

## TERMS OF REFERENCE: Local Consultant - Programme Support

Location:	Brasília, DF, Brazil
Deadline for application:	30 January 2020
Type of contract:	Special Service Agreement
Language(s) required:	English, Spanish and Portuguese
Duration:	3 months
Expected start date:	20 February 2020
Expected end date:	20 May 2020

### I. Background and context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The UN Women Brazil Country Office (CO) Strategic Note 2017-2021 (the UN Women “country programme”) is proposed in the framework of the international commitments to gender equality, empowerment of women and women’s rights of which Brazil is signatory (CEDAW, CERD, Beijing Platform for Action, Durban Action Plan, UN Security Council Resolution 1325 and Agenda 2030). It aligns with the United Nations Partnership Framework for Sustainable Development (UNPFSD) 2017-2021, and with national priorities. It also aligns with four Outcomes of the UN Women Global Strategic Plan (2018-2021):

1. Women lead, participate in, and benefit equally from governance systems
2. Women have income security, decent work and economic autonomy
3. All women and girls live a life free from all forms of violence
4. Women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action

The CO is looking for a part-time consultant to facilitate capacity building processes related to programme formulation, implementation, monitoring, evaluation and knowledge management; as well as on partnership development.

### II. Duties and Responsibilities

Under the overall guidance and direction of the Representative, and in collaboration and coordination with the Programme Manager, the consultant will:

**1. Build capacities of programme team in effective programme management**

- Review and provide feedback to project/programme strategies and documents, workplans, case studies and related knowledge products and publications, as needed;
- Facilitate the development of a strategy for the implementation of the 1325 NAP and for the celebration of the 20 years of the Security Council Resolution 1325 in Brazil;
- Facilitate discussions on the development of the United Nations Cooperation Framework for Sustainable Development (2022-2026), as well as positioning UN Women and gender equality in the document;
- Facilitate discussions and strategic thinking on programme implementation, quality control, identification of potential challenges and of appropriate solutions;
- Facilitate dialogues and strategic thinking on the implementation of the 1325 NAP and the 20 years celebration of the Security Council Resolution 1325 in Brazil;

**2. Provide technical and strategic inputs for the development of a strategy to implement main findings of mid-term review of the Brazil CO Strategic Note and resource mobilization plan**

- Review and provide technical inputs on deliverables of key consultancies to subsidize senior management oversight and strategic decision-making process regarding Mid-term review and resources mobilization plan;
- Facilitate strategic discussions with Brazil CO staff;
- Systematize discussions held and subsidize senior management with working documents if needed.

**3. Provide technical and strategic inputs to engage traditional and non-traditional partners.**

- Map non-traditional partners in support of UN Women mandate;
- Facilitate dialogue and engagement of non-traditional partners in support to UN Women mandate;
- Facilitate a capacity building process of UN Women Brazil CO staff on how to engage in dialogue with key partners (traditional and non-traditional), if needed
- Provide other support as needed.

### III. Products, Schedule and Payments

Product	Deadline	Payment (%)
Month report with a description of the technical support provided	20 March	30%
Month report with a description of the technical support provided	20 April	30%
Month report with a description of the technical support provided	20 May	40%
		<b>100%</b>

All documents must be in United Kingdom (UK) English.



UN Women will review and provide feedback within 5 working days after receiving each product. UN Women will approve after feedback is incorporated and considered final and pay within 10 working days after receiving the original invoice.

#### IV. Travel and Inputs

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Travel is not expected. Inputs for the consultancy, such as equipment and workplace, will be the provided by UN Women.

#### V. Requirement

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**Required qualification:**

**Languages:**

Fluency in English, Spanish and Portuguese.

**Experience:**

At least 5 years of progressively responsible experience in programme management, including programme design, programme coordination, monitoring and evaluation, donor reporting and capacity building;

Experience in working with gender equality and women’s empowerment;

Experience in effectively leading teams.

**Desirable qualification:**

**Experience:**

Experience working to promote racial/ethnic equality.

Experience working in management positions at the UN, preferably at UN Women.

#### VI. Selection

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Applications will be evaluated by the following criteria:

Criteria	Weight
At least 5 years of progressively responsible experience in programme management, including programme design, programme coordination, monitoring and evaluation, donor reporting and capacity building.	25
Experience in working with gender equality and women’s empowerment.	25
Experience working to promote racial/ethnic equality.	10
Experience in effectively leading teams.	10
Experience working at the UN.	30
<b>Total</b>	<b>100</b>

The criteria will be evaluated based on the documents listed in the "Application" section (below).

## Selection process

**First phase:** Shortlist of the applications based on the required qualifications.

**Second phase:** Analysis of the applications by a Selection Committee. Classification based on the criteria.

**Third phase:** Interview, if the Selection Committee considers it necessary.

At the end of the last phase, the selected applicant should provide the following documents:

1. Copies of the diplomas and certificates listed in the P11 form.
2. Copies of the identity document with picture and signature.
3. Evidence of the ownership of a bank account.
4. Vendor form completed and signed.

## VII. Application

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Applicants must send the following documents:

1. [UN Women Personal History Form \(P11\)](#) completed and signed.
2. Supporting documentation as evidence of requirements.
3. **Financial proposal**, in a separate file, with the proposed value of the consultancy.

Send to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) until **30 January 2020**. Indicate in the subject line: "Consultant – Programme Support"

**Applicants that do not send all documentation will be not be considered.**

Due to the large number of applications received, only the selected applicant(s) will be notified.

Questions should be sent to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org). Indicate in the subject line: "QUESTION: Consultant – Programme Support"

## VIII. Observations

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Applicants with an employment at a public institution may only be hired if they present evidence of unpaid leave or a letter of non-objection to the execution of the consultancy, issued by the public institution of employment. If the applicants' relationship is with a research institution and universities, it is sufficient to present a letter of non-objection issued by the public institution of employment.

Applicants may not have an active contract or pending matters with UN Women.

Applicants must not be directly related (mother, father, sister, brother, son or daughter) to employees of the United Nations system.



Link to UN Women Personal History Form (P11): <http://prod.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en>