

**Terms of Reference  
Gender Equality Advisor**

**1. Background**

- 1.1 The Oceania Customs Organization (OCO) has 23 independent, self-governing and territories Customs jurisdictions in the Pacific. Established in 1986, its mandate is to promote effectiveness and efficiency of Customs administrations in the harmonization and simplification of Customs procedures, facilitation of trade, law enforcement and building the capacity of members in meeting the development objectives of their Government.
- 1.2 OCO is partnering with the United Nations Conference on Trade and Development (UNCTAD) through the EDF11 funding to improve trade facilitation through the regions trading potential and enhancing export competitiveness, reduce costs of essential imports and improve transparency.

**2. Terms of Reference**

2.1 The **Gender Equality Advisor** is required to guide and coordinate the development and implementation of initiatives, policies, and plans that create and foster a diverse and an open and inclusive environment and culture across the Trade Facilitation Assessment Framework.

2.2 The advisor is required to undertake the following:

- Provide vision and leadership that makes the Trade Facilitation Framework inclusive and diversity-sensitive.
- Work closely with the Trade Facilitation Expert and stakeholders, to shape and implement investments, plans, and strategies aligned with institutional goals to create a diverse and inclusive environment for all in the Oceania region.
- Work with network participants and stakeholders to incorporate best practices into institutional hiring and workplace policies, including business procedures and programs

**3. Specific Activities**

- Organize a wide range of programs that addresses all aspects of diversity and inclusion for the Trade Facilitation Framework.
- Develop employee development programs in fields that will attract and retain future leaders from various Oceania regions.
- Develop and implement programs to foster cultural sensitivity and diversity in the Trade Facilitation Network.
- Establish effective channels of communication on ongoing diversity and inclusion plans and programs by working with the Trade Facilitation Experts.
- Create and maintain strategic alliances with partners and stakeholders to promote diversity goals.

#### 4. Evaluation Criteria

4.1 Applications will be evaluated using the following criteria:

Content of Application	Percentage
Relevant Qualification with 15 years professional experience in the Oceania Region	20%
Demonstrated Relevant experience addressing the promotion of gender equality and managing gender portfolio in the Oceania Region	40%
Demonstrated knowledge and understanding of the institutional, legal and policy frameworks at national and local level that impact on the status of women in Trade in the Oceania Region;	25%
Cost	15%

#### 5. Qualifications & Skills

5.1 The Gender Equality Advisor for this engagement is required to have the following relevant qualifications and skills:

##### Education/Experience

- Must possess a Master's Degree and or Bachelor's Degree in Social Sciences, Gender or Women's Economic Empowerment or other relevant field with a focus on Gender.
- Must have 15 years of relevant work experience addressing the promotion of gender equality and managing a gender portfolio for the Oceania Region;
- Demonstrated knowledge and understanding of the institutional, legal and policy frameworks at national and local level that impact on the status of women in Trade for the Oceania Region;
- Experience in management and monitoring of Trade Facilitation Frameworks for the Oceania region.

#### 6. Governance and Management

6.1 The Gender Equality Advisor will work in close collaboration with both, the Operations Manager, Trade Facilitation Experts and relevant stakeholders.

#### 7. Contract Duration:

7.1 The contract period is for 12 months which is to be spread over a period of **2 years**.



**Contact**

For further information, please contact:

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