

## TERMS OF REFERENCE

<b>Contract objective</b>	<b>National consultant Coordination and Partnership for Gender-responsive and Human Rights-based Governance</b>
<b>Subject Area</b>	Governance and Political Participation
<b>Specific topic</b>	Governance, Women’s Leadership and Participation
<b>Required languages</b>	Portuguese and English
<b>Contract type</b>	SSA Regular
<b>Start date</b>	05 January 2021
<b>Contract duration</b>	11 months
<b>Location</b>	Brasília – DF

### I. 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.

Brazil is an upper middle income and highly diverse country ranked as the sixth-largest population and ninth-largest economy in the world. 52% of its population are women, 56% recognize themselves as afro descendent and 0.5% (close to 897,000) as indigenous. In 2019, the country ranked 79 in the human development index as well as in the gender equality index. Brazil ratified key human rights treaties such as the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Belem do Para Convention, and the Convention on the Elimination of Racial Discrimination (CERD). Brazil is also signatory of key normative human rights and development instruments such as the Beijing Declaration and Platform for Action, the Durban Declaration and Programme of Action and the Declaration on the Rights of Indigenous Peoples. In September 2015, Brazil joined the international community in the adoption of the 2030 Agenda for Sustainable Development, committing with the implementation of the 17 Sustainable Development Goals (SDGs), including SDG 5 “Achieve gender equality and empower all women and girls” and initiated the process aiming its localization. In December 2019, a new National Development Plan (Plano Pluri-Annual –PPA) 2020-2023 was approved in line with Brazilian Federal Government priorities and vision. All policies and programmes related to women’s rights are resumed in the programme “Protection to life, strengthening of family, promotion, and protection of human rights for all”.

The UN Women Brazil Country Office Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women’s rights of which Brazil is signatory and aligned with national priorities established in the PPA 2020-2023. It also prioritizes the mitigation of the consequences of Covid-19 pandemic on women making it a cross-cutting perspective to all outcome areas and considering race, ethnic and regional perspectives. The Country Office focus its programme in three outcome areas:

Women lead, participate in, and benefit equally from governance systems.

Women have income security, decent work, and economic autonomy.

All women and girls live a life free from all forms of violence

### II. Background

The project “Human Rights of Indigenous and Quilombola Women: A Governance Matter!” Seeks to promote the rights of Indigenous and Quilombola women in Brazil, aligned with human rights treaties and recommendations of human rights bodies. The project aims to facilitate inclusion and meaningful participation of these Indigenous and Quilombola women in policymaking, state and municipal planning and budgeting, thus ensuring that the governance processes in the states in which the project will be implemented to go beyond averages, aiming to reach everyone and thus, prevent and eliminate discrimination and inequalities based on gender, race and ethnicity. UN Women supports the implementation of international conventions and agreed policy frameworks to promote sustainability and to increase

the resilience of societies, including the Paris Agreement, the United Nations Framework Convention for Climate Change, the Sendai Framework for Disaster Risk Reduction, and the Quito Declaration on Sustainable Cities and Human Settlements for All. In its programming, UN Women supports efforts to reduce risks and vulnerabilities associated with natural and human-made hazards, climate change, violence, conflict, political and social instability, or economic volatility.

The project “Human Rights of Indigenous and Quilombola Women: A Governance Matter!” The project will be implemented in compliance with the standards of the Framework for Advancing Environmental and Social Sustainability in the UN System (2012), Common Approach to Environmental and Social Standards for UN Programming (2019), and the UN Women Corporate Environmental Sustainability Policy Framework. Thus, the project will ensure that social and environmental risks are considered at all stages of implementation and that actions “do no harm”. This framework provides an architecture for integrating environmental and social sustainability measures into policies, programmes, and operations of the UN Women. The project will specifically focus on the state and municipal policies and plans related to management of public forest areas and protected areas, enforcement of environmental legislation, land planning, sustainable forestry management, health care, access to clean water and the other services, which have a direct impact on Indigenous and Quilombola women and their communities.

### III. Consultancy objective

Reporting to the Coordinator/Manager, Gender-responsive Governance, Women’s Leadership and Participation and in collaboration with the Governance and Political Participation Team, the Coordination and Partnership for Governance and Political Participation Consultant will support the effective coordination with the diverse partners, beneficiaries, and stakeholders of the projects thus, contributing in the programme smooth implementation, monitoring, and knowledge sharing.

In this regard, UN Women Brazil Country Office seeks for hiring the National Consultant on Coordination and Partnership for Governance and Political Participation.

### IV. Scope

Under the overall guidance of the UN Women Representative and direct supervision by the Gender-responsive Governance, Women’s Leadership and Participation Portfolio Manager, the National Consultant will implement the following tasks/activities:

**Task 1:** Contribute to maintenance of existing partnerships and expand them further:

- Undertake a mapping of the stakeholders working in the area of gender-responsive and human rights-based governance, women’s leadership and participation; create and regularly update the data base of the stakeholders.
- Draft a brief outline of the partnership’s strategy for the project and the Outcome area.
- Propose effective means for sustaining existing partnerships and establishing new ones in the area of governance.
- Facilitate timely and effective information sharing and efficient communication with all project partners and stakeholders.

