

## TERMS OF REFERENCE

<b>Technical Consultancy - Partnership Development Advisor</b>	
<b>Location:</b>	Brasília
<b>Application Deadline:</b>	29/05/2019
<b>Type of Contract:</b>	Individual Contract
<b>Language Required:</b>	Portuguese and English
<b>Other Language:</b>	Spanish
<b>Expected start date:</b>	03/06/2019
<b>Expected end date:</b>	30/08/2019
<b>Background</b>	
<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 UN Women Brazil CO Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women's rights of which Brazil is signatory (CEDAW, CERD, Beijing Platform for Action, Durban Action Plan and Agenda 2030). It aligns with the UNPFSD 2017-2021, and with national priorities established in the PNPM 2013-2015 and in the PPA 2016-2019. It also aligns with four Outcomes of the UN Women Global Strategic Plan (2018-2021):</p> <ol style="list-style-type: none"> <li>1) Women lead, participate in, and benefit equally from governance systems</li> <li>2) Women have income security, decent work and economic autonomy</li> <li>3) All women and girls live a life free from all forms of violence</li> <li>4) Women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action</li> </ol>	

Under the overall guidance and direction of the UN Women CO Representative, the Partnership Development Advisor will provide coordination and facilitation support to the Representative, strengthen strategic partnerships, develop and implement a resources mobilization strategy, support strategic planning and reporting processes and collaborate to knowledge management.

## Duties and Responsibilities

Under the overall guidance and direction of the UN Women CO Representative, the Partnership Development Advisor will:

### 1) Coordination & Facilitation Support to the Representative

- Provide coordination support to the Representative in her interactions and exchanges with United Nations Country Team, Regional Office and HQ staff, keeping record and ensuring action and follow-up when required in a timely and efficient manner.
- Provide technical support to the Representative in her interactions, exchanges and relationship cultivation with other UN agencies, civil society, intergovernmental bodies, national authorities, donors and private sector.
- Draft speeches, talking points and/or design presentation materials for delivery by the Representative in key events, meetings and other internal and external fora ensuring that UN Women's corporate and regional perspective, goals, objectives, strategies and/or policies on gender issues and UN Women programmes are appropriately reflected, working closely with relevant staff as required.
- Seize opportunities for reinforcing positively UN Women image and the Representative exposure in the country

### 2) Normative Framework Strengthening

- Participate in regional, country and other critical meetings and events to evaluate the impact and efficacy of UN Women policies and programs and provide input in strategic discussions and provide technical advice on policies and programs.
- Advocate on behalf of UN Women to help raise awareness and stimulate action to advance gender equality and women's rights.
- Support the implementation of UN Women strategies to promote global normative and policy framework for gender equality and women's empowerment in the country and help governments and stakeholders to assess progress in implementation of CEDAW, CERD, the Beijing Platform for Action, Durban Action Plan, SDGs, the International Decade of People of African Descent, and other normative and frameworks.
- Carry out ongoing advocacy to ensure that UN support towards realization of the national plans and priorities are done in a gender responsive manner, and within agreed international frameworks that promote and protect gender equality.

- Assess national social development trends and identify emerging issues of, relevance to the mandate of UN Women to identify opportunities for development planning to advance UN Women goals and objectives in the country.

### **3) Partnership Development**

- In close consultation/collaboration with national development stakeholders and partners, identify strategic programme opportunities, approaches and modalities to strengthen UN Women country presence and relevance.
- Provide relevant input on key developments and seize opportunities to develop and strengthen institutional partnerships for the promotion of gender equality and women's rights in the country in coordination with thematic areas, including other UN agencies, civil society, national and subnational institutions, potential donors and private sector.
- Liaise with the Civil Society Advisory Group to keep abreast of ongoing issues, discussions and requests and regularly brief the Representative on urgent or pressing issues that require her attention.
- Support strategies to enhance coordination, coherence and accountability of the UN system for commitments to gender equality and women's empowerment and the implementation of initiatives carried out by the TG on Gender, Race and Ethnicity.
- Support UN Women participation and contributions to the UNCT, CCA/UNDAF and UN Reform processes.
- Provide inputs from UN Women to the UNCT for public positioning and defending UN mandate within the country.
- Provide technical input for the coordination of high-level missions of UN Women authorities to Brazil, including liaising with relevant partners and stakeholders and guaranteeing the timely preparation of official travel files, background documents and briefing notes.

