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Return of Qualified Afghans Programme TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title:	Gender Mainstreaming Expert
Host Institution:	Ministry of Agriculture Irrigation and Livestock
City:	Kabul
Position number:	1
Organizational unit:	Office of the Deputy Minister for Irrigation & NR
Reporting directly to:	Policy Adviser/ Head of Gender Unit
Overall supervision by:	Deputy Minister for Irrigation and Natural Resources
Managerial responsibility:	Sr. Policy Adviser to Deputy Minister
Directly reporting staff:	Head of Gender Unit

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Under the direct supervision of the Head of Gender Unit/Sr. Policy Adviser, and the overall supervision of the Deputy Minister for Irrigation and Natural Resources, the candidate will be primarily responsible for developing a strategy for mainstreaming gender aspects into agriculture/irrigation development projects. The incumbent expert is also expected to promote gender mainstreaming in Irrigation Associations through developing female Irrigation associations.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES
<p>Main duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Conduct a situational analysis of gender mainstreaming practices in existing agriculture/irrigation development projects 2. Identify constraints and barriers faced by women in agriculture/irrigation related activities 3. Assess current agriculture extension services and engagement of women 4. Assist in reviewing the gender strategy/policy of the Ministry, and provide inputs, where required 5. Device strategy for mainstreaming Gender aspects into recruitment process of Agriculture ministry. 6. Facilitate formation of female irrigation associations, and assist in developing operational guidelines 7. Conduct capacity need assessment required for smooth implementation of gender strategy, and deliver training on the subject matters



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- Other duties and responsibilities
1. Organizing workshops on gender mainstreaming in agriculture for staff and members of irrigation associations
 2. Prepare descriptive and analytical reports on main findings, suggesting appropriate options and recommendations
 3. Provide overview and prepare talking points for higher management on subject matters
 4. Perform any other relevant task, requested by office of the deputy minister for irrigation and natural resources, or Minister's office

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies:

Behavioural

- Accountability**
- Accepts and gives constructive criticism
 - Follows all relevant procedures, processes, and policies
 - Meets deadline, cost, and quality requirements for outputs
 - Monitors own work to correct errors
 - Takes responsibility for meeting commitments and for any shortcomings
- Client Orientation**
- Identifies the immediate and peripheral clients of own work
 - Establishes and maintains effective working relationships with clients
 - Identifies and monitors changes in the needs of clients
- Continuous Learning**
- Contributes to colleagues' learning
 - Demonstrates interest in improving relevant skills
 - Demonstrates interest in acquiring skills relevant to other functional areas
 - Keeps abreast of developments in own professional area
- Communication**
- Actively shares relevant information
 - Clearly communicates, and listens to feedback on, changing priorities and procedures
 - Writes clearly and effectively, adapting wording and style to the intended audience
 - Listens effectively and communicates clearly, adapting delivery to the audience
- Creativity and Initiative**
- Proactively develops new ways to resolve problems
- Leadership and Negotiation**



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- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Technical *(specific to the job family)*

The technical requirements are;

- Previous working experience in the region and familiarity with the country situation is highly desirable;
- Strong knowledge and understanding of Gender issues, preferably in rural communities or agriculture development projects;
- Extensive field experience in developing countries;
- Demonstrated capacity to write technical reports in English;
- Demonstrated analytical and conceptual skills with ability to analyse and integrate diverse information from various sources;
- Experience of imparting training and lectures on the Gender related subjects;



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V. EDUCATION AND EXPERIENCE (*specific to the category and (expected) level of the position*)

- A Completed university degree in Social Sciences or in other discipline
- Relevant work experience in gender related issues with demonstrable successes
- Excellent verbal and written communication skills in Dari/Pashto.
- Working knowledge of Pashto/Farsi is desirable and a clear advantage

VI. LANGUAGES

Required

- | | |
|---|----------------------------|
| <ul style="list-style-type: none"> ▪ Dari ▪ Pashto ▪ English | Fluent
Fluent
Medium |
|---|----------------------------|

Advantageous

- Female qualified candidates with knowledge of rural cultural sensitivities has a clear advantage