



JOB DESCRIPTION

Functional Title	:	GEDSI, Safeguarding and Gender in Emergencies Specialist
Responsibility Level	:	Specialist
Responsibility Level	:	Specialist
Department	:	Program Development and Delivery- Emergency Response
Workstation	:	Nuwakot and Rasuwa
No. of positions	:	2 (Nuwakot-1, Rasuwa-1)
Supervisor/Principal	:	District Response Manager dotted to GBV and GBViE Manger

BACKGROUND

The Bhotekoshi flash floods caused significant damage and displacement across affected areas of Rasuwa, Nuwakot, Dhading, Gorkha Tanahu and Chitwan disrupting shelter, livelihoods and access to essential services and increasing protection, gender and inclusion risks for affected communities. As households transition from immediate humanitarian assistance towards recovery, there is a need for inclusive, gender-responsive and safeguarding-focused support that addresses the differentiated needs and vulnerabilities of women, girls, persons with disabilities, older people and other marginalized groups.

JOB SUMMARY

The GEDSI, Safeguarding and Gender in Emergencies (GiE) Specialist will provide technical leadership and support to ensure that the flood response and recovery program in Rasuwa and Nuwakot is gender-responsive, inclusive, safe, accountable and aligned with humanitarian standards and safeguarding commitments. The Specialist will work closely with local partner organizations and their staff at district and community levels to strengthen their capacity and ensure the quality integration of Gender Equality and Disability and Social Inclusion (GEDSI), Gender in Emergencies, safeguarding/PSEA, protection and accountability considerations throughout assessment, planning, implementation, monitoring and early recovery.

The position will provide regular technical coaching, mentoring, field-level accompaniment and quality monitoring to partner teams, identify implementation gaps and risks, and support corrective actions to ensure that women, girls, persons with disabilities, older people, children, marginalized and socially excluded groups, and other at-risk populations can access assistance safely, equitably and with dignity.

The GEDSI, Safeguarding and Gender in Emergencies Specialist will serve as a technical staff for the flood response in Rasuwa and Nuwakot, strengthening the capacity of local partners and ensuring that humanitarian assistance is gender-responsive, disability-inclusive, safe, accountable and accessible to all. The Specialist will provide technical guidance, capacity building, coaching, field mentoring and quality monitoring to partner teams; identify and address GEDSI, gender and safeguarding risks; and ensure that learning and evidence from the field inform adaptation and early recovery planning.

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

KEY RESPONSIBILITIES AND TASKS:**R1. Technical Leadership on GEDSI and Gender in Emergencies**

- Provide technical guidance to project teams and local partners to integrate gender equality, GEDSI, GBV and Gender in Emergencies throughout the flood response and early recovery cycle.
- Ensure gender and inclusion considerations are reflected in needs assessments, response planning, targeting, activity design, implementation, monitoring and reporting.
- Support teams to identify and address different needs, barriers, risks and capacities of women, girls, men, boys, persons with disabilities, elderly people, pregnant and lactating women, marginalized caste/ethnic groups and other vulnerable or socially excluded groups.
- Ensure response activities, including shelter/NFIs and other relevant interventions, are designed and implemented in ways that promote safety, dignity, accessibility, participation and equitable access of women girls' people with disability ethnic, dalit and marginalized groups.
- Provide technical input to Rapid Gender Analysis (RGA), gender and inclusion assessments, protection risk analysis and recovery needs assessments and support partners to apply findings in programming.

R2. Partner Capacity Building, Coaching and Mentoring

- Assess the technical capacity and learning needs of partner staff on GEDSI, Gender in Emergencies, safeguarding/PSEA,GBV, child protection, Human trafficking and inclusive programming.
- Develop and facilitate practical capacity-building sessions, orientations, coaching and mentoring for partner staff and field teams.
- Provide on-the-job technical accompaniment to partner teams during assessments, community consultations, distributions, awareness activities, monitoring and other field interventions.
- Develop or adapt practical tools, checklists, guidance notes and training materials to strengthen partners' capacity.
- Establish a regular technical mentoring and learning mechanism with partner organizations to document good practices, challenges and lessons learned.

R3 Quality Monitoring and Technical Assurance

- Conduct regular field visits to Rasuwa and Nuwakot to monitor the quality and inclusiveness of partner implementation.
- Use GEDSI, GBViE, GiE and safeguarding quality-assurance checklists to assess whether interventions are meeting required standards.
- Identify implementation gaps, protection concerns, exclusion risks and safeguarding issues and provide specific recommendations and follow-up actions.
- Support partners to develop and implement corrective actions and track progress.
- Participate in joint monitoring, post-distribution monitoring, community consultations and other MEAL processes to ensure gender- and inclusion-sensitive monitoring.
- Ensure monitoring data are appropriately disaggregated, where feasible, by sex, age, disability and other relevant diversity characteristics, while maintaining confidentiality and data protection.

