

TERMS OF REFERENCE

Project Manager - Gender in Humanitarian Action	
Location:	Brasília, DF, Brazil
Deadline for application:	07 April 2019
Type of contract:	Service Contract (SB5)
Language(s) required:	Portuguese and English
Expected start date: (date on which the candidate should begin working)	01 May 2019
Expected end date:	31 December 2019 (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>The deepening political, economic and humanitarian crisis in Venezuela is causing a massive exodus of people to other countries in the region, mainly Brazil, Colombia, Ecuador, Peru and Trinidad and Tobago. In Brazil, most people are arriving in the state of Roraima, one of the poorest in the country.</p> <p>In humanitarian crises, the most affected populations are women and girls. Poverty, partial or complete family separation, barriers in access to protection and services and exposure to higher risks of violence have created a situation of increased vulnerability for Venezuelan women in Roraima, especially those living in the streets. Most Venezuelan women are unemployed, and few are working in the informal sector as they lack work permits. This exposes them to labour exploitation, sexual exploitation and other forms of GBV. The situation also causes resentment in the host community who is also seeking an income and has to compete with Venezuelans for jobs in the formal or informal sector.</p> <p>UN Women is committed to ensuring equality between women and men as partners and beneficiaries of humanitarian action. UN Women works in crises prevention, preparedness and response to reduce vulnerabilities, address risks, promote resilience and leverage women's leadership. UN Women works in complex humanitarian contexts in 30 countries to restore dignity, promote resilience of female-headed households, and provide durable solutions for refugees. In 2016 alone, UN Women served 120,000 displaced and refugee women and girls</p>	

under its global flagship programme initiative **Women's Leadership, Empowerment, Access and Protection in Crisis Response (LEAP)**.

In Brazil, the LEAP programme aims to support the Brazilian government in adequately responding to the needs of migrant, asylum seeker, refugee and host women in Brazil.

Immediate objectives include:

- To strengthen protection and support mechanisms for migrant, asylum seeker refugee and host women.
- To promote migrant, asylum seeker, refugee and host women's economic empowerment, opportunities and rights.
- To promote migrant, asylum seeker, refugee and host women's empowerment, leadership and substantive participation in the humanitarian response.

Under the overall guidance and direction of the National Programme Officer, the Project Manager contributes to the effective management of UN Women projects and programmes in Gender in Humanitarian Action thematic area, by contributing in the programme design, formulation, implementation, monitoring, evaluation and knowledge generation/sharing. S/he supports the delivery of UN Women projects and 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 Americas and Caribbean Regional Office (ACRO) and UN Women HQ staff, government officials, multi and bi-lateral donors and civil society ensuring successful UN Women project and programme implementation under portfolio.

Functions and key results expected

1. Contribute technically to the development of projects/programme strategies in the area of Gender in Humanitarian Action

- Provide technical inputs to the design and formulation of strategic notes, annual workplans and project/programme proposals and initiatives related to Gender in Humanitarian Action.

2. Provide technical support to the implementation and management of the Gender in Humanitarian Action projects/programmes

- Provide technical inputs to the Brazil Country Office annual workplan and budget as required;
- Coordinate and monitor the implementation of project/programme activities;
- Coordinate the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners;
- Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
- Support the effective application of Results-Based Management (RBM) tools throughout the project management cycle;

- Ensure compliance of project/programme implementation and management with UN Women's Policy, Procedure and Guidance Framework (PPGF).

3. Provide technical assistance and capacity development support to project/programme partners

- Provide technical support to and technically oversee the implementation of programme activities with partners;
- Maintain relationships with UN agencies, government officials, multi and bi-lateral donors and civil society to support implementation and expansion of project/programmes;
- Identify opportunities for capacity building of partners and coordinate and facilitate technical/programming support and trainings to partners as needed.

4. Provide technical inputs to the monitoring and reporting of the Gender in Humanitarian Action projects/programmes

- Monitor progress on programme activities, results and indicators;
- Monitor the implementation of projects by responsible/implementing partners;
- Draft minutes of monitoring meetings and reports on monitoring missions;
- Provide inputs to monthly, quarterly and annual reports, donor reports, interagency reports (SitRep, UNDAF) and other reports as needed.

5. Provide technical inputs to the management of people and finances of the Gender in Humanitarian Action projects/programmes

- Monitor budget implementation and project/programme expenditures and prepare and perform budget revisions when required;
- Provide inputs to financial reports;
- Support local teams and oversee the work of Programme Associates and Assistants as needed.

6. Contribute to building partnerships and resource mobilization strategies

- Provide inputs to resource mobilization strategies;
- Analyze and maintain information and databases;
- Provide inputs to relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles.
- Provide inputs to resource mobilization materials, such as project profiles, concept notes and project proposals.
- Follow up on resource on mobilization activities for fund-raising for new projects.

7. Provide technical inputs to inter-agency coordination on Gender in Humanitarian Action to achieve coherence and alignment of UN Women programmes with other partners in the country

- Provide technical support to the Representative and National Programme Officers on inter-agency coordination related activities by providing inputs to background reports

and briefs;

- Participate in inter-agency meetings, as requested.

8. Provide inputs to advocacy, knowledge building and communication efforts

- Provide technical inputs to background documents, briefs, speeches and presentations related to Gender in Humanitarian Action;
- Coordinate and support the organization of advocacy activities and campaigns events, trainings, workshops and knowledge products;
- Provide inputs to the development of knowledge management products on Gender in Humanitarian Action.

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

Functional Competencies

- Programme formulation, implementation, monitoring and evaluation skills
- Knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings
- Good analytical skills
- Good knowledge of Gender in Humanitarian Action

Recruitment Qualifications

Required:

Education:

Master's Degree or equivalent in social sciences, human rights, gender/women's studies, international development or related field.

Languages:

Fluency in Portuguese and English.

Experience:

Minimum 6 years of relevant experience working with gender equality and women's human rights.

Experience working with gender in humanitarian action.

Experience working at the national or international level in design, implementation, monitoring and evaluation of development programmes and projects.

Preferable:**Experience:**

Experience working in the United Nations system.

Languages:

Fluency in Spanish.

Selection

Applications will be evaluated by the following criteria:

Criteria	Weight
Master's Degree or equivalent in social sciences, human rights, gender/women's studies, international development or related field.	20
Experience working with gender equality and women's human rights.	30
Experience working with gender in humanitarian action.	20
Experience at the national or international design, implementation, monitoring and evaluation of development programmes and projects.	15
Experience working in the United Nations system.	15
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 complete the online [Application Form](#) and send the following documents:

- [UN Women Personal History Form \(P11\)](#) completed in English and
- A one-page **application letter** in English

Send to unwomenbra.hr@unwomen.org until **07 April 2019**. Indicate in the subject line: **“Project Manager – Gender in Humanitarian Action”**

Applications that do not complete the online application form and do not provide complete 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: Project Manager – Gender in Humanitarian Action”**

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.

URL to the online Application Form: <https://goo.gl/forms/gjeHodD76SoLVcaI3>

URL to UN Women Personal History Form (P11): <http://prod.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en>