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**TERMS OF REFERENCE**

**Gender Equality Advisor**

**1.0 Background**

Canada has a long-standing foreign policy commitment to the equal participation of women and men in development and gender equality, and is firmly aligned with all major international agreements and declarations pertaining to gender equality (e.g. Sustainable Development Goals, Beijing Platform for Action, Convention for the Elimination of All Forms of Discrimination Against Women). Canada is also committed to the aid modalities and partnerships established in the Paris Declaration and to the alignment of aid to nationally determined development priorities, including those related to gender equality.

Global Affairs Canada's (then CIDA's)<sup>1</sup>*Policy on Gender Equality* provides the framework for policies on gender equality and calls for the explicit and systematic integration of gender equality results in all development programming and projects, highlighting the crosscutting nature of gender equality and the links between gender equality and the reduction of global poverty. Each of Global Affairs Canada's (GAC) program branches, and each country program, is responsible for implementing the policy and reporting on results.

Global Affairs Canada's (then CIDA's) *Gender Equality Action Plan* translates GAC's *Policy on Gender Equality* into concrete measures, and aims to strengthen GAC's contribution to gender equality and women's empowerment in developing countries. All policy and programming branches are accountable for implementing the committed actions and for reporting on gender equality results delivered.

*GAC's South Sudan Program:* Canada established official diplomatic relations with the Republic of South Sudan following the latter's independence on July 9, 2011. Canada opened a bilateral office in 2011 and on September 26, 2014, announced the establishment of a diplomatic mission in Juba, South Sudan and appointed its first resident Ambassador.

On June 27, 2014, Canada announced South Sudan as one of the 25 development countries of focus for bilateral development assistance. Canadian development assistance to South Sudan addresses short term food security and livelihood needs; and maternal, newborn, and child health (MNCH) by supporting the delivery of life-saving and basic health services, including to conflict-affected populations. Canada also has a strong interest in continuing to advance democracy, and improve stability and accountability in South Sudan, and is exploring opportunities to do so. Gender equality, environmental sustainability and conflict-sensitivity are integrated into Canada's programming in South Sudan in a cross-cutting manner.

**2.0 Scope of Work**

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<sup>1</sup>Previously the Canadian International Development Agency (CIDA) and then the Department of Foreign Affairs, Trade and Development (DFATD).

The Gender Equality Advisor will provide technical advice and support to Canada's South Sudan Development Program in the area of gender equality. Under the direction and guidance of the Canadian Embassy Development Cooperation Section, the Gender Equality Advisor's role will include the following tasks:

*2.1 Policy and Program Development* (estimated level of effort: 45%):

- a) Working in collaboration with HQ-based Gender Equality Specialists, support the development of GAC's Gender Equality Strategy and Action Plan in South Sudan, and monitor its implementation on an ongoing basis.
- b) Review Government of South Sudan (GoSS) policies, strategies and action plans, including the *National Gender Policy* (2013), as they relate to GAC's programming objectives in South Sudan.
- c) Maintain a comprehensive understanding of gender equality issues in South Sudan, especially as they pertain to GAC's priority sectors, including MNCH, food security and advancing democracy, and provide written analysis on emerging gender equality issues in the country.
- d) Provide input into GAC frameworks and strategies to ensure program and policy coherence and alignment.
- e) Accompany GAC staff to Juba-based meetings and conferences as needed, and prepare meeting notes with analysis and recommendations as appropriate.
- f) Review program documents requiring the integration of gender analysis and gender-sensitive approaches and provide written analysis and advice.
- g) Identify emerging gender equality programming opportunities and challenges in South Sudan, enhance synergies between programs and sectors, and enhance cooperation with other donors.
- h) Identify best practices, new approaches and lessons learned in gender equality programming in South Sudan and other fragile/conflict-affected states, to support GAC in achieving better results.
- i) Provide advice on opportunities, needs and entry points for action on gender-sensitive programming, including on possible cooperation with other donors.
- j) Develop gender equality training material and deliver training and presentations to GAC staff and partners.
- k) Consolidate and prepare quarterly reports on GAC's gender equality results in South Sudan.
- l) Support GAC policy discussions with GoSS Ministries, other donor representatives, bilateral and multilateral development partners and other stakeholders.

*2.2 Project Planning and Monitoring* (estimated level of effort: 45%):

- a) Provide advice and guidance on all technical matters related to the review of project proposals for South Sudan.
- b) Provide technical input in the planning and design of new GAC projects and programs.
- c) Support the South Sudan Development Program in preparing gender-sensitive project approval documents (e.g. memoranda, logic models, performance measurement frameworks, risk registries and budgets).

- d) Undertake project monitoring field missions, accompany GAC staff to Juba-based project meetings as needed, and prepare field visit reports and meeting notes with analysis and recommendations as appropriate.
- e) Review ongoing project documents (e.g. implementation plans, annual work plans, progress and evaluation reports) and advise on indicators, assess reliability of reported activities, monitor progress toward achieving results, and provide recommendations for improvement.
- f) Assess the capacity of existing and potential implementing partners for undertaking gender-sensitive programming in accordance with best practices and achieving meaningful results in the implementation of gender equality initiatives.
- g) Develop training material and provide training and guidance to GAC's implementing partners on GAC's approach to gender sensitive programming, use of GAC gender analysis tools and practices, and on associated programming and reporting requirements of the implementing partners.

### *2.3 Other Tasks* (estimated level of effort: 10%)

- a) Other duties that are not specifically captured by the above activities will be assigned on an as-needed basis.

## **3.0 Roles and Responsibilities**

The Gender Equality Advisor will report to the Head of Aid at the Canadian Embassy in Juba who will collaborate with the Senior Analyst at Global Affairs Canada headquarters to administer the Advisor's contract, including the approval of work plans, service requisitions and deliverables, authorization of missions and travel, evaluation of the quality of services and deliverables against work plans and performance indicators. The Gender Equality Advisor is responsible for the delivery of services described in Section 2.0, according to timelines, expected results, performance indicators and deliverables established in approved work plans, and any additional services as requested by the South Sudan Program. The Advisor will provide technical support and advice to GAC's South Sudan Program in the area of gender equality. In addition to reporting to and working with the Canadian Embassy Cooperation Section, the Gender Equality Advisor will work in close collaboration with the South Sudan team based at GAC Headquarters in Ottawa, as well as assigned specialists and other consultants at Headquarters and in the field.

## **4.0 Timelines**

The Gender Equality Advisor is expected to work up to 90 hours per month (7.5 hours x 12 working days), and will be under contract from the signature start-date of the applicable contract until its end-date (December 31st, 2016).

## **4.0 Language of Work**

The language of work is English.

## **5.0 Location of Work**

Juba, South Sudan

## **7.0 Meetings and Travel Requirements**

The Gender Equality Advisor will participate in periodic meetings and calls as requested by the Head of Aid. The Gender Equality Advisor will be required to travel within South Sudan to support GAC's projects, both planning and monitoring, and to meet with relevant partners. She/he may also be required to travel in the region for the purpose of delivering services described in Section 2.0, and for periodic information sessions/updates organized by GAC. The Head of Aid will approve all travel plans and costs prior to such travel, and in consultation with and the concurrence of the South Sudan Program at GAC Headquarters.

## **8.0 Support by DFATD**

DFATD will provide the Gender Equality Advisor with all relevant and useful documents as required and within the constraints of classification protocols.