JOB DESCRIPTION

Position title: Gender Equity, Disability and Social Inclusion (GEDSI) Coordinator (Papua New Guinea)

Reports to: Papua New Guinea Country Manager
Technically to Regional ESSF Manager /Reg GEDSI Adviser

Location: WWF country offices in Papua New Guinea (Port Moresby)

Date: August 2022

Background

WWF’s mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. To further strengthen our deep commitment to working towards inclusive and sustainable solutions, WWF-Pacific is implementing a cross-cutting Gender Equity, Disability and Social Inclusion (GEDSI) Programme in PNG, Solomon Islands and Fiji.

Approaches to community-based conservation that fail to take a socially-inclusive and equitable approach limit environmental outcomes. Recent gender analyses and action plans, as well as the independent evaluation of WWF-Pacific Programme Office’s sustainable coastal communities’ projects, have celebrated WWF-Pacific’s achievements in promoting gender equity and social inclusion. It also noted opportunities for WWF-Pacific to support positive change in GEDSI outcomes. To meet those opportunities, this Programme aims to mainstream GEDSI approaches across its growing portfolio of marine, coastal and other conservation projects led by WWF-Pacific, in order to improve the efficacy of conservation interventions and sustainability of environmental outcomes.

WWF-Pacific is now recruiting a Regional GEDSI Coordinator to assist with implementation of the GEDSI Program in PNG, and ensure its performance and effectiveness.

Programme Design

This GEDSI Programme is a cross-cutting, partner capacity strengthening program. The GEDSI Program’s goal is to strengthen the implementation of gender equity, disability inclusion and social inclusion approaches at organisational, programmatic and community levels; resulting in more impactful, sustainable, inclusive and equitable conservation and development programming led by WWF-Pacific offices. The programme aims to achieve change through a multiprong approach.
At the organisational level:
- Increased organisational capacity and strengthened organisational strategies for the mainstreaming of gender equity, disability inclusion and social inclusion;
- Improve integration of GEDSI in plans, policies, and strategies; and
- Increased staff capacity to implement GEDSI approaches.

At the programmatic level:
- Integration of GEDSI priorities, approaches and outcomes in programmes and throughout the project cycle to enhance inclusion and equity;
- Review existing and new programme documents/plans, and update them for enhanced GEDSI integration throughout the project cycle; and
- Catalyse WWF-Pacific to proactively engage in implementing a continuous and ongoing approach to inclusion throughout the project cycle.

At a thematic and community level:
- Improve the focus on a thematic area across programming (input in decision-making and leadership) through the application of GEDSI approaches.
- Enhance the voice of women, people with disability, youth, and other vulnerable people in community decision-making and leadership across WWF-Pacific Programmes.

As a result of the above, staff will be better equipped to implement programmes that are more inclusive and equitable. Communities (including the most marginalised and vulnerable) are better consulted, engaged and empowered through the development processes, and are agents in decisions that impact them. Ultimately, strengthened implementation of GEDSI approaches in programming led by WWF-Pacific will result in more impactful, inclusive and equitable outcomes for communities.

The programme is funded by corporate donors as well as the Australian Government’s Department of Foreign Affairs and Trade through its ANGO Cooperation Program (ANCP).

**Major Functions**

The PNG GEDSI Coordinator will assist the GEDSI Regional Advisor with all work related to this programme for the Papua New Guinea Country Office to ensure timely implementation and performance. Further, the role is responsible for building capacity of WWF Papua New Guinea staff and relevant third parties for better understanding and implementation of GEDSI principles and policies, and leading M&E and reporting.

**Major Duties and Responsibilities**

- Responsible for assisting with driving the implementation of the GEDSI Programme in Papua New Guinea under the direction of the Regional Advisor;
- Responsible for assisting with oversight, monitoring and review of the performance of the Programme in Papua New Guinea and providing guidance and direction to enhance its sustainability and effectiveness.
- Influence a shift from a focus on gender equality alone to a broader GEDSI focus.
- Assist with the socialisation of GEDSI aims across WWF-Papua New Guinea.
- Understand the context of GEDSI for WWF-Papua New Guinea and its programme portfolio, help develop a contextually-appropriate capacity building plan to address the needs of the internal team and community beneficiaries in alignment with the outcomes of the programme.
- Review and assist with updating the GEDSI Programme concept note, log frame, budget, and develop a workplan / implementation plan and MEL plan. Make updates to outputs, activities and indicators, as required, during the inception period.
- Coordinate with the WWF-Pacific Environmental Social Safeguards Framework (ESSF) Manager and Coordinators to ensure work is collaborative, complementary and integrated across all WWF Pacific programmes and formally monitored through formal reporting processes.
- Support the conservation teams in WWF Papua New Guinea with risk assessment for project and programme implementation and identify potential risks related to GEDSI, and help teams identify risk mitigation and management opportunities/strategies at the project/Programme levels.
- Disseminate lessons learned and best practices from specific projects and/or landscapes for research, knowledge and learning purposes.
- Work with the Disability Inclusion Specialist to design and implement activities that support people with disability in the project communities.
- Other duties as required by supervisor.

I. Profile:

Required qualifications and Experience:
- Relevant tertiary qualifications in gender analysis, gender mainstreaming, international development and/or gender programme management or other relevant fields.
- At least 5 years of relevant GEDSI experience and expertise supporting transformational GEDSI through GEDSI mainstreaming and gender-specific projects and programmes in Papua New Guinea.
- Experience with development and quality assurance of GEDSI strategies for non-gender programmes
- Experience working on DFAT-funded programs.

Required skills and competencies:
- Superior communication skills, interpersonal skills, mature judgement and tact in relationship building with a range of government and civil society stakeholders to deliver projects.
- Strong interpersonal skills and cultural awareness, with a high degree of cultural sensitivity and ability to navigate complex issues.
- Demonstrated ability to work with organisations representing vulnerable and marginalised groups such as people with disability and rural and poor women.
- Experience developing GEDSI capacity building resources and delivering participatory trainings and workshops and provide ongoing technical support to conservation team and relevant third parties such as government and non-government audiences.
- English essential with strong report-writing skills. Other languages desirable.
- Clear understanding of risk-based approaches to managing projects and programmes
- Knowledge and experience on other social issues for example; climate change, poverty, child protection is preferable.
- Experience working with Microsoft Word and communication technology such as Zoom.
- Clearly demonstrates behaviors aligned to the culture of WWF: Strive for Impact, Listen Deeply, Collaborate Openly and Innovate Fearlessly
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

II. Working Relationships:

Internal – Interacts regularly with GEDSI Regional Advisor, Papua New Guinea Country Manager, Regional Landscape/Seascape Leads, Regional ESSF Coordinator, and Project Managers.
External – Target communities, government and local authorities, and other external partners, including regional and international NGOs and other civil society organisations.

This job description covers the main tasks and conveys the spirit of the tasks that are anticipated. Other tasks may be assigned as necessary according to organisational needs.

Prepared by Supervisor: __________________________  Date: __________________

Accepted by Employee: __________________________  Date: __________________