### **4) Resources Mobilization**

- Participate in the development and implementation of differentiated, donor fund-raising strategies, aligned and coordinated with thematic areas.
- Map traditional and non-traditional donors such as the private sector, foundations, etc.
- Finalize substantive briefs on possible areas of cooperation, identification of opportunities for resource mobilization and cost sharing.
- Support the determination of programmatic areas of cooperation, based on strategic goals of UN Women, country needs and donors' priorities and develop the relevant partnerships.
- Provide technical support to the development of project proposals in line with the UN Women's strategy and the interest of donors.
- Provide guidance and review pieces of concept notes, cooperation agreements, memoranda of understanding, etc. with partner institutions. by channeling their

relevant directives and instructions and following up on commitments and any required action.

- Maintain active relationship and partnership with the Government, NGOs, UN system and agency partners, intergovernmental and non-governmental organizations, regional commissions, institutes, academia, media, and private sector on women's issues to enhance collaboration, resource mobilization and/or share ideas and to influence agenda and priority setting.
- Plan and oversee the implementation of public information and fundraising events.
- Development of and updating of the business case for funding UN Women in the country.
- Maintenance of portfolio programmes for funding pipeline in the country, including profile of results achieved and current/ future funding needs.
- Development, expand and maintenance of overview of current donor support to UN Women in the country, including funding profiles.
- Liaise with donors, including through regular and ad hoc convening's.

## Deliverables

PRODUCT	DEADLINE	PAYMENT (%)
Monthly report on activities	30 days	5
Monthly report on activities	60 days	5
Monthly report on activities	90 days	9
Monthly report on activities	120 days	9
Monthly report on activities	180 days	9
Monthly report on activities	210 days	9
Monthly report on activities	240 days	9
Monthly report on activities	270 days	9
Monthly report on activities	300 days	9
Monthly report on activities	330 days	9
Monthly report on activities	360 days	9
Monthly report on activities	390 days	9

## Requirements

### Required:

#### Education:

Master's Degree or equivalent in political or social sciences or related field.

#### Languages:

Fluency in Portuguese and English.

#### Experience:

Minimum 6 years of relevant experience at the national or international level in development programme and projects.

Minimum 4 years of experience working with gender equality and women’s human rights.

**Desirable:**

**Experience:**

Experience working with interinstitutional articulation and partnership building.

Experience working with Results Based Management principles and approaches.

Experience working in the United Nations System.

**Languages:**

Fluency in Spanish.

Criteria	Weight
Minimum 6 years of relevant experience at the national or international level in development programme and projects.	20
Minimum 4 years of experience working with gender equality and women’s human rights.	20
Experience working with interinstitutional articulation and partnership building.	20
Experience working with Results Based Management principles and approaches.	15
Experience working in the United Nations System.	15
Fluency in Spanish.	10
<b>Total</b>	<b>100</b>

**Selection Process:**

**Preliminary Evaluation:** it will be verified of applications comply with the minimum requirements established for the consultancy.

**Technical and financial evaluation:** The combined scoring method will be used – technical evaluation will be scored at maximum of 70%, combined with the financial offer, which will be scored at maximum of 30%. The total score will be used to establish an eligibility list.

**Application**

Applicants must send the following documents:

1. **UN Women Personal History Form (P11)** completed and signed. Save it in the format “P11 Name Surname”.
2. Supporting documentation as evidence of requirements (proof of Master Degree; a sample report of results-based, gender/race equality, development project; proof of proficiency in English; etc).
3. **Financial proposal**, in a separate file, with the proposed value of **daily rate** in **Brazilian reais**.

Send applications through P11 to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) until 23h59 (Brasília time) of 29/05/2019, indicating in the subject line “Partnership Development” Only shortlisted candidates will be contacted by UN Women.

### Observations

*UN Women offers equal opportunities to all candidates, and encourages applications from afro-descendants, indigenous, and young women, LGBT, refugees, people with disabilities and people living with HIV/AIDS.*

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.