



Job Description
Last Updated October 29, 2020

Position: Gender Equity and Social Inclusion Consultant

Location: Sacaba, Bolivia

Salary: Commensurate with qualifications and experience

Contract Duration: The work should be completed by **January 31st, 2021**.

Company Description

WI-HER, LLC (Women Influencing Health, Education, and Rule of Law) is an international consulting firm founded in 2008 that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for women, men, girls and boys. WI-HER employs an integrated, multisectoral approach that works across sectors to improve health outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, VA.

Light for the World is an international disability and development non-governmental organization that has been at the forefront of community-based rehabilitation (CBR) since 1995. The organisation currently supports more than 185 programmes in 19 countries in Africa, Asia, Latin America, and Oceania dedicated to the restoration of eyesight, prevention of blindness, rehabilitation of persons with disabilities and promotion of their human rights. Light for the World has partnered with the School of Sports Integration and Training, Artistic Expression and Labor Development (Spanish acronym: EIFODEC) in Bolivia.

EIFODEC is a non-profit social development institution that contributes to raising the quality of life of children and young people with disabilities, promoting their physical, psychological, and occupational empowerment, facilitating their inclusion in society, stimulating the implementation of their rights and committing to the participation of parents and the community in general. Over the years, this partnership has led to the establishment of five CBR projects, changing the lives of hundreds of children and adults with disabilities in cities as well as rural areas.

Program Description

The overall objective is to contribute to gender equality and social inclusion through the institutionalization of gender mainstreaming in EIFODEC's organization structures, proceedings, programs, and policies. The specific objective is to mainstream gender within the organizational structure of EIFODEC and integrate gender in their program in Sacaba.

Expected results

In coordination with the WI-HER Program Coordinator, the Consultant will lead the development and remote implementation of:

1. A rapid desk review and gender equity and social inclusion issues specifically affecting programs of focus of EIFODEC
2. Tools to conduct a gender audit and take relevant actions validated at local level.
3. Conduct gender audit for EIFODEC at the organizational and program levels.



4. An action plan to mainstream gender at the organizational level designed in a participatory way.
5. An action plan to integrate gender at the program level designed in a participatory way.
6. Facilitate training for staff members of EIFODEC on how to integrate gender in their programs.

Main Activities:

1. Conduct rapid desk review on gender and social issues affecting program focus of EIFODEC.
2. Design gender audit tools to assess gender mainstreaming in EIFODEC.
 - a. A set of tools (questionnaire for survey, key informant interviews [KII], and focus group discussion [FGDs] guides) will be designed to be able to assess gender equality and identify gender gaps and challenges at both the organizational and program level.
 - b. Local adaptation of the tools, through a rapid community gender analysis to identify local specific gender issues to be considered.
3. Conduct the participatory gender audit of institutional policies, practices, and guidelines by EIFODEC.
 - a. A gender audit is necessary to identify gender gaps and challenges and monitor future progresses made towards operationalizing gender equality and institutional gender mainstreaming. The institutional gender audit will be conducted in a participatory way, thus permitting to continuously adapt to local needs, and, at the same time, to boost the initiative ownership and build local capacity on how to mainstream gender in the organizational structure, policies, and practices and monitor progress on how to understand what extent it is internalized and acted upon by staff.
 - b. The organizational structure and human resources policies will be analyzed, and will include (for example), an analysis of the distribution per sex of roles and responsibilities and the decision making process, according to the internal hierarchy; policies and recruitment and personal selection, promotions, training and updating with analysis of data disaggregated by sex; comparison of sex of times and working hours, salaries and benefits; internal policies related with maternity, paternity and workers' family responsibilities.
 - c. Other aspects and internal practices will be analyzed including the existence of internal systems to report offensive conduct or harassment and policies to offer support to persons who suffered harassment within or outside the structure; gender sensitiveness and the physical spaces and communicational materials; and, level of resources allocated/spent for activities with a gender perspective. The collected information will be analyzed by WI-HER and used by WI-HER during the training in gender integration to design in a participatory way, with trainees, an action plan for institutional gender mainstreaming and how to monitor progress in gender mainstreaming within the organization.
4. Conduct the participatory gender audit of programs implemented by EIFODEC.
 - a. A gender audit of the programs implemented by EIFODEC will also be carried out through the analysis of documentation and the implementation of FGDs—

- when possible given COVID 19--and KIIs to see how they can be adapted in order to guarantee improved outcomes in terms of gender sensitiveness.
- b. The collected information will be analyzed by WI-HER and used by WI-HER during the training in gender integration to design in a participatory way, with trainees, an action plan for gender integration in the EIFODEC programs, to guarantee that they are gender sensitive, they promote gender equality, and an environment free of discrimination and gender-based violence within the benefitted community.
5. Facilitate planning for remote gender sensitization and integration training of EIFODEC staff.
 - a. Taking into consideration the preliminary findings of the participatory gender audit of EIFODEC's programs, policies, and guidelines and the gender audit of EIFODEC's programs, the WI-HER 3-day gender sensitization and integration training will be adapted to the specific context and will be used to sensitize in gender and train approximately 20 persons including staff members of EIFODEC and other partners, like key persons of the Community Based Rehabilitation services. Through a participatory methodology, trainees will be sensitized in different topics, such as gender, sex, equality, equity, gender-based violence and will be trained in the innovative *iDARE* approach, through which the organization will have built-in capacity to identify and analyze gender gaps and to design programmatic gender sensitive initiatives to respond to these issues and monitoring their implementation.
 6. Prepare a final activity report and offer follow-up to EIFODEC.

Timeline

The work will be conducted remotely and will take place in November 2020 to January 2021.

Roles and Responsibilities

The Consultant will work with the WI-HER and EIFODEC to complete tasks as outlined above. The WI-HER Program Coordinator will serve as the key point of communication between the Contractor, Light for the World, EIFODEC, and WI-HER.

Qualifications

- Masters Degree in Gender, International Development, Public Health, Disability Studies, or related fields.
- At least 5 years of experience working in development.
- At least 5 years experience working in gender mainstreaming, integration and social inclusion and gender research and programming.
- Experience working with persons with disability is preferred.
- Experience in the Sacaba or Bolivia contexts. Similar country context might be considered.
- Experience leading qualitative research, trainings and capacity building activities.
- Proficiency in Spanish is required, with strong writing and communication skills.
- Computer skills in Word, Excel and other Microsoft Office tools; and knowledge of Google Drive.



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- Ability to multi-task, work efficiently and effectively in a dynamic, fast-paced environment, with superior organizational skills and attention to detail.
- Ability to work independently at all levels from national to community levels.
- Ability to work collegially within a high-performing team.
- Self-motivated with ability to act on your own initiative to achieve project goals.

How to Apply

For immediate consideration, please forward your resume/CV (maximum 3 pages) and writing sample to Razan Farmand (rfarmand@wi-her.org) with CC to Kenneth Goughnour (kgoughnour@wi-her.org). Please indicate your name and “Gender Equity and Social Inclusion Consultant” in the subject line. **Applications due by November 14, 2020** (or until filled). WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.