

TERMS OF REFERENCE

Title: Gender Equality and Social Inclusion Officer - JPO
Project: Multiple - MCO level
Duty station: Thailand / Indonesia / Philippines / Laos / Cambodia/ Papua New Guinea
Section/Unit: UNOPS South East Asia and the Pacific (EAPMCO)
Contract/Level: JPO
Duration of initial contract: 2 years

Background Information – UNOPS

UNOPS supports the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to serve people in need by expanding the ability of the United Nations, Governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner. Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices, always satisfying or surpassing our partners' expectations. With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it. A flexible structure and global reach means that we can quickly respond to our partners' needs, while offering the benefits of economies of scale.

Background Information - Job Specific

UNOPS South East Asia Multi-Country Office (EAPMCO)

The South East Asia and Pacific Multi-Country Office (EAPMCO) supports, develops and oversees the UNOPS portfolio of projects in South East Asia and the Pacific. EAPMCO was established in January 2023 following the merger of the Thailand Multi-Country Office, which covered 20 countries across North East Asia, South East Asia and the Pacific, and the Cambodia Multi-Country Office, which covered 4 countries South East Asia - 3 countries in the Mekong Sub-region (Cambodia, Lao PDR and Vietnam) and the Philippines. EAPMCO currently covers 24 countries across North East Asia, South East Asia and the Pacific. With its head office in Bangkok, the Multi-Country Office comprises nine business units: SEMCO Thailand, EAPMCO Indonesia, EAPMCO Pacific Operations Cluster, EAPMCO Papua New Guinea, EAPMCO China, EAPMCO Vietnam, EAPMCO Lao PDR, EAPMCO Philippines and EAPMCO Cambodia.

In 2022, the UNOPS EAPMCO implemented projects worth more than USD 95.7 million, in the areas of Energy Transition, Digital Transformations, Sustainable Environmental Management, Climate Change, Waste Management, Rule of Law and Access to Justice, Water, Sanitation and Hygiene (WASH), Post Conflict Reintegration, Emergency Relief, Post COVID19 Economic Transformations, and Health, through HR, procurement, construction, contract management, fund and program management services.

The Multi-Country Office head office in Bangkok provides strategic direction, operational support, delivery oversight and assurance of the excellence of business processes and quality standards across all of the entire Multi-Country Office locations. It is also responsible for developing, delivering and managing the portfolio of engagements in the country of the MCO location itself.

Functional Responsibilities:

Reporting to the Partnership Specialist, and working closely with the MCO Director, Head of Programme, Country project teams, HR coordinators and the GESI/PSEAH Focal Point networks, the GESI Officer will carry out the following tasks:

1. Gender Equality and Social Inclusion (GESI) and Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH) Focal Point Support/Coordination

- Support and nurture networks of GESI and PSEAH focal points to promote the exchange of ideas, coordinate the implementation of action plans on the country level, and facilitate the escalation of relevant issues
- Facilitate the logistics, organisation and monitoring of network meetings
- Support internal capacity building on GDI/GESI/PSEAH topics, including the organization of workshops and training sessions in collaboration with HQ as appropriate
- Report on network achievements and progress against the action plans
- Support the roll-out of internal awareness-raising campaigns around GDI/GESI
- Identify and share best practices, within and outside the organization; contribute to existing and emerging corporate initiatives

2. Strategy Implementation: Gender, Diversity, Inclusion (GDI) in the Workforce and Gender Equality and Social Inclusion (GESI) Mainstreaming in Project Strategies

- Support the implementation of the corporate GDI/GESI strategy at the EAPMCO regional level, to ensure that annual regional business targets are met; develop a workplan on how to meet these targets, coordinate the actioning of tasks, liaising with all relevant stakeholders and report regularly to management on progress

- Map current GDI/GESI mainstreaming initiatives in projects and support business units, in the creation of their GDI/GESI strategy and plans, emphasizing the adoption of an intersectional approach
- Provide technical expertise in GDI/GESI focus areas, including disability inclusion, LGBTQI+ inclusion, antiracism, and enabling environments
- Contribute to organizational efforts to increase the diversity of applicant pools across all dimensions, including gender, ethnicity, sexual orientation, and people with disabilities
- Support GDI/GESI mainstreaming in projects and advise project managers on how to present business cases to donors who are reluctant to allocate funding for GDI/GESI activities in projects
- Identify obstacles to the implementation of GDI/GESI initiatives and goals and propose solutions
- Report on progress against corporate GDI/GESI targets and the implementation of MCO efforts as is required

2. Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH)

- Support PSEAH strategy development and implementation, including operational support to regional and field office teams and implementing partners
- Backstop business unit efforts to develop and implement local PSEAH action plans
- Link with corporate policy holders and focal points and work with business units to promote compliance to organizational PSEAH procedures
- Report PSEAH findings to UNCTs and HQ as appropriate
- Adapt and roll out global and regional guidance to improve efforts to address PSEAH priority areas
- Identify best practices in PSEAH and facilitate the knowledge sharing at corporate, regional, and field office level
- Strengthen understanding among UNOPS personnel on PSEAH policies and reporting procedures

Education, experience and language requirements

Education

- Advanced University Degree (Master's Degree or equivalent) in Economics, Political Science Project Management, Humanities, Engineering or related field with 2 years of relevant experience; or
- Relevant first level university degree (Bachelor's or equivalent) with 4 years of relevant experience.

Experience

- Relevant experience is defined as experience in implementing initiatives on gender sensitive programming, gender equity and social inclusion, or gender mainstreaming, in a programmatic setting
- Experience in gender equality and social inclusion is required
- Experience in gender mainstreaming in a programmatic setting is desired
- Experience in gender mainstreaming in infrastructure projects is desired
- Experience in an operational setting is desired
- Experience with PSEAH initiatives is desired
- Experience in planning and applying Health and safety procedures is an asset
- Prior experience in the East Asia and Pacific region is preferred
- Prior experience working in UN agencies and/or UNOPS is an asset.

Language

- Fluency in oral and written English is required.