Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Shaping a stronger Oxfam for people living in poverty.

Department Purpose

As a confederation, Oxfam has committed to “putting women at the heart of all we do.” Advancing Gender Justice, is a core component of our Strategic Plan (2019-22) and our vision to tackle unequal power relations directly. Oxfam is an international confederation of 19 organizations networked together in 97 countries. As part of a global movement for change, Oxfam is working with thousands of partners around the world to end poverty and injustice. Oxfam started working in Cambodia since 1979. Oxfam works directly with communities and at the policy level to enable the most marginalized people, especially women and girls, to improve their livelihoods and well-being and to voice their concerns in decisions that affect them. Oxfam also provides support to civil society organizations to develop and strengthen their organizational accountability, quality of programs, and the effectiveness of the program implementation. Oxfam in Cambodia has committed to advancing gender equality in its programs as an essential component of successful development. Initiating and implementing an organization-wide process of gender mainstreaming is a significant and challenging undertaking. Gender norms and inequalities affect the ability of women, men, and girls to engage, contribute and benefit from Oxfam’s programming. It is important to address the diversity of women’s specific needs, experiences, skills and priorities to actively redress existing gender imbalance.

Team Purpose

Women everywhere around the world experience long-held and deeply-entrenched gender discrimination and stereotype that prevent them to actively participate in the socioeconomic development and politics and to hold all of us back in achieving the sustainable development. Oxfam stands alongside women in demanding social justice, reclaiming power, fighting to live free from violence and fear, and influencing policies and institutions that affect their lives and well-being. We believes that women, men, and people of all gender identities should have the rights to play an equal role in shaping the policies, structures, and decisions that affect their lives and society as a whole.

Job Purpose

The Gender Audit and strategy Consultant will play a key role in conducting gender audit both programmatically and institutionally, designing the gender strategy of Oxfam in Cambodia, developing the capacity development plan, and designing a gender justice mainstreaming action plan towards address gender injustice, and promoting the rights of women and girls throughout Oxfam in Cambodia’s programs. The consultant will support the building of systems, structures, capacity of staff and partners to put women’s rights at the heart of Oxfam programming in Cambodia.
Job Responsibilities

The Gender Audit and strategy Consultant purpose will aim in assessing what has been achieved in mainstreaming gender at Oxfam in Cambodia. This will cover, both, internal (institutional) audit and external (programmatic) audit with actions recommended for further strengthening and guiding how gender can be mainstreamed into Oxfam country strategy and country operating model. The Gender Audit and strategy Consultant will work closely with Head of Program, Gender Coordinator and other respective program staffs at Oxfam in Cambodia. The consultant is responsible for:

1. Assessment of existing gender mainstreaming in the programs and its ability to articulate it to determine its progress in its conception and operation of Oxfam in Cambodia.
2. Conduct a gender audit to internalize gender equality in policies, programs and practices as an institution. This is to better understand current challenges of existing gender strategy in programs, identify weak areas of program operations and improve program quality for program impact.
3. Conduct a capacity assessment of Oxfam in Cambodia in delivering the programs’ promises to reach our high-level commitment to become a gender justice organization.
4. Conduct a SWOT analysis with respect to gender mainstreaming and provide recommendations and road map that include phase by phase actionable gender – related indicators.
5. From findings, stakeholder / partner analysis, develop a 5 year gender strategy for Oxfam in Cambodia to guide our long-term vision of gender justice and to accomplish our high-level commitment to become a gender justice organization.
6. Design the gender justice and women’s rights matrix to mainstream gender justice and women’s rights in all programs of Oxfam in Cambodia.
7. Share the draft finding through multi-stakeholder workshop and submit a final report including the gender audit, gender action plan and mainstreaming strategy document. This document will encompasses relevant gender framework, tools, methodologies and strategies that best fits each Oxfam in Cambodian programs and institutional context.
8. Conduct consultation workshop with selected Oxfam’s partners working on the gender and development related issues.

Expected Results

The consultant is expected to deliver the following deliverables:

- Outline report – proposed methodology and timeline.
- Gender audit report – program and institution
- Gender mainstreaming strategy in consultation with staff and selected partners.
- Gender action plan for each programs.
- Capacity development plan
- Workshop report

Methodology

Consultant will propose the methodologies and will work very closely with Head of Program, Gender coordinator and other relevant program staff. Gender coordinator will be the focal point for setting up meetings, exchanging information, providing documentation, organizing and facilitating coordination along with Consultant. The consultant will prepare an inception report prior to the commencement of the conducting gender auditing, gender strategy for Oxfam. The inception report will present the proposed methodology, a matrix and instruments that will be used for the purpose of having strategies, conducting interviews, organizing workshops, conducting desk study, proposed timetable for the entire process. Meeting costs and other assignment cost will estimated and will be borne by Oxfam. In addition, the consultant will prepare a a concept note to explain the proposed methodology.

Timeline

This assignment is expected to complete within 30 days of the period of two months. The consultant is expected to begin in November 2019.
Indicative Budget

NA

Travel and location of work

Cambodia

Other

• Eager and required to adhere to Oxfam’s principles and values (click here) as well as the promotion of gender justice and women's rights (click here).
• Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

Job Requirements

Essential

• Master’s degree in Gender Studies, Anthropology, Social Science, Social Welfare, Development Studies or other related fields with a focus on gender and international development.
• Minimum 7-10 years of progressive professional experience in gender audit, gender mainstreaming and excellent experience in capacity assessment and capacity development planning and implementation, especially related to the promotion of women’s rights and power and the design and implementation of the feminist-transformative organizational changes, including considerable experience dealing with challenges of behavioural changes.
• Demonstrated excellent knowledge in feminism, women’s rights and gender-sensitive approaches in development.
• Proven significant experience in providing practical advice to policy makers or international organizations; be able to work well with senior experts from different fields and background and know how to contribute to building organizational capacity.
• Proven excellent communication and interpersonal skills, capability to foster networks and partnership, and good knowledge of information and computer technology.
• Demonstrated ability to handle confidential and political sensitive issues in a responsible and mature manners.
• Demonstrated openness to change and ability to manage complexities.
• Demonstrated capability to multitask under pressure and to meet strict deadlines.
• Excellent command of spoken and written English.

Desirable

• Capability to effectively communicate message and idea to people from different cultures and background
• Capability to effectively engage people from diverse background and cultures to change their behaviour and attitude towards gender justice and women’s rights
• Capability to attain and maintain the high standard of feminism and women’s rights under the complex situation of power dynamics
• Capability to deliver the high quality of deliverables.
• Knowledge of Khmer language will be an advantage.
Key Attributes:

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work.
- Commitment to Oxfam’s safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

Organisational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

How to apply

The applicant is expected to submit:

- Detailed proposal and CV/company profile
- Estimated budget for this assignment (the consultancy fee should be mentioned in gross fee which is subject to 15% withholding tax for resident taxpayer or 14% withholding tax for non-resident taxpayer, including budget lines for expected travel and accommodation costs if any).
- Proof of experience in the advertise field.

Applying thru the recruitment website: [https://career2.successfactors.eu/career?company=OxfamNovibP](https://career2.successfactors.eu/career?company=OxfamNovibP) by November 3, 2019 at 5 pm Cambodia time.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**