R4. Safeguarding, PSEA and Protection

- Provide technical support to partners to ensure safeguarding, GBV and PSEA principles are mainstreamed throughout the response.
- Support partner staff and community-level actors to understand and apply do-no-harm, survivor-centered, confidentiality, safe referral and prevention principles.
- Identify safeguarding, GBV and protection risks associated with displacement, temporary settlements, shelter arrangements, distributions, service access and other response activities.
- Ensure that staff and partners understand appropriate reporting and referral mechanisms for safeguarding concerns, and SEA allegations.
- Support the establishment and strengthening of safe, accessible and confidential feedback and accountability mechanisms, ensuring that women, girls, persons with disabilities and marginalized groups can safely access them.
- Ensure safeguarding messages and information on available complaints/reporting channels are communicated in accessible, appropriate and locally understandable formats.
- Support partner teams to maintain appropriate boundaries and safe conduct when working with children, survivors, people with disabilities and other at-risk groups.
- Escalate safeguarding concerns through established organizational mechanisms while maintaining confidentiality and survivor-centered approaches.

R5. Inclusive Community Engagement and Accountability

- Support partners to ensure meaningful participation of women, girls, people with disabilities, elderly people, marginalized communities and other underrepresented groups in response planning and decision-making.
- Promote safe and inclusive consultation approaches that enable people who are often excluded from decision-making to express their needs and priorities.
- Support the use of accessible communication and information-sharing mechanisms.
- Strengthen community awareness of assistance criteria, available services, rights, safeguarding commitments and feedback/complaints mechanisms.
- Ensure community feedback is systematically documented, analyzed and used to improve program quality.
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R6. Technical Support During Field Implementation

The Specialist will provide technical accompaniment to partners across key response activities, including:

- Shelter and NFI assistance;
- Support to displaced households and temporary/holding centers;
- Community-level recovery activities;
- Distribution and service-delivery processes;
- Community consultations and information sessions;
- Identification of groups facing barriers to accessing assistance;
- Referral and linkage with relevant protection and GBV services;
- Monitoring and post-distribution monitoring; and
- Transition from humanitarian response to early recovery.
- Particular attention will be given to safety, privacy, accessibility, dignity and equitable access in temporary settlements, collective/holding centers, rented accommodation and other displacement settings.

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

- Link and demonstrate CARE Nepal's core values, programming principles, strategic objects, women and girls' equality, and impact in programming and behaviors.
- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsive to women and girls' specific needs in all actions and decisions.
- Demonstrate positive behaviors following the CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- 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).

PERSON SPECIFICATION REQUIREMENTS:**Qualifications and Experience**

- Master's degree in Gender Studies, Development Studies, Social Sciences, International Development, Sociology, Anthropology, Human Rights, or a related field.
- At least 5–7 years of relevant professional experience in GEDSI, Gender in Emergencies, Gender Based Violence, gender-responsive humanitarian programming, safeguarding/PSEA, protection or related areas.
- Demonstrated experience working in humanitarian/emergency and early recovery contexts, preferably flood or disaster response.
- Experience providing technical assistance, capacity building, coaching and mentoring to local partners.
- Strong experience in conducting or supporting gender analysis, RGA, protection risk assessments and inclusive needs assessments.
- Experience in monitoring program quality and providing constructive technical feedback to implementation teams.
- Knowledge of humanitarian standards, safeguarding/PSEA principles and relevant protection/GBV frameworks.
- Experience working with local governments, local organizations, women's rights organizations, organizations of people with disabilities and community-based structures is highly desirable.
- Strong facilitation, communication, analytical, interpersonal and report-writing skills.
- Fluency in Nepali and English; knowledge of relevant local languages of Rasuwa/Nuwakot would be an advantage.

KEY DELIVARABLES

The Specialist will be expected to contribute to or produce:

- GEDSI, GiE and safeguarding technical support plan for Rasuwa and Nuwakot.
- Partner capacity and technical-gap assessment.
- Partner capacity-building/training plan and delivery of relevant sessions.
- GEDSI/GiE/safeguarding monitoring checklist and tools adapted to the response.
- Regular field monitoring and technical mentoring reports.
- Technical recommendations and action-tracking matrix for identified gaps.
- Technical inputs to RGA, protection/GBV risk analysis and recovery needs assessments.
- Documentation of good practices, lessons learned and case examples related to inclusive and gender-responsive flood response.
- Technical inputs to donor reports, SitReps, assessments, proposals and other program documentation.
- Periodic analysis of GEDSI, gender and safeguarding risks and recommendations for program adaptation.



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- Coordination and collaboration with project team, CARE thematic team members regular basis and sharing the update and support to develop and finalize project reports.

CORE COMPETENCIES

- Gender Equality and Women's Empowerment;
- Gender in Emergencies (GiE);
- Disability and Social Inclusion;
- Gender-responsive humanitarian programming;
- Safeguarding and PSEA;
- Protection and GBV risk mitigation;
- Do-no-harm and conflict-sensitive approaches;
- Survivor-centered and rights-based approaches;
- Inclusive community engagement and accountability;
- Capacity strengthening, coaching and mentoring;
- Quality assurance and field monitoring;
- Rapid Gender Analysis and gender-sensitive assessments;
- Humanitarian standards and principles;
- Partner accompaniment and localization; and
- Documentation, analysis and reporting.

Disclaimer/Note

The responsibilities and requirements outlined in this Job Description are subject to change and may be revised as necessary to reflect evolving organizational priorities, operational requirements, and the needs of the position.

Approved by: _____

Date: _____

Agreed by: _____

Date: _____