



# Terms of Reference – GEDSI Consultant

<b>Title</b>	GEDSI Consultant
<b>Department:</b>	International Programs & Operations
<b>Reporting to:</b>	Athena Nguyen, GEDSI Lead
<b>Location:</b>	Remote
<b>Engagement type:</b>	Draw-down consultancy (services as required)
<b>Indicative days:</b>	Up to 20 days per financial year (not guaranteed)
<b>Timeframe:</b>	July 2026 – June 2027

## About CARE Australia

CARE Australia (CA) supports women and girls around the globe to save lives, defeat poverty and achieve social justice. We work in partnership with local communities to provide equal opportunities for women that they have long been denied: the ability to earn an income, gain access to their fair share of resources, to lead and participate in decisions that affect their lives, and to be able to withstand the increasing impacts of climate disasters and other crises.

CARE Australia is a member of the CARE International (CI) confederation. We strive for a world of hope, inclusion and social justice, where poverty has been overcome, and people live in dignity and security.

## About the Department

The International Programs and Operations (IPO) Department is responsible for the efficient and effective management of programs delivered primarily in Asia and the Pacific by a range of CARE Country Offices and local partners. The Department ensures that programs are well designed, assists partners to operationalise quality guidelines, and provides technical expertise to support program delivery, monitoring and reporting. The Department also builds and maintains relationships with key institutional donors, with the Department of Foreign Affairs and Trade (DFAT) as a primary funder. This consultancy sits within the IPO Department.

## GEDSI at CARE

CARE's vision places gender equality, disability and social inclusion (GEDSI) at the heart of our programmatic ambitions. CARE's Theory of Change on gender equality is captured in the

Gender Equality Framework (GEF) which posits that we need to work across three domains (building agency, changing relations and transforming structures) to achieve transformative and sustainable change.

GEDSI is integral to the quality and impact of CARE’s programming. Strengthening GEDSI integration across the program cycle, from analysis and design through to implementation, monitoring, evaluation and learning (MEL), requires specialist technical support that can be drawn on flexibly by CARE Australia, CARE Country Offices and partners.

### About the Consultancy

This is a draw-down consultancy for a GEDSI Consultant to provide high quality technical assistance across CARE Australia’s portfolio, as needed. The Consultant will work with, and report to, the CARE Australia GEDSI Lead, providing additional GEDSI capacity to CARE Australia, CARE Country Offices and CARE partners, primarily in the Pacific and Southeast Asia.

The engagement is for a maximum of 20 days per financial year. Days are drawn down on an as-needed basis only and are not guaranteed; they are subject to the availability of funding and of suitable work. For each piece of work, CARE Australia will confirm the scope and indicative days, and the Consultant will confirm their availability and acceptance of the work before it commences.

### Scope of Services and Indicative Tasks

Indicative areas of GEDSI technical assistance may include, but are not limited to, the following:

Area of support	Indicative tasks
<b>GEDSI analysis</b>	Conduct or contribute to gender, disability and social inclusion analyses to inform program design and implementation.
<b>GEDSI review</b>	Review and provide technical input into program designs, proposals, donor reports, evaluations and other relevant documents to strengthen GEDSI integration and quality.
<b>Capacity building</b>	Design and deliver tailored GEDSI training, coaching, mentoring and skills transfer for CARE Australia, Country Office and partner staff.
<b>Implementation support</b>	Provide technical advice and accompaniment during program implementation, including GEDSI workplans, Gender Marker, and GEDSI mainstreaming support.

Area of support	Indicative tasks
Other technical assistance	Other GEDSI technical assistance as agreed, in response to emerging priorities across CARE Australia’s portfolio and partnerships.

*The specific tasks, deliverables and number of days for each assignment will be agreed in writing between CARE Australia and the Consultant before work commences.*

## Safeguarding

All CARE employees and related personnel must demonstrate a commitment to the prevention of sexual harassment, exploitation and abuse and the protection of children in their work. All CARE Consultants have a shared responsibility to immediately report any safeguarding concerns or incidents.

## Selection Criteria

The selection criteria for this consultancy include:

- A Bachelor’s degree or higher in gender studies, international development, or another relevant field, combined with at least 5 years of relevant professional experience;
- Demonstrated technical expertise in GEDSI integration across the program cycle, including GEDSI analysis, GEDSI-transformative programming and GEDSI integration into MEL;
- Experience providing GEDSI technical assistance, particularly in the Pacific and/or Southeast Asia, including working alongside local partners and civil-society organisations;
- Demonstrated experience in adult learning, facilitation, capacity building and skills transfer on GEDSI (online and face-to-face) across a range of contexts;
- Strong written and spoken communication skills in English, including report writing, in cross-cultural environments;
- Strong time-management skills, with the ability to work with limited supervision and remotely, and a consultative approach that is open to feedback; and,
- An understanding of and commitment to CARE’s vision, mission and values, and a commitment to uphold the CARE Australia Child Safeguarding Policy and the CARE International Safeguarding Policy for the duration of the assignment.

## Consultancy Arrangements

- The Consultant will be engaged under a CARE Australia consultancy agreement as an independent contractor. The engagement does not constitute employment, and the Consultant is responsible for their own taxation obligations.

- Days are drawn down only as funding and work are available and are not guaranteed. The Consultant is free to indicate whether they are available to accept each piece of work offered.
- Fees will be paid at an agreed daily rate against days actually worked on receipt of a tax invoice and timesheet confirming days worked.
- Intellectual property created in the course of the services will vest in CARE Australia, consistent with CARE Australia's standard consultancy terms.
- The engagement is non-exclusive; CARE Australia may engage other parties to provide the same or similar services at any time.

## Application Process

Interested consultants are invited to submit:

- A current CV;
- A brief cover letter outlining suitability for the consultancy; and,
- A daily rate, inclusive of all fees and taxes.

Shortlisted candidates may be requested to provide additional information, such as references or further technical detail, during the selection process.

To apply, please go to [www.care.org.au/careers](http://www.care.org.au/careers) and complete the application form.

For more information, contact Athena Nguyen, GEDSI Lead, at [athena.nguyen@care.org.au](mailto:athena.nguyen@care.org.au).

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**Prepared by:** Athena Nguyen (GEDSI Lead, CARE Australia)

**Reviewed and Approved by:** Charlie Damon, Head of Programs and Partnerships

**Date:** 24 June 2026