**Task 2:** Provide assistance to the project in capacity development to project partners:

- Provide project support to implementation of project activities by and with partners to ensure compliance of the proposed initiatives with the project results framework, baselines, targets, and indicators for capacity development.
- Identify opportunities project capacity gaps of partners, coordinate, and facilitate project support and trainings to partners as needed.
- Support the organization of trainings and workshops.
- Facilitate contact and dialogue with government partners (duty bears)

- Facilitate consultation and listening to civil society for validation or dialogue on products, processes, and actions in the area (right holders).

**Task 3:** Provide inputs to coordination of advocacy and knowledge building efforts by/with the partners Ensure the timely sharing of the project knowledge products and information of the project activities among the partners

- Provide support to timely invitations and coordination of the partners’ participation in the project events and activities and support their organization.

**Travel:**

The consultant is expected to carry out up to 5 trips to each of the states of Maranhão and Pará, with the duration of 5 days, for the duration of the assignment (10 trips in total).

**V. Deliverable products:**

Deliverable products	Percentage of total price	Deadline
1. Proposed work plan for the inception phase (January – June 2020) and the duration of assignment (till December 2020), including detailed planning of the upcoming 3 months	30%	04 February
2. Results-based report on implemented tasks with supporting documents	20%	05 May
3. Results-based report on implemented tasks with supporting documents	20%	05 August
4. Results-based report on implemented tasks with supporting documents	30%	20 November

**VI. Contract execution arrangements**

Payments for the services will be made after the delivery of each product established in the table above, subject to satisfaction and approval by UN Women in accordance with the established schedule.

When processing the last payment, it must be accompanied by the Consultant Performance Evaluation.

The SSA establishes that the remuneration for this contract type is an all-inclusive fee, the organization will not be liable for additional cost or benefits. Hence, it is the responsibility of the consultant to take out adequate medical insurance for the duration of the contract and it is recommendable that the policy includes coverage for COVID-19 related illness. The medical coverage should be international when the contract requires missions or international assignment.

If selected for this vacant post, proof of medical coverage should be presented within the first two months of the contract.

Where a decision is made that travel is required, prior to going on mission consultants/individual contractors should be requested to provide a signed “Statement of good health” to confirm their insurance coverage and inoculations in line with paragraph 5.24.1 in the SSA Policy.

Travel is contemplated for the development of the consultancy; the costs will be covered by consultant and the costs should be included in the finance proposal (annex I).

**VII. Performance monitoring and evaluation**

The **National Consultant on Coordination and Partnership for Gender-responsive and Human Rights-based Governance** consultancy will be managed by **Country Office of UN Women Brazil**. The **Governance and Political Participation** will carry out the supervision of this consultancy. The consultant is not a United Nations staff member and will carry out the activities related to his/her consultancy in a virtual way, from his/her workspace under the work plan.

Three months after the beginning of the consultancy, an evaluation of the selected person's performance and the products produced will be carried out. In case of not being favorable, the contract will be terminated by mutual agreement within 30 days.

For the consultancy's good development, the supervisor will provide the consultant with the existing documents and information that UN Women has related to the consultancy's topics. It is the consultant's responsibility to obtain primary and secondary data from other sources, if necessary.

The consultant will maintain permanent coordination with her/his supervisor to execute and develop the products requested by this consultancy effectively. He/she will also provide information as requested within the framework of the terms of reference.

#### **VIII. Performance indicators**

- Products / deliverables timely presented according to the TORs
- Work quality
- Compliance with expected results.
- Compliance with the competencies (Ref. Profile of the consultant)
- Responsibility, initiative, good communication, accuracy, and quality of the products delivered

#### **IX. Intellectual rights, patents, and other property rights**

The right to equipment and supplies provided by UN Women to the consultant for the performance of any obligation under this contract shall remain with UN Women. Such equipment shall be returned to UN Women at the end of this contract or when the consultant no longer needs it. When returned to UN Women, such equipment shall be in the same condition as when it was given to the consultant, subject to normal wear and tear. The consultant shall be responsible for compensating UN Women for damaged or broken equipment regardless of normal wear and tear.

UN Women shall be entitled to all intellectual property and other proprietary rights including but not limited to: patents, copyrights, and trademarks, concerning products, processes, inventions, ideas, know-how, documents and other materials that the consultant has prepared or collected in consequence of or during the execution of this consultancy, and the consultant acknowledges and agrees that such products, documents and other materials constitute work carried out under the engagement of UN Women. However, if such intellectual property or other property rights consist of any intellectual property or property rights of the consultant (i) that existed before the consultant's performance of his or her obligations under this contract, or (ii) that the consultant may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under this contract, UN Women shall not and shall not claim any ownership interest therein, and the consultant shall grant UN Women a perpetual license to use such intellectual property or other property rights solely for the purpose and the requirements of this contract.

