



## **ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA**

### **TERMS OF REFERENCE FOR THE POSITION OF PROTECTION AND GENDER OFFICER**

**Job Title:** Protection & Gender Officer.

**Direct Supervisor:** Reporting to the Programs Manager.

**Position Type:** Full time

**Number of positions:** 2

**Location:** Adjumani & Moyo/Obongi field office

#### **Job summary:**

Responsible for mainstreaming gender and protection into AFOD's integrated programmatic interventions – (General Food Assistance, Nutrition, Livelihood, Health), data collection and analysis to inform on gender/protection issues. design, ensure accountability to conflict affected population and communities served, coordination & collaboration with protection partners and women led organization, ensure quality gender and protection standards, monitoring and reporting of gender/protection activities. Supervision the monthly food and cash distribution process at the FDP to registered and verified persons of concern.

#### **Duties and Responsibilities**

##### **(1) Planning, Monitoring and Reporting on Gender and protection (10%):**

- Responsible for Planning, Monitoring and management of AFOD gender / protection activities in the integrated programs of operation
- Monthly and annually generate integrated gender and protection reports in liaison with the M&E officer and other staff
- Reporting on integrated protection and gender specific issues on all Programs interventions in Palorinya settlement on monthly in line with reporting templates.
- Participate in inter agency case management, with more specific cases related to GFA.
- Regular field supervision and monitoring of integrated GFA activities with other programs.
- Development of clear and comprehensive implementation of gender transformative framework and action plan
- Develop initiatives in line with GFA / livelihood gender and protection response for gazetted days e.g. 16 days of activism and women's day, the day of African child, the breast feeding day.



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### **(2) Gender and Protection Strengthening (10%)**

- Strengthening our approach to integrating gender considerations in other programs using a 2P Plus-ICLEM model.
- Initiates or support vulnerability targeted Livelihood Programmes/priorities (Focus on women & children).
- Implementation of the AFOD & WFP Gender policy at field level  
Focus around achieve equitable access to and control over food security and nutrition, address root cause of gender inequalities that affect food security, and advance the economic empowerment of women and girls on food security and nutrition.
- Establish integration of protection activities with SBGV/GBV specific to all relevant AFOD activities /projects

### **(3) Collaboration & Partnerships (10 %)**

- Collaboration with partners particularly women led organizations and coordination with other protection and gender partner at field level.
- Conduct gender audits and GBV risk analysis at settlement level on quarterly  
Establishment of strategic partnerships with protection and other partners whose interest is in line with AFOD-Uganda gender and protection activities
- Represent AFOD and actively participate in the local Protection Sector and relevant sub-sectors/working group meetings
- Closely co-ordinate in project implementation with partners (UN agencies and national/international NGOs)
- Work the communication and advocacy consultant to Develop advocacy and communication messages for development initiatives to enhance uptake of integrated protection services.
- Initiate and develop concept notes and/or proposals using a 2P Plus-ICLEM model in close consultation with Head of Field Office, Head of Programmes and the Executive Director
- Develop or adopt referral pathways as per Donor requirement and close files where cases are successfully managed
- Establish a relationship with community leaders in order to maintain good access to persons of concern (AFOD-Uganda -community meetings)

### **(4) Strengthening collection of data (10 %)**

- Collect gender and protection data including Intra-household data and qualitative data, that informs the development of gender responsive and gender transformative programming.
- Documentation of weekly, monthly and quarterly reports on gender and protection analysis with support of M&E officer
- Keep records of protection and humanitarian needs identified and the actions taken to assist the PoCs/others with strict adherence to the principle of confidentiality



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- Establish/maintain a regular system of project monitoring and evaluation using both qualitative and quantitative indicators on gender and protection

### **(5) Enhance capacity of staff in gender transformative programming (15%):**

- Train staff on integrated gender and protection skills, values required for protection work and rights-based approaches.
- Provide on-the-job training for field staff in protection monitoring., including international and national human rights standards (SEA).
- Dissemination SEA Policy both to AFOD staff and external beneficiaries.
- Perform any other duty as required by the supervisor.

### **(6) Developing quality standards for gender analysis which shapes FSN interventions and operations (15%)**

- Conduct risk assessment and analysis.
- Identify gender indicators for inclusion in programme design and activity work plan.
- Conduct gender audits and GBV risk analysis.
- Develop a checklist for gender monitoring.

### **(7) Generate and systematize evidence and knowledge products that showcase gender equality and women's empowerment work. (20%)**

#### **Minimum qualification**

##### **Education**

- University degree or higher education relevant to; Gender studies, human rights, social sciences, SWASA, Law or International development with proven experience in international protection and advocacy work.

##### **Experience**

- Minimum of 2 years field experience in international humanitarian work in refugee and/or IDP situations OR Protection field.
- Working knowledge of SPHERE standards, IASC/SASA Guidelines for Child Protection and Gender Based Violence.
- Experience in integrated Gender Based Violence programming.

##### **Core Competencies**

- Sensitivity, diplomacy, tact, good communication skills, and ability to remain calm under pressure.
- Ability to understand complex security situations and adjust operations accordingly.
- Ability and willingness to live and work in remote field locations under basic conditions.
- Good interpersonal skills and team work.
- Computer Literate with good report writing and documentation skills.



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- Ability to coordinate activities with other agencies, build and maintain positive working relationships.
- Good understanding of humanitarian protection standard, Sphere Standards and ReHoPE.

**Application:** Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to [recruitments\\_ug@afodi.org](mailto:recruitments_ug@afodi.org) or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

**Deadline for submission:** Application should be submitted before or by 5:00pm EAT on 24th July 2023.

*AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.*

***Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.***

