



TERMS OF REFERENCE

A. POST DETAILS

Post Title	:	Gender & Inclusive Education Officer
Salary	:	47,000/-BDT
Project Name	:	WGEIE Project, RHDC
Project Duration	:	Joining date to February,2025

B. Duties & Responsibilities:

Under the supervision of District Officer- WGEIE of Women and Girls Empowerment through Inclusive Education in CHT (WGEIE) component and close collaboration with District Project Implementation Analyst and Education Officer of ERRD-CHT, UNDP, the incumbent (**GIEO**) will be providing technical supports to the team in implementing the project activities. These include but not limited to planning, budgeting, coordination, monitoring and reporting, management of meetings, trainings, workshops, selection of schools/educational institutions, formation of Mothers' Club & safe space for girls, keep close link with the VSC, work with Reproductive Health Care Workers (RHCWs) and monitor project activities.

- S/he will be the key technical person in the team and support his/her Supervisor/DO-WGEIE in performing his/her duties profoundly.
- S/he will work in the team and extend support to M&E Officer, Upazila Education Facilitators, consultant (civil engineers) or relevant staff, Finance and Accounts Officer etc.
- S/he will act as focal point of HDC for developing different training modules, materials, capacity development of WGEIE component, educational institutions, organizing different trainings and workshops.
- S/he will be based at District with spending frequent time for field visits other than planning, budgeting, implementing, coordinating, reporting.
- S/he will have to supervise Upazila Education Facilitators and RHCWs in the team.
- S/he will have to ensure Gender equity, equality, inclusiveness in the education sector in CHT following the Gender Strategy/targets.
- S/he will have to ensure quality during implementation and achieving results in compliance with ERRD-CHT, UNDP guidelines.
- S/he will have to perform any other duties/assignments as and when required by the project.

C. Qualifications

Education & Experience:

- Master's degree in Development studies/ Social Science or any other relevant field of study from a reputed University.
- A minimum of 3 years' experience working on development projects, in the education sector, or on education - related Projects.
- Prior experience working on similar projects (RHDC & SID-CHT,UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

CV