

I. Position Information

Job Title: Monitoring and Evaluation Associate

Current Grade: SB4

Department: Brasilia (Brazil CO)

Reports to (Title/Level): Regional Programme Coordinator

II. 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.

In 2015, on 25 September, the United Nations General Assembly adopted unanimously the Resolution 70/1 *Transforming our World: the 2030 Agenda for Sustainable Development*. Gender equality and women’s empowerment is at the heart of the agenda, as numerous goals and targets address structural barriers to achieve equal rights and opportunities between women and men, girls and boys.

One of the key areas of concern is the economic empowerment of women. It is expressed in targets and indicators of SDG 5 (Achieve gender equality and empower all women and girls) and SDG 8 (Promote inclusive and sustainable development, decent work and employment for all). Progress toward it depends not only on the adoption of a set of public policies by governments, but also on the existence of an enabling environment and active engagement of the corporate sector. This is also relevant to the achievement of SDG 17 (Revitalize the global partnership for sustainable development).

About 90 per cent of jobs in the world are in the private sector. This represents a huge potential to implement transformative actions in the world of work and social responsibility in favour of women, benefiting the whole society. There is an increasing consciousness, interest and commitment of private and public sector companies on the value and benefits of gender equality and the economic empowerment of women and its role to achieve it.

UN Women - in partnership with ILO and European Commission - is proposing the regional programme “Win-Win: Gender Equality Means Good Business” to contribute to the economic empowerment of women, recognizing them as beneficiaries and partners of growth and development, by increasing commitment of private companies to gender equality and women’s empowerment and strengthening companies’ capacities to implement these commitments. The action will ultimately contribute to the achievement of gender equality through enabling women’s labour force participation, entrepreneurship, economic empowerment and thus their full and equal participation in society.

The guiding platform will be the Women’s Empowerment Principles. The WEPs are a set of Principles for business offering guidance on how to empower women in the workplace, marketplace and community. Coordinated by UN Women and the UN Global Compact, the Principles emphasize the business case for corporate action to promote gender equality and women's empowerment and are informed by real-life business practices and inputs gathered from across the globe.

Targeting women led enterprises and networks, multi-national companies, and relevant stakeholders in Europe and selected Latin American and Caribbean countries, the project will promote business links, joint ventures and innovation

between women from both regions, while supporting inter-regional dialogue and exchange of good practices to increase the capacity of the private sector more broadly in the implementation of gender equal business.

It thus aims to support businesses, employers, workers and trade unions to address gender inequality faced by women in the working environment. Where relevant, the programme will adopt the intersectionality perspective to address specific challenges faced by afro descendant and indigenous women. Special attention will be given to identify opportunities to increase the economic empowerment of migrant and refugee women.

The programme will be implemented in 6 Latin American and Caribbean countries: Argentina, Brazil, Chile, Costa Rica, Jamaica and Uruguay. It will also have a regional component under the responsibility of UN Women Brazil CO.

Reporting to the Regional Programme Coordinator and Regional Programme Officer, the Monitoring and Evaluation Associate is responsible for providing support for the design and implementation of monitoring and evaluation tools for all components of the Regional Programme. He/she will follow UN Women monitoring systems and procedures and Evaluation Policy to better undertake its duties. He/She and will also work in close collaboration with UN Women Brazil Programme Officers, programme and operations staff. M&E investments will guarantee the appropriate documentation of the programme, building ground for its replicability and sustainability after project completion

III. Functions

Planning

- Support PME (Planning, Monitoring and Evaluation) exercises of the Regional Programme and its systematization based on the management of the integrated M&E system. This includes the inception phase related workshops and its results;
- Support the elaboration of Regional Programme annual work plans and align it to UN Women Strategic Notes/AWPs and EU planning instruments in coordination with the Regional Programme Coordinator, EU Delegation focal point and UN Women National Programme officers.
- Support design and formulation of new strategies and partnerships proposals aimed to co-finance programme activities and the social impact investment facility, articulating institutional requirements with requirements from partners and allies, including the M&E frameworks.
- Provide required information to consultants and other services providers about methodological requirements for the presentation of products, with emphasis on the M&E system.

Monitoring and Evaluation

- Support elaboration of a baseline study at the initiation of the regional programme to inform the development of the Monitoring and Evaluation (M&E) Plan to ensure the necessary baseline information to measure progress of the programme;
- Support the elaboration of the Monitoring and Evaluation (M&E) Plan, based on the regional programme theory of change;
- Supporting periodic follow-up to the Annual Work Plan (AWP) of the Regional Programme, updating relevant information on implementation progress;
- Coordinate the preparation of narrative and financial progress reports on an annual basis. Substantive narrative reports will compile detail progress, achievements, challenges and lessons learnt and how these lessons will inform subsequent phases of implementation. Upon completion of the programme, compile a final consolidated narrative and financial report;
- In coordination with the responsible team for monitoring contracts and agreements, advising services providers, consultants and other implementing partners in the elaboration of reports, with formats suitable for this purpose.
- Support management of mid-term and final evaluations of the regional programme, including drafting of Terms of Reference and other related activities;

Information and Knowledge Management

- Support regional programme's knowledge management strategy, in coordination with EU and ILO, in close dialogue with the communication analyst;
- Contributing to strengthening regional programme staff capacities in a results-based approach.
- Provide technical assistance to Regional Coordinator and National Private Sector Specialist on reporting initiatives of signatory companies.

IV. Key Performance Indicators

- Timely and quality implementation of regional programme against set workplans, timelines and budgets, in line with the programme document
- Quality and timely reporting
- Excellent relations with partners and stakeholders
- Regular and timely monitoring and evaluation activities
- Enhanced best practices and lessons learned documented and circulated
- Increase in resources mobilized to co-finance programme activities and to fund the impact investment facility
- Increase awareness of UN Women and European Union at country level

V. Competencies

Core Values:

- **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.
- Demonstrated good oral and written communication skills.
- knowledge of UN management systems
- knowledge in gender equality and women`s economic empowerment

VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none">• Master`s degree or equivalent in public administration, law, economics, human rights, gender equality, management, social sciences or other related areas is required. Or additional 4 years of relevant experience to the post, beyond the minimum required
Experience:	<ul style="list-style-type: none">• At least 4 years of relevant experience at national or international level in monitoring and evaluation of development programmes and projects;• Experience working with gender equality and women`s human rights, preferably related to economic empowerment of women;• Excellent communication skills• Experience working with Results Based Management principles and approaches.• Experience working with data and statistics• Previous experience working in the UN system is an advantage.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English, Spanish and Portuguese is required;