



دولت جمهوري اسلامي افغانستان
وزارت فوايد عامه
Islamic Republic of Afghanistan
Ministry of Public Works



Program Management Office

TERMS OF REFERENCE

Post Title:	Senior National Gender Environment & Social Management Officer
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO – Kabul
Salary	As per NTA salary scale (Grade C)
Work hours	Full time
Vacancy No	MPW/PMO/HR-021
Date of announcement	21 February 2021
Closing Date	6 March 2021
Gender	Female

1. Background:

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

Description of Duties

Under the direct supervision of ESMU head, the Sr. National Gender Environment & Social Management Officer will be responsible for the following:

- Communicate Environment, Social & Gender inclusion objective and priorities area in road sector to relevant stakeholder of the project.
- Prepare and formulate Social & Gender Inclusion, structure, and implementation guideline.
- Develop and launch gender leadership and inclusion capacity empowerment training workshops for program staff.

- Identify gender related issues and challenges in program, and make recommendations to the ESM & PMO regarding solutions to problems and ways forward;
- Carry-out performance-based monitoring of gender ESM staff at project level and assess progress against gender inclusion indicators and annual targets;
- Provide backstopping support to ESM Head & PMO Head with respect to the implementation of all environment, social and gender inclusion activities in order to facilitate Gender mainstreaming in the program;
- Assist the PMO in implementing gender related activities outlined in the project document and their progress tracking;
- Monitor the implementation and results of gender activities with respect to their consistency with project development objective;
- Ensure dissemination of information to women/Project Affected Persons (PAPs) as proposed in the Environment and Social Management Framework (ESMF).
- Coordinate with regional ESM officer for ensuring female participation in the implementation of the ESMF provisions; especially social development issues during project implementation,
- Assist in carrying out Assessment of women affected by the project; assess vulnerability and entitlement issues and coordination of R&R implementation.
- Assist in reviewing and endorsing all Project Preparation documents to ensure incorporation of gender and social issues.
- Ensure timely and accurate assessment of people (especially women) affected by the project are implemented in line with the ESMF requirements
- Take part in monitoring the participation of women's participation in the implementation of projects to ensure compliance with the terms agreed within community consultation and participation. Where compliance is weak, coordinate with ESM Manager and other relevant stakeholders to take appropriate measures to facilitate dialogue on the agreed terms and make recommendations to address challenges that arise.
- Support project ESM Staff to monitor the implementation and progress towards achieving the project gender focused targets. This includes identifying problems and bottlenecks (current and potential) related to implementation of the works and suggesting solutions or preventive strategies.
- Assist the ESMU & PMO in identifying Gender-related capacity gaps and capacity development priorities among the program female staff and local female Shuras in reference to performance indicators of the program.
- Assist the PMO in drawing up annual capacity development plans for program female staff and local female Shura within program coverage area.
- Assist the ESMU & PMO in the implementation of Environment, Social & Gender Inclusion capacity development activities at targeted areas and location.
- Ensure dissemination of information to women/ PAPs as per the safeguard policy.
- Conduct consultation and communication with rural targeted women in order to get their feedbacks and opinions and reflect them into project design.
- Develop and implement the Gender and Social Management guideline and procedures in order to integrate gender ESM consideration into project plan design and implementation.
- Carry out Assessment of women affected by the project.
- Facilitate women's participation in survey, design, implementation and monitoring of project.
- Monitor the implementation of gender-specific labor-based works to ensure the smooth implementation of activities. Where implementation challenges arise.
- Assist the safeguard department head and other relevant stakeholders to identify appropriate solutions and facilitate the implementation of agreed activities.
- Identify training needs of the key counterparts and support the ESMU in the development and delivery of identified trainings.
- Support the PMO/MPW in gathering data for community profiles and on the program's impact on improving rural access for women and children.
- Support the ESM Unit and provide input related to gender issues and mainstreaming within project activities into any ad hoc progress reports, briefs, periodical reports and statistical data as required by the PMO, Donor and MPW.

- Identify opportunities for the participation of women in project survey and implementation and make recommendations to the ESMU / PMO, on appropriate measures to be taken.
- Support and facilitate the ESMU Head in implementing completion audits of upon completion of the projects and facilitate women's participation in completion audits.
- Monitor the participation of women's in the implementation of projects to ensure compliance with the terms agreed within community consultation and participation. Where compliance is weak take appropriate measures to facilitate dialogue on the agreed terms and make recommendations to address challenges that arise.
- Support ESMU Head to monitor the implementation and progress towards achieving the project gender focused targets.
- Provide input on gender-specific activities into Semi – Annual Environmental Monitoring Reports on project progress highlighting relevant implementation challenges and measures to address such challenges as they arise and ensure timely reporting to the ESMU at all times.
- Prepare any ad hoc progress reports, briefs, periodical reports and statistical data as required;
- Perform other tasks as requested by the supervisor.

Qualifications Required

Education:

- Bachelor's Degree in social science, gender studies, environmental studies, or another related field.

Experience:

- 5 years of relevant professional experience in government offices, NGO and/or UN Agency context, including experience working in the field.
- Experience working with women's groups at the community level.
- Experience working in fields related to environment and social protection and poverty reduction.
- Experience with labor-based infrastructure works programs or rural development programs will be an advantage.
- Proven capacity to organize and deliver trainings and to coordinate with implementing partners.
- Demonstrated ability to develop guidelines, strategies approaches for gender and social inclusion in road subprojects.
- Good knowledge of facilitating techniques and demonstrated facilitating skill
- Good knowledge of computer packages, including MS. Word and Ms Excel.

Competencies:

- Willingness to spend extensive time in the field traveling to project sites across the project.
- Good written and verbal communication skills and communicate effectively.
- Strong analytical skills and management.
- Proactive, able to take initiative and ensure adequate and rapid follow-up actions.
- Strong inter-personal skills and ability to coordinate activities with a diverse set of stakeholders.
- Ability to work in difficult conditions: deal with time pressure, meet deadlines, work long hours, spending extensive time in the field.
- Ability to work independently with minimum of supervision.

Submission of Applications:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior National Gender Environment & Social Management Officer - MPW/PMO/HR-021) applied for in the subject of your email to PMO Office of Ministry of Public Works

through email at pmo.recruitment@gmail.com with a copy to adbafrm@adb.org, without mentioning the position title/vacancy number your application may not be considered. Application received after 6 March 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Submission Email:

pmo.recruitment@gmail.com