| **Position title: CDN Gender and CSO Expert** **Location**: Ottawa, Ontario (proof of COVID vaccination required)**Language proficiency**: Bilingual (English and French)**Status:** Ottawa based preferred but open to distance working with occasional Ottawa travel **Term:** 1-year consulting contract with possibility of extension (project slated to run 2022-2026)**Salary:** Maximum 130 days per year at a daily rate of $500/day Must be able to work in Canada, travel overseas may be required. |
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**I. SUMMARY OF FUNCTIONS**

The Parliamentary Centre is hiring a Gender and Civil Society Organization Expert to provide strategic content and technical advice to guide and support the Centre’s new *Inclusive Legislatures for Gender Responsive Policies Project’s* (ILGRP) team based in Ottawa and overseas in Ghana and Togo. The project description can be found below.

As the lead Gender/CSO expert, working with both the HQ and Local Gender/CSO advisors based in the Ghanaian and Togolese field offices, you will advise and assist in the development of the country-level gender equality strategies, advise on the design and implementation of the project activities, M/E, and on the overall project progress. Your supportive role will ensure that the project team is aware, trained and includes GE/GBA+ approaches throughout the different delivery stages of the project. Using sound results-tracking approaches and tools you will ensure that project outcomes correspond to the FIAP and GE3 requirements and PMF.

Given the project's focus on enhancing the equitable and inclusive participation of women and youth in democratic decision-making processes through the facilitation of Parliament and CSO engagements. In your expertise role, you will develop and facilitate connections with local CSOs, including women's groups to ensure their integration and participation in and throughout the project. To be effective, you will be an integral and proactive member of the project team, who will be involved early in the planning stage and consistently throughout the project’s implementation. The CDN gender/CSO Expert will be responsible for providing strategic content and technical advice to guide and support the *Inclusive Legislatures for Gender Responsive Policies* project’s team including the Local Gender/CSO advisors based in the implementing countries field offices.

**II. PRIMARY RESPONSIBILITIES**

The CDN Gender/CSO Expert will:

* Act as the principal resource on gender equality issues, practices, and policies relevant to the project and in the project context.
* Provide support to the country project Gender/CSO advisors.
* Coordinate and roll-up the gender analysis in the targeted legislatures, assess, and identify gender gaps for the PIP baseline.
* Provide the identification, collection, and analysis of relevant information on gender equality.
* Regular reporting on gender-related issues that arise in the projects; and produce updates and reports related to gender issues, women empowerment, and social impact.
* Act as resource person in capacity building, knowledge sharing events, and other relevant activities on gender equality and women’s empowerment.
* Conduct gender-based analysis, and contribute to the other technical studies (economic, policy, capacity, social) required for project design.
* Assess the institutional gender equality capacity of partners and key stakeholders.
* Provide gender-based analysis and technical advice for project proposal and associated project implementation plan (PIP).
* Provide input and advice on expected results at intermediate and immediate levels in the Theory of Change (logic model).
* Identify supporting outputs and activities to achieve gender equality outcomes.
* Review the key findings of the gender-based analysis in the outcomes of the project.
* Identify gender-related assumptions, risks, and mitigating strategies.
* Assist in monitoring results against the PMF and gender equality strategy.
* Provide inputs to project reports.
* Provide inputs into all aspects of the project work plan and budget.
* Draft the project gender equality strategy.
* Coordinate with country Gender/CSO advisors the implementation of the gender equality strategy and related project activities.
* Provide input into defining, collecting, and analyzing sex-age disaggregated baseline data; define gender-sensitive, and sex-age disaggregated indicators and targets for the draft performance measurement framework (PMF).
* Strengthen project team, implementing organizations and partners’ gender equality knowledge, skills, and capacity with training and tools.
* Contribute to mainstreaming gender equality and women’s empowerment.

**III. EDUCATION AND RELEVANT EXPERIENCE**

* Advanced university degree in international development, governance, women/gender studies, political science, governance, or relevant discipline.
* A minimum of 8 years of progressive responsible experience in a similar or related position.
* Demonstrated experience and technical knowledge focused on providing policy advice, technical assistance and/or programming around gender equality, GBA+, women’s empowerment and women’s rights issues.
* Demonstrated success in implementing gender and social inclusion strategies and activities in the context of providing advisory services or implementing gender interventions.
* Substantial knowledge of good practices in mainstreaming gender in institutions in projects.
* Working knowledge on the FIAP, and both the GE and GBA+.
* Ability to conduct training and capacity building to staff and implementing partners on gender equality, women inclusion integration.
* Experience on developing gender sensitive indicators, benchmarking tools and monitoring and evaluation analysis.
* Experience with both quantitative and qualitative research methods, as well as conducting field-based assessments.
* Ability in monitoring progress against milestones and deadlines.
* Experience with RBM reporting and GAC projects.
* Strong links with international, regional, and national networks on gender equality and women’s rights, an asset.
* Work experience in a similar capacity, preferably in a project environment or working for an International NGO.
* Knowledge of the Africa national community development and gender policies is an advantage.
* Must be a self-directed, highly organized person who can effectively prioritize and follow through on multiple initiatives simultaneously.
* Strong communication skills, specifically strong verbal communication and report writing skills in English and French is a requirement.

**About the Parliamentary Centre**

The Parliamentary Centre offers an opportunity to join a multicultural, value-driven, highly experienced, dynamic, and growing team of international development professionals.

We encourage applications from all qualified candidates regardless of sex, age, disability, gender identity, religion, or ethnicity.