

TERMS OF REFERENCE

Women's Leadership and Decision-making Coordinator

Ministry for Women, Youth, Children and Family Affairs – Women's Development Division

Background

Gender inequality remains a significant development challenge in Solomon Islands. High rates of gender-based violence, few women in positions of leadership, governance and decision-making and constrained economic opportunities for women is but a few of the prevailing gender concerns. This presents a significant barrier to the continued growth of the country.

Advancing women's status and participation in all levels of decision-making, governance and leadership is a key focus area of the Ministry of Women Youth Children and Family Affairs (MWYCFA). The MWYCFA draws its mandate from the National Gender Equality and Women's Development Policy 2016-2020 (GEWD Policy) specifically its Priority Outcome Area 3 on *Equal Participation of Women and Men at All Levels of Decision-Making, Governance and Leadership*. The GEWD Policy is closely aligned to CEDAW standards and principles of which Solomon Islands is a Party to.

Regardless of past efforts to advance the equal participation of Women and men in decision-making and leadership levels in all areas, progress has been very slow. For example is women's political participation and representation. After significant undertakings to increase the number of women elected into Parliament, in 2018 saw for the first time in the Solomon Islands two female parliamentarians at one time/same time out of the fifty members of Parliament.

The MWYCFA has identified the need for a dedicated staff to coordinate the work on advancing women and men's equal participation in leadership and decision making particularly to support current on-going work and developments and essentially effectively implement the GEWD Policy Outcome 3.

Women's Leadership and Decision-making Coordinator

The Women's Leadership and Decision-making Coordinator will progress the GEWD policy outcome 3 and related work to facilitate women's leadership, governance and decision-making. The Coordinator will provide technical, analytical and operational support, to implement commitments pertinent to women's leadership and decision-making in the Solomon Islands GEWD Policy.

The Coordinator will work closely with government agencies such as the Political Party Commission and the Electoral Reform Commission; Development Partners and relevant Civil Society Organisations.

Performance Management

The Coordinator reports to the Permanent Secretary MWYCFA through the Director for Women MWYCFA who will monitor performance and delivery of outputs in accordance with this TOR and approved Work Plan.

NOTE: The Work Plans are to facilitate planning and implementation, but will need to be flexible and respond to changing circumstances and demands.

Expected Outcomes:

The expected outcome of this coordinator role is the:

- Robust and considered implementation of the women's leadership and decision-making pillar of the GEWD Policy and related relevant policies i.e. WPS NAP.
- Effective implementation of the recommendations of the Affirmative Action/TSM Strategy and relevant CEDAW Concluding Observations recommendations.
- Improved capacity of MWYCFA to progress women's leadership and decision-making in Solomon Islands into the future.
- Strengthened linkages between MWYCFA and other Solomon Islands Government Agencies (e.g. Ministry of Public Service) as well as other key stakeholders to progress the women's leadership and decision-making agenda.
- Incremental gains in women's leadership and decision-making in Solomon Islands across a broad range of areas (e.g. political participation, private sector engagement, community governance).
- Clear understanding of duties and responsibilities among Government Ministries and Agencies as they relate to implementation of the GEWD and related gender policies.

Primary Duties

In accordance with an agreed work plan, the Coordinator will be responsible for:

1. Support development of the Annual Work-Plan including timeframe and budget highlighting key actions to be taken in order to implement the GEWD Policy Outcome 3, and contribution to the progress, bi-annual and annual reports.
2. Leading the implementation of women's leadership and decision-making commitments outlined in the GEWD Policy, including recommendations of the Affirmative Action/TSM Strategy and related recommendations for the CEDAW Concluding Observation planned for in the work-plan;
3. Supporting strategic planning processes and assisting with prioritisation and costing of women's leadership and decision-making activities;
4. Working closely with counterparts at the MWYCFA, to plan for, and commence development of, a women's leadership and decision-making strategy for MWYCFA (to sit under the Gender Equality and Women's Development Policy);
5. Develop a basic monitoring and evaluation framework to accompany the proposed women's leadership and decision-making strategy, and coordinate reporting efforts;
6. Working closely with the Solomon Islands National Council of Women (SINCW) in promoting issues of concern to women and encourage its roles as a voice and a forum for women and by women
7. Providing advice to, and represent the, MWYCFA's Permanent Secretary, Under Secretary, and Director of the Women's Development Division, on any work or attendance to meetings related to women's leadership and decision-making;
8. Actively advocate for the equal participation of women and men in political leadership, decision making at all levels, responding to women's needs and protecting their rights

9. Work in partnership with SINCW, Political Party Commission and the Electoral Reform Commission to advance the WISDM and TSM programs including donor support coordination for these programs
10. Conduct gender awareness and training for provincial & national decision makers including training opportunities for women in gender equality, leadership development and good governance at all levels from their community to their Parliament; and,
11. Being flexible and responding to priorities as required.

Reporting

This position reports to the Permanent Secretary, MWYCFA on overall program and strategic issues. On daily operational issues, the position reports to the Director of the Women's Development Division.

Required Qualifications

Tertiary qualifications in gender studies, sociology, development, public policy or other related field.

Essential experience and knowledge

1. At least 5 years' demonstrated practical experience and knowledge in gender equality advocacy, preferably with a focus on women's leadership and decision-making;
2. Knowledge and practical understanding of the international and Solomon Islands policy frameworks relating to CEDAW, GEWD, and EAW and other Human Rights Frameworks?;
3. Experience working with the Solomon Islands public service, or a public sector environment and its regulatory frameworks, preferably in a policy development or program manager role;
4. Proven interpersonal, communication, consultation and negotiation skills;
5. Ability to work under pressure, manage competing priorities and meet deadlines; and,
6. Proven ability to identify and manage risks and develop sustainable solutions to manage complex problems.