

TERMS OF REFERENCE

Home based consultancy - Support Selection of Grant Proposals

Duty Station:	Home based consultancy
Languages Required :	Spanish and English
Starting Date:	27 January 2014
Expected Duration of Assignment:	17 days

The UN Women Regional Office for the Americas and the Caribbean is seeking the services of a short-term consultant to support in the selection of proposals to the UN Trust Fund in Support of Actions to Eliminate Violence against Women. The consultant will screen incoming proposals through an online system and make recommendations based on the criteria set forth by the UN Trust Fund.

Background and Purpose

The UN Trust Fund in Support of Actions to Eliminate Violence against Women (“UN Trust Fund”) was established through UN General Assembly Resolution 50/166 in 1996 UN Women as its Administrator on behalf of the UN system. The UN Trust Fund is a leading global multi-lateral mechanism supporting national efforts to end one of the most widespread human rights violations in the world.

The UN Trust Fund’s annual grant-making process, through its widely publicized Call for Proposals, operates on core principles of ensuring an open, fair, transparent, competitive and merit-based process. The UN Trust Fund focuses on supporting country and local implementation of laws, policies and action plans to address violence against women, while maintaining flexibility in terms of responsiveness to a wide range of forms of violence, national and emerging priorities and needs, and diverse approaches. By 2013, the UN Trust Fund had supported 368 programmes in 132 countries and territories with US\$ 95 million.

On 25 November 2013, the UN Trust Fund launched its annual Call for Proposals for an eight-week period spanning 25 November 2013 – 22 January 2014 (see UN Trust Fund Call at <https://grants.unwomen.org>). Online applications for proposals will be accepted from governments, civil society organizations and United Nations Country Teams in English, French, and Spanish.

Activities and Deliverables

The consultant is expected to have sound knowledge of the issue of violence against women and girls and will review applications submitted by governments and civil society organizations, which includes the following:

- Verifying that each proposal complies with the elements stipulated in the 2013 Call for Proposals document and cross-checking that all supporting documentation received is accurate.
- Providing an objective assessment of applications based on guidelines and criteria set by the UN Trust Fund.
- Recommending the top 25 applications, and providing the necessary justifications for their selection;
- Providing a summary of recommendations for each recommended application, based on the Fund’s criteria and an assessment of the needs, quality, and rationale of the proposal.

- Preparing an introductory note for each of the countries where the final recommended initiatives determined by the Regional Programme Advisory Committee would be implemented. The note should include a brief country context, the relevant provisions against violence against women in each country (legal framework and policies), and the main institutions involved in the implementation of these provisions.
- Preparing an analytical brief that documents trends and emerging topics in the field of violence against women in the region as can be observed from the demand for UN Trust Fund resources specific to the region, including highlighting any lessons learned or feedback from the application review process itself.

Competencies

- Excellent written and spoken fluency in English and Spanish
- Knowledge of women's rights and gender issues globally with a specific expertise on violence against women and girls programming;
- Knowledge of women's organizations and governmental agencies working on women's rights and violence against women around the world;
- Understanding of grant giving processes, programme cycle and monitoring and evaluation frameworks
- Ability to produce a high volume of quality content
- Ability to work under pressure and meet strict deadlines

Qualifications:

- An advanced university degree in Gender, Development Studies or related field and a minimum of 5 years experience in the field of women's rights; or a Bachelor's degree with over 10 years of experience in the field of women's rights.
- Prior experience in grant-making or the field of ending violence against women and in the United Nations System and/or non-governmental organizations is an asset.

How to apply:

Interested candidates are invited to submit their applications to hr.one@unwomen.org by 12 January 2014. Please indicate the title of the vacancy on the subject line of the email message. A complete application consists of an updated CV and a cover letter of not more than one page specifying the motivation for applying to this vacancy.

Only shortlisted candidates will be contacted