

Terms of Reference (TOR's) – Deputy Manager Gender & Development

Position Title: Deputy Manager - Gender & Development

Location: Islamabad

Reports to: General Manager (Quality Assurance Group)

Scope of Work

The Deputy Manager – Gender & Development manages NDRMF's Gender & Development (GAD) function and leads gender mainstreaming across institutional operations and the project portfolio. The position is responsible for implementing the approved GAD Policy and Strategy, ensuring effective integration of gender safeguards throughout the project cycle and maintaining compliance with applicable policies, institutional requirements and international good practices.

Detailed Tasks and/or Expected Outputs

- a) Manage implementation, periodic review and continuous improvement of the NDRMF Gender & Development (GAD) Policy, Gender Action Plan (GAP), operational guidelines, procedures and institutional framework. Prepare annual implementation plans, implementation reports, policy papers and recommendations for Management and the Board to strengthen institutional gender mainstreaming.
- b) Manage gender mainstreaming across NDRMF's institutional operations and project portfolio by ensuring effective integration of gender considerations and applicable gender safeguards throughout the project lifecycle, including project identification, preparation, appraisal, implementation, monitoring, evaluation and completion. Review institutional practices and recommend improvements to strengthen compliance with approved policies and international good practices.
- c) Undertake desk review, screening and technical assessment of Concept Notes, Project Appraisal Documents (PADs), feasibility studies, funding proposals, implementation plans, procurement documents, monitoring reports and project completion reports from a Gender & Development perspective. Assess compliance with the approved GAD Policy, Gender Action Plans, institutional safeguards and applicable funding requirements and prepare technical observations and recommendations for project appraisal and approval.
- d) Manage preparation, compilation and submission of gender-related reports, questionnaires, templates, assessments, scorecards, self-assessments, accreditation documentation and responses required by development partners, funding agencies, Government entities, accreditation bodies and oversight institutions. Prepare high-quality technical inputs for institutional reporting, accreditation processes, project reporting and periodic reviews and obtain required information from relevant departments to ensure timely and accurate submissions.

- e) Manage monitoring of Gender Action Plans, gender safeguards and gender-related commitments under NDRMF-funded programs and institutional operations. Review periodic progress reports, field monitoring reports, gender indicators and sex-disaggregated data to evaluate compliance with approved policies, institutional commitments and funding requirements, prepare compliance assessments and recommend corrective actions where required.
- f) Develop institutional capacity by preparing manuals, operational guidelines, standard operating procedures, templates, checklists, awareness material and training programs relating to Gender & Development. Undertake training sessions, technical workshops and knowledge-sharing initiatives for NDRMF staff, Fund Implementing Partners and relevant stakeholders to strengthen institutional capacity and promote effective gender mainstreaming.
- g) Manage collection, analysis and reporting of gender-disaggregated data and maintain institutional databases, performance indicators and knowledge repositories relating to Gender & Development. Undertake research, policy analysis, benchmarking studies and technical reviews on emerging national and international practices and prepare analytical reports, concept papers and recommendations for strengthening institutional systems and program effectiveness.
- h) Manage engagement with Government entities, Fund Implementing Partners, development partners, academic institutions, civil society organizations and other stakeholders on Gender & Development matters. Provide technical advice and institutional support on gender mainstreaming throughout the project lifecycle and represent NDRMF in technical meetings, consultations and working groups as nominated by Management.
- i) Undertake field visits to assess implementation of Gender Action Plans, gender mainstreaming commitments and institutional safeguard requirements under NDRMF-funded programs. Prepare monitoring reports highlighting observations, compliance status, implementation gaps, risks, lessons learned and recommendations for management action.
- j) Perform such other duties and responsibilities relating to Gender & Development, social inclusion, institutional safeguards, program quality assurance and organizational priorities as may be assigned by the General Manager (Quality Assurance Group), Chief Executive Officer or Management from time to time.

Qualifications and Experience

- Master's degree in Gender Studies, Social Sciences, Development Studies, Humanitarian Affairs, or a relevant discipline with a focus on gender and safeguards.
- Minimum 8 years of professional experience in the development sector with at least 5 years specifically working on gender mainstreaming in alignment with donor safeguard frameworks (World Bank ESF, ADB SPS, etc.).
- Proven experience in designing and implementing gender action plans, conducting gender analysis and monitoring safeguards compliance in DRM or climate

resilience projects. Solid understanding of international development partner frameworks, gender safeguard requirements and ESG risk mitigation.

- Demonstrated ability to engage with diverse stakeholders, particularly women, youth, elderly and marginalized communities in line with inclusive participation standards.
- Strong technical writing skills and fluency in English and Urdu. Proficiency in MS Office and digital M&E tools.
- The individual shall be capable of independently undertaking tasks as a technical specialist in gender and development, with a demonstrated track record of similar assignments in both public and private sector entities.