

I. Position Information

Job Title: Monitoring and Evaluation Associate

Type of Contract: Service Contract

Department: Brazil Country Office

Current Grade: SB4

Reports to (Title/Level): Programme Coordinator (SB5)

Contract Duration: 12 months

Duty Station: Brasilia

II. Organizational 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.

On 21 October 2015, the United Nations General Assembly adopted unanimously the Resolution 70/1 “Transforming our World: the 2030 Agenda for Sustainable Development”¹. Gender equality and the empowerment of women is at the heart of the agenda, as numerous goals and targets address structural barriers to achieve equal rights and opportunities between women and men, girls, and boys. One of the key areas of concern is the economic empowerment of women. It is expressed in targets and indicators of SDG 5 : “*To achieve gender equality and the empowerment of all women and girls*”, and SDG 8: “*To promote inclusive and sustainable development, decent work and employment for all*”. Progress towards the achievement of these SDG’s, will depend not only on the adoption of a set of public policies by governments, but also on the existence of an enabling environment and active engagement from the corporate sector, which is also relevant for the achievement of SDG 17: “*To revitalize the global partnerships for sustainable development*”.

About 80% of jobs in the world are found within the private sector. This represents an enormous potential to implement transformative actions in the world of work and social responsibility in favor of women, benefiting the whole society. There is an increasing consciousness, interest, and commitment of private and public sector companies on the value and benefits of gender equality and the economic empowerment of women and its role to achieve it. This perspective includes not only large corporations but also medium and small enterprises.

UN Women Brazil, coordinates the Regional Programme: “Win-Win: Gender Equality Means Good Business”, including the six (6) implementing countries.² The Programme is executed in partnership with the International Labor Organization (ILO) and is funded by the European Commission. It contributes to the economic empowerment of women by enabling women’s labor force participation and entrepreneurship. It targets women led enterprises and networks, multi-national companies, and relevant stakeholders in Europe and selected Latin American and Caribbean countries.

The Programme promotes business links, joint ventures and innovation between women from both regions, while supporting inter-regional dialogue and exchange of good practices to increase the capacity of the private sector more broadly in the implementation of gender equal business. It thus aims to support businesses, employers, workers, and trade unions to address gender inequality faced by women in the working environment.

¹ Resolution 70/1 document available at: https://www.un.org/ga/search/view_doc.asp?symbol=A/RES/70/1&Lang=E

² Argentina, Brazil, Chile, Costa Rica, Jamaica and Uruguay.

Where relevant, the Programme will adopt the intersectionality perspective to address specific challenges faced by afro descendant and indigenous women. Special attention will be given to identify opportunities to increase the economic empowerment of migrant and refugee women.

One of the Programme guiding platforms is the Women Empowerment Principles (WEPs). The WEPs are coordinated by UN Women and the UN Global Compact, since 2010, and provide guidance on how to empower women in the workplace, marketplace, and community. These principles emphasize the business case for corporate action to promote gender equality and women's empowerment and are informed by real-life business practices and inputs gathered from across the globe.

Under the overall supervision of the Programme Manager, the Monitoring and Evaluation Associate, is responsible for providing substantive support for the design and implementation of monitoring and evaluation tools for all components of the Regional Programme. He/she will follow UN Women monitoring systems and procedures and Evaluation Policy to better undertake its duties. He/She will also work in close collaboration with the National Private Sector Specialists of the Programme implementing countries, as well as, UN Women Brazil Programme Officers, Programme and operations staff. Monitoring and Evaluation investments will guarantee the appropriate documentation of the Programme, building ground for its replicability and sustainability after the Programme completion.

III. Functions

Strategic Planning

- Support design and formulation of new strategies and partnerships proposals aimed to continue the activities in the last year of the Programme and the social impact investment facility, articulating institutional requirements with requirements from partners and allies, including the Monitoring and Evaluation frameworks.

