

Position Description

Position Title	Disability Inclusion Specialist
Project	Fiji Program Support Facility
Reports to	Gender and Inclusion Senior Adviser
Duration of Assignment	Full time to 31 December 2021 with possibility of extension
Location	Suva, Fiji, with possible travel throughout Fiji and Tuvalu
Classification	Specialist

Program Overview

The Fiji Program Support Facility (the Facility) was established in 2017 to support and implement Australia's aid programs such as health, education, Australia Awards and governance in Fiji. The Facility also supports the Australia Awards and education programs in Tuvalu. The Facility integrates cross-cutting themes, including gender equality, disability inclusion, climate change, emergency preparedness and response and civil society engagement, across sectoral programs. In particular, the Facility seeks to strengthen program outcomes by better addressing the needs of targeted beneficiaries including those who are often marginalised.

The Facility has a Gender Equality Disability and Social Inclusion (GEDSI) Strategy and Action Plan in place to maximise the integration of gender equality, disability inclusion and social inclusion across the Facility's programs. Taking a twin-track approach, it also outlines specific entry points and interventions for mainstreaming GEDSI, as well as designing and implementing specific GEDSI activities.

Further, the Facility recognises that leadership and accountability is critical to success and as such the Facility also focuses on integrating GEDSI through its management and operational processes and systems to embed accountability for GEDSI outcomes across the Facility.

The Facility's Gender and Inclusion Senior Adviser is responsible for working with teams to drive the implementation of this GEDSI Strategy and Action Plan and draws upon the technical expertise of niche gender, social inclusion and disability inclusion specialists. Together they actively assist and provide advice to staff across the Facility to integrate GEDSI throughout their work and build capacity of staff and partners, as well as guidance to the Management Group.

Note - the Fiji and Tuvalu education programs have dedicated Inclusive Education workstreams, which focus on learners with disabilities. These are disability-specific efforts resourced with dedicated technical personnel, including Inclusive Education Technical Advisers and Coordinator/s.

Position Summary

The Disability Inclusion Specialist (the Specialist) will support the Facility's Gender and Inclusion Senior Adviser to operationalise the GEDSI Strategy and Action Plan, with a particular focus on mainstreaming disability inclusion across the Facility's programs, through the provision of specialist advice and inputs. The provision of this specialist advice will strengthen technical,

Position Summary

leadership and organisational capabilities to address and deliver effective disability inclusion outcomes.

The Specialist will provide in-depth disability inclusion advice to Facility staff to support the practical application of the GEDSI Strategy and Action Plan, engage actively in research, monitoring, evaluation and learning (MEL) and proactively address the lessons emerging. This could include training, development of guidance notes, review of strategic program documents, and provision of ad hoc practical support and advice.

The Specialist will also identify and respond to emerging opportunities to mainstream disability inclusion throughout the Facility's program and will regularly contribute to the review and updating of the GEDSI Strategy and Action Plans. While working across the Facility as needed, the Specialist will focus predominantly on the Facility's Fiji Health program, including working with team members to engage with Ministry counterparts to influence policy and practice.

The position will work closely with the Facility GEDSI team, and the Inclusion Education teams, to ensure a coordinated support to disability inclusion at the Facility. They will also engage with donor counterparts and partner organisations (including partner Ministries in Fiji and Tuvalu and Civil Society Organisations), in particular Disabled Persons' Organisations (DPOs).

Key Responsibilities

Under the broad leadership and guidance of the Gender and Inclusion Senior Adviser:

- Provide practical advice and support to Facility personnel to mainstream disability inclusion into their activities through the project lifecycle, particularly in the Fiji Health program, including working with team members to engage with Ministry counterparts to advocate for and influence policy and practice;
- Provide disability inclusion inputs to GEDSI training and induction materials;
- Develop and deliver a Disability Inclusion capacity building strategies, including providing practical support and training to staff in each of the Facility program teams;
- Support the Facility's GEDSI network to improve cross program learning on disability inclusion;
- Develop and deliver a DPO engagement strategy for the Facility;
- Work closely and collaboratively with the Facility's MEL team to:
 - Support MEL processes to ensure disability inclusion outcomes are supported are achieved with tangible evidence;
 - Participate in GEDSI and program-specific reflections (as required) as part of the MEL reflect and refocus processes, and support six-monthly and annual reporting processes;
- Provide disability inclusion input into six-monthly and annual workplans and six-monthly review of the GEDSI Strategy and Action Plans, including incorporating lessons learnt.
- Provide evidence based disability inclusion inputs to inform new activity or program designs, design updates and mid-term or end of program reviews

Selection Criteria

Qualifications

- Degree qualifications in a relevant field such as disability studies, social policy, public health, international development, or equivalent experience

Experience

- Demonstrated experience in mainstreaming disability inclusion into donor-funded programs and/or government systems and programs
- Proven experience in designing and implementing practical and impactful disability inclusion approaches such as the provision of technical assistance and/or policy influencing and advocacy
- Experience with monitoring, evaluation and/or data analysis to measure disability inclusion and inform policy and/or programs (*desirable*)
- Previous experience working in the Pacific and with Disabled Peoples Organisation in the region (*desirable*).

Knowledge & Personal Attributes

- Willingness to act as a champion for crosscutting themes, including gender equality, social inclusion, child protection, and Prevention of Sexual Exploitation Abuse and Harrassment
- Sound understanding of Australian Department of Foreign Affairs and Trade (DFAT) and Fiji's disability inclusive development policies.
- Excellent analytical skills and the ability to contribute to research and monitoring, evaluation and learning activities
- High level interpersonal and collaborative skills, combined with ability/experience in working in close and genuine partnerships with stakeholders
- Strong capacity development skills, including the use of diverse training, coaching and mentoring approaches (*desirable*)
- Demonstrated ability to work independently and to work in a team; work sensitively in a complex cross-cultural operating environment; nurture productive internal relationships; foster an environment of continuous learning; and work effectively under pressure
- Lived experience with disability (*desirable*)

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Exemplifying Tetra Tech's commitment to technical excellence in gender equality, disability and social inclusion (GEDSI), our team of dedicated GEDSI advisers work closely with our partners to ensure a context-specific and consistent approach is applied to all our programs to improve the opportunities of the world's most marginalised groups We encourage people with disabilities from diverse backgrounds and experiences to apply

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

About Tetra Tech

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world, including Australia's Department of Foreign Affairs and Trade, USAID and the UK's Department for International Development. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.