the identification and implementation of capacity development activities, in coordination with Provincial Research and Training Academies (PRTAs), and other relevant entities, covering the entire process of infrastructure planning, prioritisation, budgeting, implementation, monitoring and reporting.
- Provide support in maintaining records system, data management, communication including website management of LGs.

**2. Support in supervision, monitoring, learning and coordination**

- Support in implementing existing monitoring tools or updating them prioritizing the inclusivity, accessibility and sustainability of the local infrastructure
- Provide hands-on support in supervision and quality control, documentation, data management of LISP related activities.
- Represent LISP in different Governance and GEDSI forums.



- Coordinate with relevant stakeholders including Provincial and Local Governance Support Programme (PLGSP)/ PRTA, Samartha and other related projects to develop and implement innovative capacity development activities.
  - Support learning and knowledge management through preparation of documents, reports, etc.
- 3. Support to conduct planning meeting and consultations to ensure participation of women, poor, persons with disabilities, excluded and other marginalized communities in planning, prioritization, and implementation of local infrastructure.**
- Support to update the planning process and tools to ensure meaningful participation of women, poor, persons with disabilities and excluded communities in selection and implementation and management of local infrastructure development.
  - Provide support for the participation of women, poor, persons with disabilities, excluded and marginalized communities in needs identification and planning process ensuring their voices are reflected in decision making.
  - Ensure the selection of local infrastructure projects that are prioritized and identified by women, the poor, persons with disabilities, and excluded communities, aligning with their specific needs and priorities.
  - Ensure that women and excluded are included in the whole project management process including implementation, procurement, monitoring, operation, and maintenance.
  - Support local governments in integrating GEDSI-related activities, aligning with international treaties and frameworks, such as Convention on the Elimination of All Forms of Discrimination Against Women-CEDAW, Convention on the Rights of Persons with Disabilities-CRPD, and adhering to national priorities and strategies for gender equality and social inclusion.
- 4. Upholding CARE's Core values and ensuring its principles**
- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity, diversity and inclusion in programming and behaviors.
  - 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).

**Spending authority: NA**

**Working conditions:**

**Based in Humal, Jajarkot, Salyan, Mugu, Kalikot, Jumla, Surkhet, Dailekh, Dolpa districts of Karnali Provinces and Rolpa, Pyuthan, Kapilbastu, Dang, Banke, Palpa, Arghakhachi, Gulmi and East Rukum districts of Lumbini Province**



**Accountability:** Ensure that the organizational information when disseminated should be correct and permitted message in line to CARE principles and core values.

**Qualification and Experience:**

- Bachelor's degree in social sciences, Community Development, or a related field with minimum 3 years of demonstrable and relevant experience in governance, participatory methods in community engagement and implementing GEDSI and safeguarding initiatives at the local level
- Experience in and/or strong working knowledge of local governance structures and annual planning and budgeting processes.
- Strong interpersonal and communication skills, with the ability to work effectively with diverse community members and local officials.
- Demonstrated commitment to promoting GEDSI and safeguarding community development.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_