#### **X. Requirements**

For the applicant to be considered, applicants must meet the following qualifications and requirements:

##### **Education**

- Master's degree on Business Administration, Social Sciences, Sociology, Political Science, Gender Equality, Human Rights, and related areas is required

- Fluency in Portuguese is required
- Working knowledge of English is required

### Professional Experience

- At least 2 years of experience in project management, implementation, monitoring, and reporting is required
- Experience with results-based management is required
- Experience with coordination of project teams is required
- Experience of work with the public sector, civil society and international organizations is required.
- Experience with the UN is asset

For the selection process, the evaluation committee will carry out a technical evaluation of resumes based on established requirements and criteria. According to the results will be selected the most qualified person for the position.

For the selection process, the evaluation committee will first carry out a technical evaluation of resumes based on following requirements and criteria:

Requirements	Percentage
Master's degree on Business Administration, Social Sciences, Sociology, Political Science, Gender Equality, Human Rights, and related areas is required	10
Fluency in Portuguese is required and Working knowledge of English is required	5
At least 2 years of experience in project management, implementation, monitoring, and reporting is required	20
Experience with results-based management is required	10
Experience with coordination of project teams is required	15
Experience of work with the public sector, civil society and international organizations is required	10
Experience with the UN is asset	Y/N
Finance proposal	30
<b>Total</b>	<b>100%</b>

Once these minimum requirements have been met, the following skills and experience will be positively valued:

- Training in social communication, gender, human rights, or behavioral sciences.
- Previous work experience with agencies of the United Nations system and/or international cooperation agencies and/or feminist organizations or civil society organizations working on gender issues.

### Functional competencies to be assessed:

- Good teamwork skills.
- Understanding of the gender equality agenda

### Organizational competencies to be assessed:

- Responsibility.
- Creative problem-solving.
- Inclusive collaboration.
- Commitment with counterparts.

### Organizational Values and Principles

- Integrity: Demonstrate consistency in upholding and promoting UN Women's values in actions and decisions, following the United Nations Code of Conduct.
- Professionalism: Demonstrate professional competence and experience in the knowledge of their substantive areas of work.

- Cultural sensitivity and diversity: Demonstrate recognition of the organization's multicultural nature and its staff's variety. Demonstrates international perspective, appreciation of difference in values and learning from cultural diversity.

## XI. Recruitment Process

The evaluation committee will perform a technical evaluation of resumes based on these requirements and criteria for the selection process.

The pre-selected candidates will be called for an interview on the level of knowledge of the thematic area and on the specific topic of this consultancy.

In case of not mentioning the essential requirements in your application, your application will not be considered for evaluation and, therefore, will be discarded to continue the process.

Compliance with these requirements must be demonstrated through the submission of

- Curriculum vitae.
- UN Women Personal History Form (P11), which can be found at [the link](#).
- Personal identification (ID card, CPF or passport).
- Financial proposal (sample is provided in Annex I): The financial proposal shall specify a total lump sum amount with a breakdown of a daily professional rate per number of anticipated working days, travel costs (daily subsistence allowance and other in-country travel costs) and other related costs (e.g., tele-communication).
- All applicants must complete the online Application Form [https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjSIL6KB9ubvjWQRGpoyZBm\\_3IJ9UNE0xVDRCRkk1UUo0TFJHMDJJTDRKQkc0Ri4u](https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjSIL6KB9ubvjWQRGpoyZBm_3IJ9UNE0xVDRCRkk1UUo0TFJHMDJJTDRKQkc0Ri4u)

Interested candidates are requested to apply no later than **11:59 pm 30/12/2020** by submitting applications to: [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) with the subject **“National Consultant on Coordination and Partnership for Gender-responsive and Human Rights-based Governance”**.

### IMPORTANT NOTES.

- Making the application, only one (1) file must be uploaded in PDF format. A guide is attached for you to perform this step. <https://www.wikihow.com/Merge-PDF-Files>.
- UN Women assumes no responsibility and only describes one of the many ways to compress documents related to the application. You may use whichever one you deem appropriate.
- Applications received incomplete or after the closing date will not be considered.
- Only those applications that fit on the shortlist will be contacted for an interview (if applicable).
- Consultants who have an employment relationship with public institutions can only be hired if they present proof of a work permit (license) without expiration and a letter of no objection to the consultancy's performance, issued by the employing institution. If the candidates are linked to a research institution, academic center, or university, presenting a letter of no objection issued by the employing institution is sufficient.
- The selected consultants must have medical coverage and present proof of their coverage within two months of signing their contract.
- If the consultant needs to travel, medical coverage, required vaccines according to the destination, and travel insurance must be confirmed.

**UN Women is committed to achieving workplace diversity in terms of gender, nationality, and culture.**

People from minority groups, indigenous groups and people with disabilities are equally encouraged to apply.

All applications will be treated in the strictest confidence.

### Annex I - Sample of Financial Proposal

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal

#### Cost Breakdown per Deliverables\*

	Deliverables	# of days and Percentage of Total Price (Weight for payment)	Price, BRL (Lump Sum, All Inclusive)
1			
2			
3			
4			
Travel (the consultant will be responsible for travel arrangements)			
5			
	Total	max. # of working days (100%)	BRL.....

\*Basis for payment tranches