

Terms of Reference | Gender and Social Inclusion Consultant

Distill Inclusion seeks to hire the services of a gender and social inclusion consultant to provide thought and programme leadership within our growing consultancy.

About Distill Inclusion

Distill Inclusion is a women-led management consultancy firm based in Sub-Saharan Africa. We enable stakeholders in the energy, water, transport, and climate change sectors to think practically about the challenges and opportunities associated with gender equality and social inclusion.

With more than 15 years of experience in designing and managing large-scale gender equality and social inclusion programmes and initiatives, our team of experts delivers tangible results to ensure that government, private sector, international development, and financial service stakeholders are well-positioned for relevant business opportunities.

Operating out of our head office in Cape Town, South Africa, our team of experts works with stakeholders to close the gender and social inclusion gap in seven focus areas, including entrepreneurship, access to finance, leadership and voice, employment and skills, gender-based violence, livelihoods and productivity, and community engagement, and across four cross-cutting themes covering data analytics, knowledge management, capacity building, and monitoring and evaluation.

To find out more, visit us at www.distillinclusion.com.

Scope of Work

The successful consultant will have demonstrated technical competency in areas relevant to gender and social inclusion, particularly in employment, entrepreneurship, access to finance, livelihoods creation, gender-based violence or other related areas.

The day-to-day work of the consultant will centre around the following key deliverables:

- **Research:** You will be required to carry out independent primary and secondary research including interviews, stocktaking, portfolio, and desk reviews as needed.
- **Report writing:** You will be required to deliver well-written and impactful reports that convey key messages.
- **Data collection and analysis:** Investments in statistical capacity and data analysis is critical in making sure the lived reality of diverse people is captured and made more visible. Your work will involve data collection, data cleaning, and data analysis.
- **Programme and project management:** You will be required to assist the Director of Distill Inclusion and key project team leaders to plan, manage, and execute our various programmes of work.
- **Business development:** We are a small but growing consultancy, and a core aspect of your work will be helping Distill Inclusion focus on business development opportunities, including bid writing and client liaison and engagement.

Capabilities and Experience

The gender and social inclusion consultant will have a proven track record in gender and social inclusion thought leadership, as well as project and programme management. Candidates based in Sub-Saharan Africa are strongly encouraged to apply.

Distill Inclusion seeks the following capabilities and experience:

- A minimum of 3-5 years of relevant experience in areas relevant to gender equality and social inclusion, including employment, access to finance, or other related areas. Proven ability to lead projects and programmes on gender and social inclusion. Experts with more experience are welcome to apply.
- Demonstrated understanding of public sector institutions (e.g. government ministries, state-owned enterprises, state training centres etc.), private sector companies operating in the infrastructure sector (ideally in the energy sector), and international development agencies (e.g. the World Bank Group, USAID, national aid agencies, etc.).
- Strong writing and research skills, including the ability to carry out independent primary and secondary research, as well as the ability to transform data into trend analysis, quantitative analysis, and qualitative reports with key messages and areas for further research.
- A proven ability to perform multiple tasks in a fast-moving environment and to meet tight deadlines with professionalism.
- Strong written and oral communication skills in English. While additional language skills in languages spoken in Africa is not required, this would be an advantage.
- Excellent organisational skills, including the ability to manage multiple tasks and meet tight deadlines with professionalism.
- Excellent computer skills, including an in-depth working knowledge of the suite of Microsoft Office products.
- Familiarity with gender and social inclusion terminology and principles of gender equality.
- Familiarity with the infrastructure sector is advantageous but not required.
- Must be willing to travel and have a valid passport.

Contract and Timelines

This is an open-ended contract to commence mid-November 2022, or as soon as reasonably practical.

The full workplan associated with the scope of work, including specific deliverable milestones and deadlines, will be outlined on a project-to-project basis in close coordination with the Director of Distill Inclusion and key project team members.

A per-project based fee (for all work required), or a time-based fee, per hour or per day, will be applied as applicable to the scope of work/tasks required.

There is the potential for this role to become full-time, pending performance and project activities.

Special Terms and Conditions

The gender and social inclusion consultant must be able to work remotely and be willing to work within different time-zones, within reason.

How to Apply

Please send a CV and 1 page cover letter to team@distillinclusion.com by the 15 November 2022.