

<b>Job Description: Community Engagement and Accountability/GESI Assistant</b>	
<b>Job Title</b>	Community Engagement and Accountability/GESI Assistant
<b>Organizational Unit</b>	Earthquake Response Operation (ERO)
<b>Immediate Supervisor</b>	District Programme Coordinator
<b>Report to</b>	PMER Officer
<b>Duty Station</b>	Strategic area of Sindhupalchok (Needs to spent more than 80 percent time in the targeted community and can be transferred in to other district as and when required)
<b>Lateral relation</b>	All sectoral officer in the district

### **Organizational context**

Nepal Red Cross in the aftermath of the two successive earthquakes has been implementing integrated recovery activities in the 14 districts that have been classified as the most affected district by the Nepal Government. In line with the PDNA and operational plan of the Government, NRCS with the support of the Federation and Partner National Societies (PNSs) has been leading the implementation of the integrated humanitarian recovery activities through the Earthquake Response Operation (ERO) unit – an independent operational unit reporting to the NRCS management. ERO also functions as a main coordination unit behalf of the RCRC partners in the management and implementation of the integrated operational plan for the recovery.

The Community Engagement and Accountability/GESI Assistant is an operational part of the District Programme Unit, established under the NRCSProgramme District Chapters. The overall objective is to facilitate implementation of Beneficiary Communication and GESI activities as a cross cutting issue in the district. This also assist in assessing, evaluating and prioritizing activities within the framework of the programme. Particularly, the position holder is expected to invest significant amount of time to support PMER Officer in the following activities: planning, implementation, coordination, organizing, management of BenCom and GESI activities, analyzing appropriate GESI options viable in the context and need of the beneficiaries.

### **Job purpose**

The Community Engagement and Accountability/GESI Assistant is a key resource person in the ERO, who works to design appropriate or tailor-made beneficiary communication materials, engage communities in field level activities, communicate with beneficiaries on the services provided, getting their feedback on the quality of the services, and ensure the voice of the beneficiaries heard, logged, analyzed to change the programme implementation approach to strengthen the concept of quality and accountability in the programme.

S/he is focal person in the areas of protection, gender and Social inclusion. This position is to facilitate gender and inclusion mainstreaming process throughout recovery programming, and contribute to institutional accountability to vulnerable and affected populations. The role seeks to ensure that gender and diversity inclusive strategies are integrated throughout recovery plans as cross cutting theme.

### **Job duties and responsibilities**

The responsibilities of this position are:

#### **A. Community Engagement and Accountability**

- Support to plan and delivery of an active and successful beneficiary communications programme that utilises both traditional and modern communication methods, e.g. TV, radio, print, verbal, PSA to pass needed message and to receive feedback
- Engage target or potential beneficiaries to enable them to ask the question, raise their voices against any irregularities and mistakes, voice their opinion and needs and use their decision in programme decision making for an appropriate use of funds and resources
- Feedback programme team to increase the level of beneficiary accountability based on the analysis of the programming implementation conditions and provide tailored approaches to gaps and opportunities

- Inbuilt in the programme for the beneficiary communications support, advice and practical help to implement activities in a coherent manner.
- Play a role of focal point for beneficiary communications and accountability within the district recovery programming, and ensure that beneficiary communication has balanced integration in all the aspect of programme cycle management.
- Install systems of feedback from the community utilising the custom-made tools allowing information to be fed in to the overall programming. Coordinate closely with the ERO Programme Manager team and programme team in the district to ensure that feedback is acted upon.
- Frequent field visit to carry out action researches and beneficiary satisfaction surveys to identify satisfaction level of beneficiaries from Red Cross services.
- Support to train district chapter and programme staff and volunteers on beneficiary communications in order to ensure the sustainability of the programme

#### **B. Gender Equality and Social Inclusion (GESI)**

- Assist PMER Officer to mainstream gender and diversity approaches throughout the NRCS recovery plan and operations including community assessments, program design, monitoring and evaluation
- Assist early recovery assessments and planning, promoting well-targeted beneficiary criteria, quantitative sex and age disaggregated data, and supporting qualitative analysis that reflects the needs of men, women, boys and girls and vulnerable groups.
- Support to generate advocacy positions and policies related to Gender and Social inclusion and Protection, within the context of domestic law and international policy frameworks
- Support PMER Officer to ensure gender balance in each stage of programme implementation analyse data with IM and Data assistant and report to line officer.
- Help to identify gap during implementation of activities related Child, Gender and Disability (CGD) and recommend for improvements.
- Help to develop CGD friendly service provision in the field and office.
- Undertake monitoring, analysis and documentation of protection, gender and social inclusion concerns, in order to feed into NRCS processes, products and lessons learned
- Promote adherence to the NRCS Child Protection Policy and Code of Conduct including collaboration with HR to ensure that response protocols are in place

#### **Duties applicable to all staff**

1. Actively work towards the achievement of the Nepal Red Cross Society 7<sup>th</sup> Development Plan and Recovery Framework.  
Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of
2. Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.
3. Perform any other work related duties and responsibilities that may be assigned by the District Program Officer and District Chapter.

#### **Position Requirements**

<b>Education</b>	<b>Required</b>	<b>Preferred</b>
Intermediate Degree in any discipline	✓	
Bachelor Degree in any discipline		✓
<b>Experience</b>		
At least 1 year of experience in BenCom and GESI	✓	
Good facilitation skill with community		
Voluntary or paid experience with NRCS or with any other I/NGOs or CBOs in Nepal		✓
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
Ability to work in organized and systematic manner	✓	



**Nepal Red Cross Society**

Sindhupalchok District Chapter

Providing efficient service and communicating clearly and objectively both verbally and in writing	✓	
Ability to capture action oriented photos and record community view	✓	
Skill to write news, record community views and make short clips of audio and video		✓
Establishing and maintaining working relationships with diverse programme team members	✓	
Ability to work effectively on all MS applications e.g. Word, Excel and PowerPoint in both Nepali and English	✓	
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Beginner level of spoken and written English		✓
Excellent command of Nepali	✓	

Name and Signature of Supervisor:

Name and Signature of employee

Name:.....

Name: .....

Signature :

Signature:

Date

: .....