

GEDSI Manager

Long Term / Short Term	Long Term	Classification	15 (Vietnam National)
Duration	1 year with possibility of extension to July 2030	Reports To	Deputy Team Leader
Location	Hanoi or Can Tho - Vietnam	Child protection risk assessment	Incidental or minimal contact

Aus4Adaptation

Palladium is a global development and consulting firm, part of the GSI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Aus4Adaptation (the program) is a partnership between the governments of Australia and Vietnam to work together in responding to the challenges of climate change facing the Mekong Delta. It complements other investments that Australia has already made in climate change adaptation. The program is organised into three pillars to support a comprehensive response to climate change:

1. **Supporting policy implementation:** Working with the Ministry of Agriculture and Environment's Department of Climate Change (DCC), the program strengthens implementation of the adaptation component of Vietnam's Nationally Determined Contributions (NDC).
2. **Scaling solutions:** Focused on priority provinces in the Mekong Delta, Aus4Adaptation brings together government, private sector and communities to amplify impact from tested climate adaptation models and practices in areas such as climate resilient livelihoods, disaster risk reduction, and natural resource management.
3. **Knowledge and technology:** In partnership with Can Tho University, the program promotes research, knowledge sharing, and innovation through a Knowledge Hub that links Vietnamese and Australian universities and research institutes.

Gender Equality, Disability and Social Inclusion (GEDSI) is a core focus of Aus4Adaptation, with a targeted program Intermediate Outcome focused on ensuring that women and members of vulnerable groups increase meaningful engagement in climate change adaptation planning, decision making, and implementation at all levels.

Purpose of Position

The **GEDSI Manager** plays a critical role in the Aus4Adaptation team, leading delivery of the program's GEDSI twin-track strategy of mainstreaming GEDSI considerations across program activities and designing and delivering targeted GEDSI activities. The GEDSI Manager will be the key link with program technical staff

working across program pillars, as well as overseeing GEDSI efforts from grantees, subcontractors and other collaborating partners. This role includes, but is not limited to:

- taking the lead role in implementing the Aus4Adaptation GEDSI strategy
- supporting and collaborating with grantees and subcontractors to conduct GEDSI analyses, develop targeted GEDSI action plans, and integrate GEDSI into partner workplans and activities
- leading capacity-building efforts for program staff, grantees/subcontractors and partners on gender and disability policies and other related concerns
- developing communications products to showcase GEDSI progress, success stories and lessons learned; and contributing to regular program reporting.

They will be based in either Hanoi or Can Tho, with periodic travel to the project's target sites as required for program activities.

Primary Responsibilities

Key responsibilities include:

Lead implementation of the Aus4Adaptation GEDSI strategy

- Based on the Aus4Adaptation GEDSI strategy, collaborate with technical staff to design and implement the twin-track approach of mainstreaming GEDSI across activities and implementing targeted GEDSI activities in priority areas
- Review program workplans and activity designs to identify opportunities for mainstreaming GEDSI in collaboration with technical staff
- Design and oversee implementation of targeted GEDSI activities to include in project workplans across all Aus4Adaptation pillars
- Develop, manage, and oversee annual GEDSI budgets for targeted activities in annual workplans
- Meet regularly with program management to brief them on progress, issues, challenges and opportunities related to implementation of the GEDSI strategy

Work with Aus4Adaptation grantees and partners to conduct GEDSI analyses, develop GEDSI action plans, and integrate GEDSI in partner workplans and activities

- Using a co-creation approach in close collaboration with grantees and partners, conduct rapid GEDSI assessments/analyses to inform development of basic GEDSI action plans for partners, where appropriate
- Provide guidance and capacity building to partners to support the implementation of their GEDSI action plans
- Take overall monitoring and supervision and support for implementation of GEDSI strategy for each partner, including the periodic analysis of its impact to the program
- Coordinate with partners to ensure reporting and communications materials are developed in a timely manner

Lead capacity-building efforts for program staff, grantees/subcontractors and partners on gender policies and other related concerns

