

Terms of Reference for Individual Contractor
Prevention of Sexual Exploitation and Abuse Advisor

Location:	Brasília, Brazil
Category:	UN Women
Type of contract:	Consultant - Special Service Agreement (SSA)
Post level:	Individual Contractor
Application Type:	External
Languages required:	Portuguese and English
Expected starting date:	15 September 2020
Duration of assignment:	12 months Part-time, 10 hours/week

I. Background

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.

Following the UN General Assembly Resolution A/RES/71/297 of 30 June 2020 on Special measures for protection from sexual exploitation and abuse, and the UN Secretary-General's Report on Special Measures for Protection from Sexual Exploitation and Abuse (A/74/705) from February 2020, which establishes the submission of annual action plans to prevent and respond to sexual exploitation and abuse (SEA) and sexual harassment (SH) as a key component of this accountability framework, in July 2020 the UN Country Team developed and approved an **Action Plan of the United Nations Country Team Brazil to prevent and respond to sexual exploitation and abuse (SEA)**.

Considering UN Women's technical expertise on the issue of gender-based violence and SEA, as well as its coordination mandate within the UN System, the Resident Coordinator (RC) appointed UN Women's Representative as the United Nations Country Team (UNCT) PSEA Coordinator and UN Women as a lead agency for the PSEA. The PSEA Coordinator supports the RC in his system-wide responsibility for setting up a PSEA Network with focal points in all UN agencies, developing collective PSEA strategies, ensuring that PSEA action plans are implemented, and identifying suitable responses and assistance for survivors of sexual exploitation and abuse.

Within UN Women, the Ending Violence Against Women (EVAW) team leader acts as the PSEA Focal Point, provides technical inputs to the PSEA Coordinator and the PSEA Network, as well as coordinates country-level work on PSEA with other UN Women country offices, the Americas and the Caribbean Regional Office, and Headquarters.

It is in this context that UN Women Brazil is recruiting a consultant to support the PSEA Coordinator, the PSEA Network and the PSEA Focal Point in coordinating the implementation of the UN system Action Plan to prevent and respond to sexual exploitation and abuse. The

Individual Contractor will hold a retainer contract, which facilitates direct engagement depending on need and availability within the contract period for a pre-agreed fee.

II. Scope of Work/Duties and Responsibilities

Under the overall guidance of the UN Women Brazil Representative and direct supervision by the EAW project manager/team leader, in liaison with the United Nations Resident Coordinator Office, the Individual Contractor – PSEA Advisor will support the PSEA Coordinator and PSEA Focal Point in all activities related to implementing the UN GA Resolution A/RES/71/297 and UN Women’s Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) Guide, while keeping confidentiality and maintaining a highly ethical behavior at all times. More specifically, the PSEA Advisor will:

1. Support the PSEA Coordinator and the RCO in setting up the UN PSEA Network in Brazil:

- Provide guidance to the PSEA Coordinator and the PSEA Network members and senior leaders in fulfilling their PSEA obligations for the prevention and response to SEA, also in the context of the COVID-19 response.
- Develop detailed Terms of Reference for the PSEA Coordinator, the PSEA Network, the PSEA Network Members, the UN Human Resources Working Group on SEA, and the UNCT Victims’ Rights and Assistance Focal Point based on the global standard TORs.
- Oversee the actions taken to minimize the risks of SEA during the COVID response in the country.
- Advise on the adaptation and implementation of the IASC *Interim Technical Note: Protection from Sexual Exploitation and Abuse (PSEA) during COVID-19 Response in Brazil*.
- Advise on coordination and provide technical assistance on implementation of the *Action Plan of the United Nations Country Team Brazil to prevent and respond to sexual exploitation and abuse (SEA)*.
- Support the facilitation of leadership dialogues on UN standards of conduct relating to sexual exploitation and abuse and on creating a speak-up culture
- Design and deliver trainings on PSEA, policy, guidelines, response mechanisms, prevention, protection, and mitigation measures for the RC Office, UNCT and staff, as required.

2. Build relationships with and provide technical support to the UN Human Resources Working Group in Brazil on SEA:

- Conduct risk assessments on sexual exploitation and abuse, making full use of existing risk management tools.

- Assist the creation, maintenance, and monitoring of a confidential support mechanism to ensure SEA and SH survivors receive the necessary psychosocial support, regardless of the official mechanisms they desire to pursue.
- Provide advice on implementing regular safeguards for recruitment procedures, including on measures to ensure previous SEA and SH offenders are not re-recruited.
- Assess and provide technical inputs to UNDSS for the design and delivery of training materials and sessions for newly recruited UN personnel, including, but not limited to, the Induction Security Briefing and SEA and SH relevant policies.
- Liaise with the UNCT Victims' Rights and Assistance Focal Point.

3. In collaboration with the PSEA Network facilitate an implementation of a detailed operational plan of the UN Country Team Action Plan of the United Nations Country Team Brazil to prevent and respond to SEA and SH:

- Conduct risk assessments in respect of sexual exploitation and abuse, making full use of existing risk management tools.
- Ensure that risks of sexual exploitation and abuse, where present, are managed and mitigated.
- Design, in collaboration with the PSEA network, a confidential support mechanism to be implemented in the country to ensure survivors receive the necessary psychosocial support, regardless of the official mechanisms they desire to pursue within the established mechanisms.
- Propose solutions by which existing reporting mechanisms are accessible, established and publicly available and that victims have access to psychosocial support.
- Develop a learning path/curriculum to ensure that mandatory, continuing training on the prohibition against sexual exploitation and abuse is followed for all UN contracts, including existing and new contracts as well as all type of grades.
- Address the UNCT and the staff in their offices, stressing their obligation to comply with the standards of conduct and reiterating the zero tolerance for acts of sexual exploitation and abuse.
- Ensure that all allegations concerning UN entities present in the country are reported.
- Liaise with the UN Communication Working Group to ensure clear and consistent messages on Protection from Sexual Exploitation and Abuse (PSEA) are accessible and context-specific and developed and disseminated regularly in all delivery sites.
- Identify referral paths for SEA survivors and propose coordination of referral services within and outside the UN System accordingly.

