

TERMS OF REFERENCE

Programme Analyst – Ending Violence against Women and Girls	
Location:	Brasília, DF, Brasil
Deadline for application:	30/06/2016
Type of contract:	Service Contract (SB5)
Post Level:	Programme Analyst
Language(s) required:	Portuguese, Spanish and English
Expected start date: (date on which the candidate should begin working)	01/08/2016
Expected end date:	31/07/2017 (with possibility of extension)
Context	
<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>In the past decade, Brazil reached important achievements in ending violence against women and girls. The passage of the Maria da Penha Law in 2006 put the country at the global forefront, along with the National Pact, the National Policy and the National Network to End Violence against Women. Between 2005 and 2015, the hotline “Call 180” received over 1.6 million reports of cases of violence. In 2015, the first two “Houses of Brazilian Women” —a one-stop service for women victims/survivors of violence— were inaugurated as part of the Programme “Women Living Free from Violence”. Also in 2015, Brazil joined other Latin American countries in typifying femicide crimes (Law 13104/2015).</p> <p>However, despite this progress, the work to promote end violence against women and girls still presents many challenges. In 2013, one woman was killed every hour and a half, the majority by men with whom they had intimate relationships. The murder rate for women increased between 1980 and 2013 by 43.2%, placing Brazil as the fifth country in the world with highest rates of femicide. In the case of afro descendent women, the rate more than double (54%) during the</p>	

same period. Institutional racism impacts on the decision of black women to report domestic violence. Among women who have suffered violence by intimate partners, 61.6% of white women sought police services, while only 51.9% of black women made this decision. In 2012, the number of rapes was over 50,000.

Under the overall guidance and direction of the National Programme Officer, the Programme Analyst provides programme support to the effective management of UN Women programmes in ending violence against women by contributing in the programme design, formulation, implementation and evaluation. S/he supports the delivery of UN Women programmes by analysing results achieved during implementation and supporting appropriate application of systems and procedures. She/he works in close collaboration with the programme and operations team, UN Women HQ staff, government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation.

Functions and key results expected

1. Programme Development 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 programme 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 partners, NGOs, experts, ensuring timely and efficient delivery of activities.
- Supports the effective application of Results-Based Management (RBM) tools throughout the programme cycle.
- Manage programme/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 programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices.
- Contributes to knowledge networks and communities of practice.

Competencies

CORE VALUES / GUIDING PRINCIPLES

- **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, multi ethnic 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, handle 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 programmes and projects.
- 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, Spanish and English.

Experience:

Minimum 1-2 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:

Experience working with ending violence against women and girls.
Experience working with Results Based Management principles and approaches.
Experience working in the United Nations System.

Selection

Applications will be evaluated by the following criteria:

Criteria	Weight
Master's Degree or equivalent in political or social sciences or related field.	15
Relevant experience at the national or international design, implementation, monitoring and evaluation of development programmes and projects.	20
Experience working with gender equality and women's human rights.	20
Experience working with ending violence against women and girls.	20
Experience working with Results Based Management principles and approaches.	15
Experience working in the United Nations System.	10
Total	100

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 until **30 June 2016**. Indicate in the subject line: **“Programme Analyst - EVAW”**

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. Indicate in the subject line: **“Question: Programme Analyst - EVAW”**

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.