- Work with technical staff and partners to identify GEDSI-related training and capacity building needs
- Based on identified needs, develop training and capacity building tools and materials
- Serve as focal point for integrating safeguarding measures into program activities, including training staff and partners on child protection and Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) standards
- Support prevention, awareness, referral, documentation and escalation of organisational and donor safeguarding requirements with project staff and partners
- Support technical staff to ensure that GEDSI considerations are mainstreamed into all capacity development initiatives and all training materials
- Organise capacity-uplift activities for project staff, partners on GEDSI policies and other related concerns

Develop communications products to showcase GEDSI progress, success stories and lessons learned; and contribute to regular program reporting

- Contribute to progress reporting, annual reports, annual workplan development and finalising documents based on input from various team members for final review by program management
- Work closely with the Monitoring, Evaluation, and Learning (MEL) team to ensure data collection and reporting requirements are completed in a timely manner
- Work closely with the MEL team and communications staff to develop communications materials and learning products to showcase program success, lessons learned, and stories of change

Other Responsibilities

- Travel within Vietnam as required.
- Undertake other duties consistent with the level of the position as directed by the Team Leader.
- Contribute to a positive, collaborative and learning-oriented program culture.

Due to the evolving nature of the program, the incumbent may be required where appropriate to undertake additional duties outside the original scope of this Terms of Reference and aligned with their skills and experience.

Reporting Requirements

This role reports to the Deputy Team Leader. Reporting requirements may include, but are not limited to:

- Contribution to six-monthly and annual program reporting.
- Attendance at team meetings and relevant stakeholder meetings.
- Regular coordination meetings with program partners and program teams

Minimum Education and Experience Required

Qualifications

- Tertiary qualifications in an appropriate field of gender studies, sociology, human rights, law, climate change, development, or other development-related fields.

Experience

- Relevant mid-career level professional experience in GEDSI mainstreaming, social analysis, indigenous peoples, social development planning and implementation, preferably within bilateral or multilateral development programs. Experience working on GEDSI mainstreaming and programming in the climate change sector is preferred
- Experience conducting GEDSI analyses to identify GEDSI gaps and opportunities for program support, and developing workplans and
- Experience developing and/or monitoring implementation of safeguarding policies, and providing capacity building to staff and partners on such policies
- Experience working effectively with a range of stakeholders, including government agencies, development partners, civil society organisations, private sector partners, and community stakeholders; in particular close collaboration with organisations representing women, persons with disabilities and marginalised communities
- Experience contributing to donor reporting, program reviews, storytelling, and learning processes
- Experience in climate change, resilience, natural resource management, environmental protection or other relevant development sectors is desirable

Knowledge and Skills

- Demonstrated ability to build GEDSI capacity among colleagues, clients and/or partners and lead with influence
- Ability to develop and maintain relationships with stakeholders at all levels (government, international and local NGOs, local enterprises and at community level)
- Creative and critical thinking skills, with the ability to develop innovative, impactful approaches to mainstreaming GEDSI and targeted GEDSI activities
- Working knowledge of DFAT's GEDSI policies and frameworks, is highly desirable
- Understanding of climate change issues and how they intersect with GEDSI priorities is an advantage, especially knowledge of Australia's and Vietnam's climate change adaptation and development priorities
- Professional fluency in English and Vietnamese, both written and spoken

Personal Attributes

- Strong interpersonal skills and the ability to build and maintain effective working relationships with diverse stakeholders.
- Well-developed organisational skills, with the ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Proactive, resourceful, and able to work independently while contributing effectively within a team.
- High level of attention to detail and commitment to quality and accuracy.
- Demonstrated commitment to continuous learning, collaboration, and professional integrity.

Equal opportunity employer

Palladium is an equal opportunity employer, committed to diversity and inclusion. Should you require any reasonable adjustments to a selection process due to disability or any other circumstance, please email our team at accessibility@thepalladiumgroup.com and we will endeavour to make any reasonable adjustments to our process.