

## TERMS OF REFERENCE

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| <b>Project Manager</b>   |   |
| <b>Location:</b>   | Brasília, DF, Brazil                      |
| <b>Deadline for application:</b>   | 04/07/2018                                |
| <b>Type of contract:</b>   | Service Contract (SB5)                    |
| <b>Language(s) required:</b>   | Portuguese and English                    |
| <b>Expected start date:</b> (date on which the candidate should begin working)   | 01/08/2018                                |
| <b>Expected end date:</b>  | 31/07/2019, with possibility of extension |
| <b>Context</b>   |   |
| <p>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.</p> <p>Brazil is today the fifth-largest population and seventh-largest economy in the world. 51.6% of its population are women, 53.6% recognize themselves as afro descendent and 0.47% (close to 897,000) as indigenous. 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". The National Development Plan (<i>Plano Pluri-Anual – PPA</i>) 2016-2019 is aligned with SDGs and places the "Promotion of gender and ethnic-racial equality and overcoming racism, respecting the diversity of human relationships" as one of its main guidance, and "Policies for Women: Promotion of Equality and Combat to Violence" as one of its emblematic programs. Brazil has developed an innovative</p> |   |

partnership model with private sector companies through the promotion of the Women's Empowerment Principles (WEPs). Main challenge now is to strength support and guidance for its implementation and reporting.

Under the overall guidance and direction of the National Programme Officer, the Project Manager manages UN Women Governance, Participation and Global Norms projects in all project management cycles: formulation, implementation, monitoring, evaluation and knowledge generation/sharing. S/he is responsible for the delivery of UN Women projects by providing technical support for the implementation of activities and analysing results achieved during implementation and applying systems and procedures. She/he works in close collaboration with the programme and operations team, UN Women HQ staff, government officials, public and private sector companies, multi and bi-lateral donors and civil society ensuring successful UN Women project implementation.

### Functions and key results expected

#### **1. Project Development, Implementation and Management**

- Supports the analysis and research of the political, social and economic situation in the country to support strategic planning.
- Participates in the design and formulation of project initiatives, translating UN Women's priorities into local interventions and ensuring substantive rigor in the design and application of proven successful approaches.
- Facilitates the collaborative relationships with other UN agencies, government and private sector partners, NGOs, experts, ensuring timely and efficient delivery of activities.
- Provide technical support for the implementation of key activities under UN Women Brazil CO economic empowerment programmes and projects.
- Supports the effective application of Results-Based Management (RBM) tools throughout the project management cycle.
- Manage projects according to RBM requirements and in accordance to the Programme Operations Manual (POM).

#### **2. Resource Mobilization Support**

- Researches information on donors and drafts briefs on possible areas of cooperation.
- Maintains information and databases on donors.
- Develop resource mobilization materials, such as concept notes and project profiles for presentation to donors.
- Follows up on resource on mobilization activities for fund-raising for new projects.

#### **3. Advocacy support and facilitation of knowledge building and management**

- Supports relevant, high-impact advocacy activities and campaigns with key partners.

- Collects knowledge on current and emerging trends by gathering relevant information on projects, strategies, approaches and ongoing experience for lessons learned, best practices.
- Contributes to knowledge networks and communities of practice.

## Competencies

### **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:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

### **FUNCTIONAL COMPETENCIES**

- Development/programming skills particularly those that are pertinent to UN Women strategic priorities on gender issues and women's rights
- Ability to support formulation, implementation, monitoring and evaluation of development programmes and projects
- Good understanding of gender equality and women's empowerment issues
- Knowledge of Results Based Management principles and approaches
- Ability to maintain networks and partnerships with UN agencies and other international partners to promote partnership and build alliances to advance organizational interests and competencies
- Demonstrated good oral and written communication skills

## Recruitment Qualifications

### **Required:**

#### **Education:**

Master's Degree or equivalent in political or social sciences or related field.

#### **Languages:**

Fluency in Portuguese and English.

#### **Experience:**

Minimum 6 years of relevant experience at the national or international level in design, implementation, monitoring and evaluation of development programmes and projects.

Experience working with gender equality and women's human rights.

### **Preferable:**

#### **Experience:**

- Master's Degree or equivalent in political or social sciences or related field, with special focus on studies on gender, race, ethnicity and intersectional discrimination.
- Experience working with gender sensitive governance structures, leadership and participation of women and global norms. Special attention will be given to work experience with indigenous and afrodescendant women's situation and organizations and 2030 Agenda for Sustainable Development and International Decade for People for African Descent.
- Experience working with Results Based Management principles and approaches.
- Experience working in the United Nations System.
- Fluency in Spanish.

## Selection

Applications will be evaluated by the following criteria:

| Criteria   | Weight     |
|--|------------|
| Master's Degree or equivalent in political or social sciences or related field, with special focus on studies on gender, race, ethnicity and intersectional discrimination.  | 25         |
| Experience working with gender sensitive governance structures, leadership and participation of women and global norms. Special attention will be given to work experience with indigenous and afrodescendant women's situation and organizations and 2030 Agenda for Sustainable Development and International Decade for People for African Descent. | 25         |
| Experience working with Results Based Management principles and approaches.  | 20         |
| Experience working in the United Nations System.   | 15         |
| Fluency in Spanish   | 15         |
| <b>Total</b>   | <b>100</b> |

### **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:** Written test, if the Selection Committee considers it necessary.

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

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

- Copies of the diplomas and certificates listed in the P11 form.
- Copies of the RG and CPF, or other identity document with picture and signature.
- Evidence of the ownership of a bank account.
- Vendor form completed and signed.

### **Applications**

Applicants must send the **UN Women Personal History Form (P11)** completed in English and a one-page **application letter** in English to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) until **4 July 2018**. Indicate in the subject line: **“Project Manager Governance, Participation and Global Norms”**

Applications with incomplete 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: Project Manager Governance, Participation and Global Norms”**

### **Observations**

Applicants with employment in public institutions will need to present evidence of leave without pay.

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.

UN Women is committed to the diversity of the workforce in terms of gender, race, ethnicity, nationality and culture. Women and others people belonging to groups of Afro-descendants, indigenous, LGBTTI, disabled, living with HIV and other minorities are also encouraged to apply