

## TERMS OF REFERENCE

Project Manager	
<b>Location:</b>	Brasília, DF, Brazil
<b>Deadline for application:</b>	15/01/2017
<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)	01/03/2017
<b>Expected end date:</b>	28/02/2018 (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>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. In 2015, the country ranked 75 in the human development index as well as in the gender equality index.</p> <p>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 recently approved 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</p>	

Equality and Combat to Violence” as one of its emblematic programs.

During the past decades, a period of sustained economic growth combined with social inclusion policies, transformed Brazil's social and economic reality: poverty was reduced to its historical minimum level of 3% and important progress achieved in terms of gender equality and women's empowerment. As highlighted in UN Women's flagship report “Progress of the World's Women: Transforming economies, realizing rights” 2015-2016, several Brazilian initiatives have contributed to women's empowerment and access to rights. Among them, the sustained minimum wage readjustment policy has benefited more than 13 million women with an income increase of 77.2% over the past 14 years. Between 1980 and 2010, women's percentage of employed population increased from 26% to 44%. In 2015, a supplementary law (Law 150/2015) expanded the labour rights of 6 million domestic workers —largely Afro-descendant women. Formal jobs among women employed raised from 26,2% to 36%, driven by an increase in 18% of paid employment with access to social security and a decrease of 9% of non-registered domestic work. The programme “Individual Microentrepreneur” enabled autonomous workers to be recognized as formal entrepreneurs, reaching 5 million of people in 2015, and increasing the number of women entrepreneurs by 800% between 2009 and 2014. The conditional cash transfer (CCT) programme *Bolsa Família* —which benefits 16 million Brazilians of whom 94% are women —, is an international reference as a Social Protection policy.

Boosted by the approval of the Maria da Penha Law in 2006, the hotline “Call 180” has received over 1.6 million reports of violence cases between 2005 and 2015. In 2015, the first two “Houses of Brazilian Women” were inaugurated as part of the Programme “Women Living Free from Violence”, the largest investment on women's rights in the history of the country. This model one-stop service for women victims/survivors of violence has been considered a world reference, and strengthens the National Pact and the National Policy to End Violence against women, and the Network of Services for Women in Situation of Violence. Also in 2015, Brazil joined other Latin American countries in typifying femicide crimes (Law 13104/2015).

However, structural gender, race, ethnic and class inequalities still persist in the country. Between 2000 and 2010, the poverty gap between indigenous and non-indigenous population doubled. Brazil occupies the 155<sup>th</sup> place in the ranking of women's participation in politics, with women representing 9.9% of seats in the Chamber of Deputies and 16% in the Senate. Three of the 51 in the Chamber of Deputies and one of the 13 in the Senate are afro descendent women. No indigenous woman has ever been a parliamentarian in Brazil. The majority of the Congress is composed by conservative parties promoting an agenda that undermines women's rights, while those linked to social causes have seen their seats reduced by half in the 2014 general elections. Women also represent only 13.4% of municipal councils and 11.2% of state councils, despite compliance with the quota law of 30% of women candidates in the last elections. The unemployment rate of women is about twice that of men, a difference that increases when comparing white men (4.5%) with afro descendant women (10.5%). Young women are also among the population with more difficulties in accessing the labour market (1 out of 5 is unemployed). In 2014, women surpassed for the first time 70% level of male income; however,

black women have not yet reached 40% of white male's income. Indigenous women earn 58% less than non-indigenous women. One third of Brazilian families are headed by women, of which half are single-parent families. Women also dedicate more than twice as much of their time to domestic chores than men (25.3 hours per week by women vs 10.9 hours in the case of men). 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%. In the case of afro descendent women, the rate more than double (54%) during the 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. At the end of 2015, the Zika virus epidemic stroke the country, placing Brazilian women at the centre of this humanitarian emergency, either because of the risk of giving birth to children with congenital Zika syndrome, or because the burden of care for affected people often falls on women.

Throughout this period, the women's movements continued to push for women's rights to be present in the public agenda. In 2014, a broad coalition of social movements organized a plebiscite on a popular political reform in which gender parity was included. Nearly eight million Brazilians voted, 97.5% in favour. In 2015, under the hashtag #PrimaveraDasMulheres (women's spring), women took to the streets of Brazilian major cities demanding that draft bills that would revoke women's already acquired rights be repelled. This same year, the women's movements organized two major mobilization processes that gathered 70,000 rural women and 30,000 afro descendent women in Brasilia to present their agenda to the executive and legislative powers.

As part of the United Nations Country Team (UNCT), UN Women continues to push for key opportunities to promote gender equality and women's empowerment through strengthened coordination. The new United Nations Sustainable Development Partnership Framework (UNDAF) 2017-2021 has 5 axis that corresponds to the 5 *Ps* of the 2030 Agenda for Sustainable Development (people, planet, prosperity, peace and partnerships), specifying the need to include commitments with gender and racial equality in all of its results. The CO continues to lead the Inter-Agency Thematic Group (TG) on Gender, Race and Ethnicity and to support the implementation of the work plan for the International Decade for People of Afro Descent 2015-2024.

Under the overall guidance and direction of the National Programme Officers, the Project Manager manages UN Women 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 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, multi and bi-lateral donors and civil society ensuring successful UN Women project implementation.

## Functions and key results expected

### 1. Project 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 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 partners, NGOs, experts, ensuring timely and efficient delivery of activities.
- 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 / 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 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 and English.

##### **Experience:**

Minimum 8 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 and/or with sexual and reproductive health and rights.

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.	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 and/or with sexual and reproductive health and rights.	20
Experience working with Results Based Management principles and approaches.	15
Experience working in the United Nations System.	10
<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 **15 January 2017**. Indicate in the subject line: **"Project Manager"**

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"**

## 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.