Monitoring and Evaluation

- Supporting periodic follow-up to the Annual Work Plan (AWP) of the Regional Programme, updating relevant information on implementation progress.
- Coordinate the preparation of narrative and financial progress reports on an annual basis. Substantive narrative reports will compile detail Programme progress, achievements, challenges, and lessons learnt and how these lessons will inform subsequent phases of implementation.
- Compile inputs and make substantive contributions to the corporate quarterly reports
- Compile a final consolidated narrative and financial report, upon completion of the Programme,
- In coordination with the responsible team for monitoring contracts and agreements, advising services providers, consultants, and other implementing partners in the elaboration of reports, with formats suitable for this purpose.
- Support management of final evaluations of the regional Programme, including drafting of Terms of Reference and other related activities.

Information and Knowledge Management

- Support the regional Programme knowledge management strategy, in coordination with the EU and ILO, in close dialogue with the communication focal points.
- Contribute to strengthening regional Programme staff capacities in a results-based approach.
- Provide technical assistance to the Regional Programme Manager and National Private Sector Specialists on reporting initiatives of signatory companies.

IV. Key Performance Indicators

- Timely and quality implementation of regional Programme against set workplans, timelines and budgets, in line with the Programme document
- Quality and timely reporting
- Excellent relations with partners and stakeholders
- Regular and timely monitoring and evaluation activities
- Enhanced best practices and lessons learned documented and circulated
- Increase awareness of UN Women and European Union at country level

V. Competencies

Core Values:

- **Integrity:** Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural sensitivity and valuing diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

- **Ethics and Values:** Demonstrate and safeguard ethics and integrity
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment
- **Development and Innovation:** Take charge of self-development and take initiative
- **Work in teams:** Demonstrate ability to work in a multicultural, multiethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication
- **Self-management and Emotional Intelligence:** Stay composed and positive even in difficult moments, manage tense situations with diplomacy and tact, and have a consistent behavior towards others
- **Conflict Management:** Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.
- **Continuous Learning and Knowledge Sharing:** Encourage learning and sharing of knowledge
- **Appropriate and Transparent Decision Making:** Demonstrate informed and transparent decision making

Functional Competencies

- Ability to support design, implementation, monitoring and evaluation of development programs and projects.
- Knowledge of Results Based Management principles and approaches.
- Demonstrated good oral and written communication skills.
- Knowledge of UN management systems
- Knowledge in gender equality and women`s economic empowerment

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • Master’s degree or equivalent in public administration, law, economics, human rights, gender equality, management, social sciences, or other related areas is required. Or additional 4 years of relevant experience to the post, beyond the minimum required.
Experience:	<ul style="list-style-type: none"> • At least 4 years of relevant experience at national or international level in monitoring and evaluation of development programs and projects. • At least 4 years of experience working with Results Based Management principles and approaches. • At least 4 years of experience working with data and statistic • Experience working with gender equality and women’s human rights, preferably related to economic empowerment of women. • Excellent communication skills • Previous experience working in the UN system is an advantage.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English, Spanish and Portuguese is required.

VII. Application, submission package and selection process

All applications must include as one attachment:

- 1) **Motivation Letter**
- 2) **Completed and signed UN Women Personal History form (P-11) which can be downloaded from:** <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>
- 3) **Deadline and submission details:** Interested candidates are requested to apply no later than **Friday July 03** at: 23:59 hours (Brasilia Time) to the email address: unwomenbra.hr@unwomen.org with a subject: “Monitoring & Evaluation Associate for Win-Win: Gender Equality Means Good Business” Programme and answering the application form available at <https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mJJSIL6IKTPamB7TpMiFnGCzd2X-1UOEctjFKVUVPmenenIBBMDU5NzE1RUM5TC4u>

Note: Applications without P11 may be treated as incomplete and may not be considered for further assessment.

Observations

Due to the substantial number of applications received, only the selected applicant(s) will be notified. Applicants must not be related (mother, father, sister, brother, son, or daughter) to United Nations staff members. Applicants must be Brazilian nationals or have permission to work in Brazil.

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.