



## GENDER & INCLUSION SPECIALIST

The Gender & Inclusion Specialist is AFR's in-house advisor on Gender & Inclusion. There are two major components to the role:

- 1) Developing capacity building approaches and tools that will support AFR's staff, Implementing Partners (IPs), and stakeholders to deliver best practice in Gender & Inclusion; providing expert advice and guidance, cross-cutting all projects. This includes the development of communications and knowledge management strategies that will position AFR as a centre of excellence in Gender & Inclusion.
- 2) Acting as an intervention manager: managing a portfolio of projects, and interventions within pillars that are led by colleagues, that will have a beneficial impact on the Gender and Inclusion. This may also include networking and advocacy activities when called for by AFR's communication plan.
- 3) The Specialist is an accomplished project manager and ensures that the portfolio of Gender & Inclusion projects deliver against the goals and targets laid out in the business plan and results management framework.

**REPORTS TO:** Senior Project Portfolio Manager

**SUPERVISES:** Relevant technical consultants

### SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps	Success Criteria/Measures
<b>Good Practice &amp; Technical Advisory</b> Act as AFR's advisor in Gender & Inclusion and support AFR's staff, Implementing Partners, and stakeholders understand and adopt best practice	Participate in analysis of the ecosystems that AFR is seeking to develop (including supply, demand & enabling environment): <ul style="list-style-type: none"> <li>● Identify opportunities for leveraging beneficial change / overcoming market constraints</li> <li>● Understand how Gender &amp; Inclusion or other sector development can contribute to a strong and expanding economy</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
	Keep up to date on developments and emerging understanding in Gender & Inclusion both regionally and internationally; share relevant insights with colleagues and stakeholders	
	Contribute to the development of AFR's research and learning agendas: <ul style="list-style-type: none"> <li>● Review the results of any research projects relevant to Gender &amp; Inclusion.</li> <li>● Feed learning from inside and outside AFR into the design of strategies</li> </ul>	
	Act as AFR's champion for [Technical Specialism]; raising awareness, providing support and advice, and seeking to establish AFR as a centre of excellence in Gender & Inclusion.	

Area of Responsibility	Action Steps	Success Criteria/Measures
	<p>Support the MRM team to identify indicators, measures, and results management frameworks that will generate meaningful reporting and learning concerning Gender &amp; Inclusion support roll-out whenever projects contain a Gender &amp; Inclusion component</p> <hr/> <p>Develop assessments, tools, and knowledge products that will build the capacity of the AFR team, implementing partners, and stakeholders in Gender &amp; Inclusion.</p> <ul style="list-style-type: none"> <li>● Work with colleagues to develop and administer assessment tools/approaches that will measure current levels of capacity of both the AFR team and Implementing Partners</li> <li>● Develop and implement a program of training and the production of tools, resources and standard operating procedures that will enhance staff and stakeholder capacity to deliver against Gender &amp; Inclusion targets</li> <li>● Provide input to the development of project plans and proposals, ensuring that content relevant to Gender &amp; Inclusion is incorporated</li> </ul>	
<p><b>Strategy &amp; Programming</b></p> <p>Participate in the development of the whole country strategy, pillar strategies and plans, contributing insights on Gender &amp; Inclusion and helping to design impactful programmes</p>	<p>As coordinated by the Director of Programs lead and/or participate in Technical Teams to design interventions:</p> <ul style="list-style-type: none"> <li>● Confirm or develop the strategy for attracting potentially impactful implementing partners (IPs)</li> <li>● Identify a variety of instruments that might stimulate inclusive financial markets development, principally where these are likely to promote targeted real sector benefits</li> <li>● Present concept notes and Project Appraisal Reports to the Board &amp;/or Management Investment Committees (depending on level of funding being sought)</li> </ul> <hr/> <p>Once the intervention is approved, drive the onboarding and contracting of a comprehensive portfolio of influential IPs; support them through the due diligence and contracting processes</p> <hr/> <p>Collaborate with implementing partners and relevant technical experts to develop project proposals that comply with Board Investment Committee standards</p> <hr/> <p>Develop detailed implementation plan, budgets and cash-flow forecasts that will, achieve fund utilisation targets, ensure project success, and address capacity gaps of partners</p>	<ul style="list-style-type: none"> <li>●</li> </ul>

