Functional Title	:	**GEDSI and Accountability Manager (2 Position)**
Responsibility Level/Grade	:	**Manager**
Department/Project/PN	:	**Local Infrastructure Support Programme (LISP)**
Incumbent's Name	:	**Vacant**
Work Station	:	**Karnali and Lumbini province (DT, Global Office)**
Supervisor/Principal Evaluator :	:	**GEDSI Lead, Central Core Management Team of LISP**

PROJECT SUMMRY

Project Number	20620
Project Name	Local Infrastructure Support Programme (LISP)
Country of delivery	Nepal
Client	United Kingdom Foreign and Commonwealth Development Office (FCDO)
Beneficiary	FCDO/ Government of Nepal (GoN)
Level of Effort	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 GEDSI and Accountability Manager based in Karnali/ Lumbini Province will manage the implementation of GEDSI and Governance principles within the LISP provincial programmes, ensuring alignment with Federal guidelines and local needs. This role includes capacity building, policy development, and advancing inclusive practices across Provincial ministries and local governments. The Manager shall work with provincial government and guide multiple cluster teams of the LISP TA team.

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

KEY RESPONSIBILITIES AND TASKS:

1. **Support Provincial Government in Planning, Programming, Prioritization, Implementation, and Management of Local Infrastructure**

- Work with GEDSI Lead to develop and rollout social safeguarding framework for local infrastructure, and social and gender analyses tools and processes, to inform provincial and local planning and budgeting processes.
- Assist the cluster teams in orienting and implementing the safeguarding framework for local infrastructure projects to protect women, people with disabilities, children, and other marginalized groups from potential harm.
- Develop tools, guidelines, strategies, manuals, and standards for planning and prioritizing green, labor-intensive local infrastructure with a focus on employment generation, in line with the LISP Implementation Guidelines approved by MoFAGA.
- Support the provincial government in developing and implementing GEDSI-responsive policies, strategies, guidelines, and plans, ensuring the active and meaningful participation of women, people with disabilities, and marginalized communities in planning and budgeting processes.
- Support provincial government to develop, and roll out, the inclusive planning processes, instruments, and standards for inclusive and sustainable local infrastructure development.
- Promote and provide guidance to ensure the inclusive composition of different committees formed by provincial and local governments.
- Deliver capacity-building training for provincial ministries on gender-responsive budgeting and auditing processes.
- Support Provincial and Local governments to advance the agenda of women, Dalits, and marginalized groups in inclusive planning and budgeting processes.
- Collaborate with the Provincial LISP team membership (Provincial Coordinator/ Infrastructure Lead, Governance Manager and PPFM Manager), to ensure transparent and accountable management of local infrastructure projects, incorporating best practices.
- Work with the Capacity Building Expert (CBE), and Governance and GEDSI Team to identify capacity gaps and implement capacity development initiatives for Provincial Ministries.
- Support the LISP cluster teams to review and update the status of the Local Government Institutional Self-Assessment (LISA) and other capacity assessment exercises in coordination with the CBE and GEDSI Team.
- Collaborate with Provincial Research and Training Academies (PRTAs), and other relevant entities to develop and deliver capacity building initiatives to provincial and local governments, ensuring inclusivity throughout infrastructure planning, prioritization, budgeting, implementation, monitoring, and reporting.

2. **Provide Support for Supervision, Monitoring, Learning, and Coordination**

- Assist the Innovation, Evidence and Learning team to develop, update, and implement monitoring tools, prioritizing inclusivity, accessibility, and sustainability of local infrastructure.
- Provide hands-on support for supervision, quality control, and documentation of LISP-related activities with respect to GEDSI and Accountability.

- Facilitate coordination with stakeholders, such as PLGSP and PRDA, for implementing capacity development activities, organizing meetings, workshops, and interactions.
- Represent LISP in different provincial forums.
- Contribute to knowledge management by preparing reports, case studies, and learning documents to inform provincial and LG policies and practices.

3. Support Inclusive Planning and Consultations for Local Infrastructure Development

- Facilitate planning meetings and consultations to ensure the participation of women, persons with disabilities, and marginalized communities in the planning, prioritization, and implementation of local infrastructure projects.
- Update planning processes and tools to enable meaningful participation of women, the poor, persons with disabilities, and excluded groups in the selection and management of infrastructure projects.
- Support the identification, and prioritization, of local infrastructure projects that reflect the needs of women, the poor, persons with disabilities, and excluded communities.
- Ensure women and excluded groups are included in all aspects of LG project management, including implementation, procurement, monitoring, operation, and maintenance.
- Assist the provincial government in aligning GEDSI priorities with international frameworks (e.g., Convention on the Elimination of All Forms of Discrimination Against Women-CEDAW, Convention on the Rights of Persons with Disabilities-CRPD) and national policies, ensuring adherence to both global and national GEDSI commitments.

4. Upholding CARE's Core values and ensuring its principles

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, gender equity and equality 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.
- Conduct Safeguarding risk assessment of program and partners and prepare safeguarding activities in project activity plan to mitigate the risk identified.
- Hold regular staff meetings where safeguarding is part of the agenda and safeguarding issues are discussed and monitor the implementation of safeguarding in the team/ department.
- Establish Feedback and Accountability mechanism at program and partners level and follow up and address safeguarding issues promptly with the support from CO safeguarding focal points.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all level.
- 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

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:

- Masters/ degree in Gender Studies, Social Sciences, or a related field with 3 years of demonstrable and relevant experience in Governance, GEDSI and safeguarding
- Familiarity with GEDSI strategy development, gender-responsive budgeting and planning processes
- Strong facilitation and training skills, with the ability to engage diverse communities.
- Excellent coordination and communication abilities
- Experience working alongside government officials and stakeholders at federal/provincial or local government on infrastructure projects and/or public administration or other relevant portfolios

Required Competencies:

- Creativity and innovation – Able to think creatively to encourage learning and demonstrate an adaptive style in sharing ideas and learning with others.
- Leadership – Able to assume a leadership role in helping others to achieve excellent results.
- Team work – Able to work effectively with other people within a work group.
- Developing others – Able to foster the development of others by providing a supportive learning environment
- Influencing – Able to generate commitment and build consensus among others and gain their support.
- Communicating and sharing ideas and information - Able to present information and express opinions confidently to internal and external audiences
- Writing – Able to communicate ideas and information in writing to ensure that information and messages are understood and have the desired impact.
- Initiative – Deals with situations and issues proactively and persistently
- Embracing and Valuing Diversity – Able to contribute effectively to a culture that positively values the diversity of people, values, and ideas within CARE Nepal
- Innovation – Demonstrates openness to new ideas, seeks out new opportunities.
- Interpersonal sensitivity – Able to communicate with sensitivity and foster communication, actively listening to others.

Approved by: _____   Date: _____

Agreed by: _____   Date: _____