4. Support the UN Women PSEA Focal Point in the coordination and internalization of the PSEA global strategies and tools to the Brazil Country Office:

- Map and conduct SEA and SH assessments of UN Women Brazil’s partners, donors, stakeholders and other responsible parties performing any tasks or in any way connected with UN Women Brazil CO.
- Design and deliver training for UN Women Brazil staff and associates, responsible parties, donors and other stakeholders, as mapped by the consultant and indicated by UN Women Brazil, on UN Women’s tools and mechanisms to preventing and responding to SEA.
- Support the PSEA Focal Point in all tasks and activities related to her mandate as PSEA focal point including, but not limited to, the preparation of reports to the regional and global SEA networks.
- Design communication tools to support the PSEA Focal Point in her awareness raising role.
- Advise on the preparation of complaints against the individuals/entities to whom the PSEA Policy applies are reported to the Office of Internal Oversight Services (OIOS).
- Support reporting to the SEA working group at HQ to share any issues, cases or local observations; and gather data for onward reporting.

Assignment Deliverables and Payments:

The estimated number of workdays and a detailed description of the products/deliverables will be negotiated and agreed between the Contractor and UN-Women at the start of each quarter, and dully incorporated in quarterly work plans. The Contractor will deliver quarterly results-based report of activities, including the full set of supporting documents, such as training agendas and methodologies, handouts, lists of participants, etc. All reports should be submitted in English language.

#	Deliverable	Payment due	Payments
1	Results-based report of activities of the first quarter of the consultancy.	3 months after signature of contract.	25%
2	Results-based report of activities of the second quarter of the consultancy.	6 months after signature of contract.	25%
3	Results-based report of activities of the third quarter of the consultancy.	9 months after signature of contract.	25%
4	Results-based report of activities of the fourth quarter of the consultancy.	12 months after signature of contract.	25%

Inputs

- UN Women will provide the Contractor with background materials related to the assignment.
- The Contractor is expected to work using her/his own computer.

Travel

Travel may be required; in which cases UN Women will be responsible for covering related costs (daily subsistence allowance and other costs).

Performance evaluation:

- Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be carried out and cleared by the project manager which will also be the basis for payment on a delivery by delivery basis to the Contractor.

Financial arrangements:

- Payment will be disbursed once upon receipt of the deliverables (as per above matrix) and their certification by UN Women project manager that the services have been satisfactorily performed.

Core Values

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies: <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

Required Skills and Experience:

Qualifications Education:

Advanced University degree in law, political science, social science, or related field.

Experience:

- 5 years of experience working with Human Rights or related issues.
- Experience in working with gender equality and women’s empowerment.
- Experience with working with preventing sexual exploitation and abuse.
- Knowledge of UN agencies security requirements/ standards.
- Experience of work in/with the UN System in Brazil is an asset.

Languages and other skills:

Portuguese and English.

Evaluation of Applicants:

- Applications will be evaluated based on the applicant’s qualifications.
- A desk review of applicant’s performance will be conducted.
- UN Women may decide to utilize a second-stage procedure in evaluating the profiles, which can include written tests, formal or informal interviews.
- The award of the contract should be made to the individuals whose profile has been evaluated and determined as responsive/compliant/acceptable.

Technical criteria - 100% of total evaluation. Total max 100 points:

The technical qualification of the individual is evaluated based on desk review and following technical qualification evaluation criteria:

Technical Evaluation Criteria	Maximum obtainable Points
Criterion A - Education Advanced University degree in law, political science, social science, or related field.	10
Criterion B – Language skills Portuguese and English	20

Criterion C – Relevant Experience with total for all the following criteria	
5 years of experience working with Human Rights or related issues.	20
Experience in working with gender equality and women’s empowerment	20
Experience with working with preventing sexual exploitation and abuse.	20
Knowledge of UN agencies security requirements/ standards.	10
Total Obtainable Score	100

Application and submission package:

All applicants must complete the online Application Form.

All applications must include as one attachment:

- 1) **Completed and signed UN Women Personal History form (P-11)** in English 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>
- 2) **Cover letter** in English
And as a separate document:
- 3) **Financial proposal** of the **daily rate** in English, in Brazilian Reais (R\$)

Interested candidates are requested to apply no later than 12 pm 25 August 2020 by completing the online Application Form and submitting documents to the following e-mail address: unwomenbra.hr@unwomen.org with a subject **“Individual Contractor – PSEA Advisor”**.

Applications without P11 and financial proposal may be treated as incomplete and may not be considered for further assessment.

Observations

Due to the substantial number of applications received, only selected candidates will be notified. Applicants must not be directly related (mother, father, sister, brother, son, or daughter) to UN staff. Applicants must be Brazilian or have permission to work in Brazil.

Selection process

At the end of the last phase of the selection process, the selected candidate must provide the following documents:

- Copies of diplomas and certificates listed on form P11.
- Copies of IDs (RG and CPF), or another identification document with photo and signature.

Candidates with an employment relationship with public institutions may only be hired if they present evidence of unpaid leave or a letter of non-objection to consulting carried out by the



public employing institution. If the candidate's link is with a research institution and universities, it is enough to present a letter of non-objection issued by the public employing institution.

UN Women applies fair and transparent selection process that would consider the competencies/skills of the applicants as well as their financial proposals.