

Terms of Reference

Position: Gender Equality and Social Inclusion Advisor
Project: Local Governments and Climate Change Project Phase 3 (LGCC-3 Project)
Funded: Green Climate Fund (GCF)
Location: NCDD secretariat and traveling to provinces
Duration: 12 months with renewable

1. Background

The 10-Year National Programs on Sub-National Democratic Development Phase 2 from 2021-2030 (NP2), was designed to implement the Law on the Management of the Capital, Provincial, Municipal, District and Khan Administrations (2008), Law on the Management of the Commune/Sangkat Administrations (2001) and Decentralization and Deconcentration (D&D) policies. The NP2 aimed to enhance the delivery of public services and local development with mainstreaming of gender equality, social equity and inclusiveness and climate change adaptation through establishing the structures and governance systems of sub-national administrations to be modern, autonomous, efficient, transparent, and accountable in providing public services and local development. NP2 is implemented under leadership and management of the National Committee for Sub-National Democratic Development (NCDD) with assistance of NCDD Secretariat (NCDDS) for day-to-day management and implantation of the program.

To achieve the above objective, NP2 identified five key components to be implemented, including (1) Leadership and coordination of reform, (2) Structures and system of sub-national administration, (3) Human resource management and development, (4) Fiscal decentralization and sub-national administration planning and budgeting systems, and (5) Public service delivery and local development.

The Local Governments and Climate Change Phase 3 (LGCC-3 Project) is developed to contribute to the implementation of the NP2 aimed at bolstering the climate resilience of communities through enhancing the capacity of local governments and their communities to access and effectively utilize funding for climate change adaptation investments. The project is funded by Green Climate Fund (GCF) and implemented in 3 target provinces of Battambang, Pursat, and Preah Vihear including 25 districts under management of the Project Management Unit (PMU).

The local governments play a critical role in addressing climate change through policy implementation, service delivery, and community engagement. This LGCC-3 project seeks to strengthen the capacity of local authorities to integrate climate change adaptation and mitigation into their planning and governance systems. The LGCC-3 Project applies to the LoCAL mechanism, including Performance-Based Climate Resilience Grants (PBCRG), which requires strong performance monitoring, environmental and social safeguards (ESS), and results-based management in line with GCF requirements.

The NCDDS will recruit Gender Equality and Social Inclusion (GESI) Advisor to work with the PMU.

2. Objectives of the Position

The GESI Advisor will support the mainstreaming of gender equality and social inclusion across all project activities. The role ensures that policies, plans, and interventions are inclusive, participatory, and responsive to the needs of women, youth, persons with disabilities, indigenous peoples, and other marginalized groups, in line with PBCRG and GCF requirements.

3. Key Responsibilities

- **GESI mainstreaming:**
 - Integrate gender and social inclusion considerations into project planning, budgeting, implementation, and monitoring.
 - Ensure alignment of project activities with the LGCC-3 GESI Action Plan and GCF gender policy requirements.
 - Promote inclusion of marginalized groups, including Indigenous Peoples, in local development and climate resilience interventions.
- **Capacity building:**
 - Organize training, workshops, and awareness sessions for PMU, project teams, and community stakeholders on GESI-sensitive approaches.
 - Develop practical tools and guidance to support GESI mainstreaming at sub-national level.
- **Community engagement:**
 - Facilitate inclusive consultations ensuring participation of women, youth, and marginalized groups in climate change decision-making.
 - Promote safe and accessible engagement approaches, including culturally appropriate methods for Indigenous Peoples where applicable.
- **Policy support:**
 - Provide technical input to PMU and local government policies, strategies, and climate action plans to align with national GESI frameworks.
 - Support sub-national administrations to incorporate GESI considerations into planning, budgeting, and implementation processes.
- **Monitoring and reporting:**
 - Develop GESI indicators, collect disaggregated data, and prepare reports on progress and challenges.
 - Monitor and report on GESI-related aspects of environmental and social safeguards (ESS), including stakeholder engagement and grievance redress mechanisms (GRM).
 - Contribute to periodic project reports, including GCF reporting requirements, highlighting GESI progress, challenges, and recommendations.
- **Partnerships:**
 - Collaborate with civil society organizations, women’s groups, and community-based organizations to strengthen inclusive climate governance.
- **Knowledge management:**
 - Document best practices, lessons learned, and success stories on gender-responsive climate initiatives.
 - Support dissemination of knowledge products to inform policy and practice.

4. Deliverables

- Develop GESI action plan for PMU and target provinces and districts under LGCC-3 project.
- Provide training programs, materials and reports on GESI capacity-building activities.
- Quarterly and annual GESI monitoring reports with sex- and age-disaggregated data.
- Case studies and documentation of inclusive climate change practices.
- Contributions to project progress reports highlighting GESI achievements.

5. Qualifications and Experience

- University degree in Gender Studies, Social Sciences, Development Studies, or related field.
- At least 3-5 of experience in gender equality, social equity and inclusiveness, or community development.
- Knowledge of climate change adaptation/mitigation and local governance processes.
- Familiarity with environmental and social safeguards (ESS), GCF gender policy, or similar frameworks is an advantage.
- Strong facilitation, communication, and stakeholder engagement skills.
- Experience in data collection, analysis, and reporting with a focus on gender equality and social equity and inclusiveness.
- Fluency in English is an asset.

6. Reporting and Supervision

The GESI advisor will report directly to the Project Manager and work closely with the GESEI Working team and Monitoring & Evaluation team of NCDDDS, local government counterparts and CSOs.

7. Ethical Considerations

- **Respect for diversity:** Ensure that all individuals, regardless of gender, ethnicity, disability, age, or socioeconomic status, are treated with dignity and respect.
- **Equity in participation:** Guarantee fair opportunities for marginalized groups to engage in decision-making and project activities.
- **Confidentiality and privacy:** Protect sensitive personal information, especially when dealing with vulnerable populations.
- **Avoiding exploitation:** Safeguard against using community members' stories, images, or labor without informed consent and fair benefit.
- **Cultural sensitivity:** Recognize and honor local traditions and practices while promoting inclusive values.
- **Accountability and transparency:** Maintain clear communication about project goals, processes, and outcomes to build trust with communities.
- **Safeguarding against harm:** Identify and mitigate risks of unintended negative impacts, such as reinforcing stereotypes or increasing inequalities.
- **Empowerment focus:** Prioritize initiatives that strengthen the agency and voice of marginalized groups rather than imposing external solutions.