Area of Responsibility	Action Steps	Success Criteria/Measures
<p><b>Ensuring Impactful Implementation</b></p> <p>Coordinate the roll-out of projects so that results are achieved, risks are managed and that quality projects are delivered; ensuring that learning from projects is fully utilised to maximise impact and innovation</p>	<p>Manage and coordinate the entire program of reviews, visits, and research as necessary to adaptively manage the performance of projects and achieve targeted outcomes and impact</p> <p>Provide technical advice and support to IPs so that they are equipped to contribute effectively towards financial markets development, inclusiveness, and job creation or other key goals of Gender &amp; Inclusion.</p> <p>Collaborate closely with the MRM team to ensure collection of data, analysis of results and identification of opportunities for improvement in a blame-free spirit of academic enquiry:</p> <ul style="list-style-type: none"> <li>● If desired results have been achieved, initiate strategies for widespread awareness-raising</li> <li>● If desired results have not been achieved, either manage performance of the implementation team, or take corrective measures such as adjusting the strategy/approach</li> <li>● Periodically review theories of change, revising as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
<p><b>Influencing &amp; Communicating for Impact</b></p> <p>Actively participate in the development, implementation, and results-measurement of an innovative Communications &amp; Influencing plan for AFR; collaborate with the Communications Manager to achieve priority influencing and communications goals for Gender &amp; Inclusion</p>	<p>Build on the ecosystem analysis and stakeholder mapping to set clear goals for stakeholder mindset or behaviour change in the Gender &amp; Inclusion space; work collaboratively with the Communications Manager to convert this understanding into a concrete action plan</p> <p>Build relationships with key actors in the Gender &amp; Inclusion space; participate in the development and implementation of influencing strategies and interventions that drive mindset &amp;/or behavioural change around key goals of Gender &amp; Inclusion</p> <p>Support Pillar Heads who are engaged in policy level work, contributing expertise on Gender &amp; Inclusion and acting as an expert advisor</p> <p>Contribute to the implementation of the Communication strategy (e.g. by developing content for written materials/website, participating in campaigns etc.)</p> <p>Contribute to the development of annual and quarterly reports and knowledge management materials</p>	<ul style="list-style-type: none"> <li>●</li> </ul>
<p><b>Resource Management</b></p>	<p>Ensure that each project is resourced with the expertise necessary for success; through a combination of deployment of colleagues who are assigned to the project and procurement of consultants</p>	<ul style="list-style-type: none"> <li>●</li> </ul>

Area of Responsibility	Action Steps	Success Criteria/Measures
Manage the resources associated with Gender & Inclusion projects, aiming to maximise the efficiency achieved with the available resources, and ensuring compliance with AFR and donor policies	Lead project teams of staff and consultants in a manner that empowers them to add value to AFR and deliver high standards of performance; liaising with line managers to ensure accountability for results	
	Prepare programme/project budgets that are accurate and sufficiently detailed to support financial analysis; follow AFR's procedures to manage project finances effectively and achieve value-for-money targets	
	Liaise with the Grants Manager (&/or Project Accountant) to support the processes associated with sub-granting; liaise with Implementing Partners to ensure their compliance with AFR's financial procedures and AFR's funders' accountability requirements	
	Ensure that a comprehensive risk analysis is carried out for all activities being managed in this pillar; ensure that adequate controls are in place and lead the implementation of risk-mitigating managing policies, procedures and ways-of-working	

**And other duties as requested by the Senior Project Portfolio Manager**

## REQUIREMENTS OF THE ROLE

### Educational Qualifications:

- Minimum of bachelor's degree in a relevant field
- Additional professional qualification, post graduate degree in Gender studies and relevant accreditations are an advantage
- Certification in Project Management (e.g. PMP/ PRINCE2) preferred

### Job related experience and knowledge:

#### Essential

- At least 5 years proven experience in the [Specialism] space
- Demonstrated track record of providing advisory services and capacity building in the [Specialism]; emerging evidence of thought leadership (e.g. by publication/production of knowledge materials)
- Evidence of concrete achievement in the space - hands on delivery of projects, outcome, impact
- Ability to think conceptually and systemically; familiarity with market development approaches (M4P)
- Proven ability to develop practical interventions and tools and to facilitate the capacity of others to operate in accordance with good practice
- Track record of managing relationships and influencing key stakeholders; able to engage effectively at EXCO level
- Excellent written and spoken English

#### Desirable

- Familiarity with major players in financial sector development in Rwanda
- Languages: French, Kinyarwanda

## COMPETENCIES

Competency	Level 1 <i>Foundation</i>	Level 2 <i>Specialist</i>	Level 3 <i>Leader</i>
<b>Initiative &amp; Decisiveness</b>		√	
Having a strong sense of engagement that leads to self-starting, taking initiative and acting decisively			
<b>Innovation &amp; Value Addition</b>		√	
Generates value-adding innovation through continuous improvement, idea generation and creativity			
<b>Thought Leadership</b>			√
Thinks clearly and intentionally; analysing information objectively, understanding issues, solving problems, and forming expert opinion			
<b>Drive for Results</b>		√	
Is strongly motivated to achieve goals and act with accountability to deliver quality results			
<b>Relationship Building</b>		√	
Initiates and maintains positive relationships with others; discerning and appreciating the values, concerns, or feelings of others			
<b>Communication &amp; Influencing</b>			√
Deliberately adjusts behaviour in order to address the feelings, needs or concerns of others; communicates clearly, confidently, and appropriately to influence others			
<b>Learning &amp; Resourcefulness</b>			√
Possesses the personal resourcefulness to deal with difficult situations, adapt to change, and facilitate the development of self and others			

## SIGNATURES

Name of Job Holder:	Signature(s):	Date:
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Name of Supervisor:	Signature(s):	Date:
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