



TERMS OF REFERENCE AND SCOPE OF SERVICES

GENDER CONSULTANT (PASO)

1. BACKGROUND

- 1.1 The Pacific Aviation Safety Office ("PASO") is established under the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST) as an International Organization to carry out the following objectives: -
- to meet the requirements of the member States in the provision of aviation safety and security regulatory oversight services, in accordance with PICASST; and
 - to undertake the purpose of the organization in a manner which is cost effective and sustainable in the long term; and
 - to utilize coordinated and collaborative business and inspection methods to minimize the costs of safety and security oversight to participating States and the aviation industry; and
 - to support the aviation industry in participating States by the provision of timely advice and guidance in matters of aviation safety and security; and
 - to promote an internationally recognized standard of aviation safety and security excellence, based on ICAO Standards and Recommended Practices (SARPs), within the Pacific Islands region.
- 1.2 PASO's functions and major strategic activities cover the areas of i) Corporate Services, ii) the Regulatory Services, iii) the Donor Programs, iv) Regional Engagement and v) Legal Advice in accordance with the PICASST.
- 1.3 PASO's mission has been articulated in the 2018-2022 Strategic Plan, which builds on the success achieved by the PASO Reform Project initiated with a World Bank funded grant that commenced in 2013. A Key priority of PASO is to have excellent internal and external relationships and strong programs and support services for its members. PASO as the RAMM Secretariat must ensure that the outcomes of Regional Ministerial Meetings are implemented and provides administrative and technical support as required.
- 1.4 Under the Regional Engagement deliverable is the gender program initiative, noting that many sectors across the Pacific have in place women inclusion and gender equality programs, the Regional Engagement team integrates and explores areas for collaboration.
- 1.5 PASO is seeking to engage a Gender Consultant to consider how Gender focused initiatives can be incorporated within our organization that aligns to regional and international frameworks to enable us to support our members, create a positive supportive work environment and to provide recommendations for gender programming in the aviation sector.

2. OUTCOMES AND OBJECTIVES

The outcomes of this consultancy are:

1. PASO has expert knowledge of international gender aviation programs, regional gender programs and recommendations for gender aviation programming for the Pacific
2. PASO has in place a Gender Framework that includes:
 - a. Findings on PASO's functions involving gender in ongoing program activities; and
 - b. Roadmap to ensuring PASO's gender inclusion program is aligned to international best practice; and
 - c. PASO has an internal Gender Action Plan to address areas that support gender inclusion across our engagements in the Pacific.

3. SCOPE OF SERVICES

The detailed scope of services to be provided is in accordance with the following activities: -

Gender Framework

- a. Findings on PASO involving gender in ongoing program activities and functions:
 - Review and evaluate PASO's existing policies and procedures and develop a report on the gender inclusivity in PASO's work; and
 - Consultations with key internal stakeholders / Senior Management Team
 - Research and review donor-funded gender programs in the Pacific region in the aviation or related sectors and consider learnings and opportunities for PASO
 - Research into gender programming in Pacific States, establish a baseline.
 - Review the PASO Strategic Plan and the Pacific Regional Aviation Strategy with a focus on gender
- b. Roadmap to improve PASO's gender inclusion activities:
 - Recommendations to PASO on appropriate gender aviation programming for the Pacific aviation sector
- c. Gender Action Plan to support gender inclusion across our engagements in the Pacific:
 - Research and review the ICAO Gender Equality Programme and consideration of what actions can be taken up by PASO and its Members (and Non-PASO Members), including any other existing relevant international aviation gender programs (e.g., IATA, Women in Aviation, airlines etc.)
 - Development of a Gender Action Plan the consists of a clear Roadmap, level of financial investment required, and recommendations to ensure PASO can demonstrate and promote gender equality.

Reporting

- Provide progress updates at monthly intervals to the Head of Regional Engagement
- Report on Findings on PASO involving gender in programs and functions
- Roadmap to include gender in PASO's activities
- A Gender Action Plan

The Gender Consultant will be required to undertake these tasks and develop a workplan in close liaison with the Head of Regional Engagement

4. EXPERTISE REQUIREMENTS

The Consultant shall have the following experience and qualifications:

- i. A relevant undergraduate or post graduate qualification from a recognized University, in either gender, equality, human rights, development or a related field.
- ii. Minimum five (5) years' work experience in development working in the field of human rights, gender equality and social inclusion, and/or youth development, in the Pacific region.

- iii. Demonstrated understanding of contemporary gender and equality issues in the Pacific region.
- iv. At least 3 years working experience in international and regional gender programs.
- v. Experience of working in Pacific Islands or similar small island developing states.
- vi. Demonstrated strong analytical skills with effective communication skills and negotiating ability.
- vii. Excellence in oral and written English language.
- viii. Ability to work as a team member under minimal supervision with high integrity and in teams with cross-cultural membership

Desirable requirements

1. Knowledge relating to the role of PASO in the Pacific Region.
2. Familiarity with project requirements of the international and/or donor-supported development projects.
3. Good knowledge of ICAO and its system of communication with States regarding its requirements.

5. INSTITUTIONAL ARRANGEMENTS

The Gender Consultant will be working closely and reporting to the PASO Head of Regional Engagement. The role will also work in close collaboration with the PASO Donor Programs team with respect to completion of deliverables.

6. LEVEL OF EFFORT AND SCHEDULE

It is expected that this assignment will take up to 50 days of effort and will be expected to commence as soon as possible through to December 2022. This project will be outcomes focused i.e., remunerated upon delivery of certain outcomes. These outcomes will be determined by PASO and the successful applicant.

Please note that the Project is due to close on 31 December 2022 and the successful applicant will not be offered a contract past this date under this project.

Flexibility on the part of the Consultant will be required to respond to changes in actual project progress.

7. SERVICES AND FACILITIES TO BE PROVIDED BY THE CONSULTANT

The consultant should expect that they will be likely complete most of this assignment remotely. The consultant is expected to have their own computer and access to internet.

Please note that the consultant may be requested to make 1-2 visits to Vanuatu.