

## TERMS OF REFERENCE

<b>Project Manager - Ending Violence Against Women</b>	
<b>Location:</b>	Brasília, DF, Brazil
<b>Deadline for application:</b>	23 October 2019
<b>Type of contract:</b>	Service Contract (SB5)
<b>Language(s) required:</b>	Fluency in Portuguese and English; working knowledge of Spanish
<b>Expected start date:</b> (date on which the candidate should begin working)	15 November 2019
<b>Expected end date:</b>	14 November 2020 (with possibility of extension)
<b>Context</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>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”. Despite significant progress in the past decades, Brazil continues to witness extremely high rates of feminicides, intimate and domestic partner violence, and sexual violence. Afro-descendant women are more vulnerable and tend to report or seek help less often. Under notification is a reality and only part of the cases is brought to the public health system.</p> <p>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</p>	

(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, as well as to boost the Secretary-General's UNITE to End Violence Against Women Campaign.

With a view of ensuring that women and girls live a life free from violence, UN Women Brazil contributes to prevention and response strategies to end violence against women and girls. Gender-based violence limits Brazilian women's human rights in all aspects of their lives, and has a large impact on women's participation in the different spaces in society. Through the support to women human rights defenders and their organisations, UN Women seeks to improve safety and security of the most vulnerable, marginalized and discriminated groups of women, who have less access to justice and to public services in general: black, indigenous, rural and urban peripheral women.

Reporting to the leader of the Ending Violence Against Women team, the Project Manager supports the effective management of UN Women projects and programmes in the area of Ending Violence Against Women (EVAW) by contributing in the programme 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. S/he works in close collaboration with the programme and operations teams, 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 programme and project implementation.

## Functions and key results expected

**1. Contribute to the development of projects/programme strategies in the area of Ending Violence Against Women**

- Provide inputs to the formulation of project/programme proposals and initiatives;
- Provide inputs to the formulation of strategic notes (SNs) and annual workplans (AWPs).

**2. Provide support to the implementation and management of the Ending Violence Against Women projects/programmes**

- Provide inputs to project/programme workplans and budgets 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;
- Oversee procurement processes;
- Review, coordinate and monitor the submission of goods and services;
- Prepare proposals for the review of budgets and work plans, and other subsidiary project/programme documents as required;
- Organize and act as the Secretariat of project/programme Steering Committee and Technical Committee meetings, Project Appraisal Committees and other project/programme management mechanisms;
- Ensure 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);
- Liaise with UN Women Regional Office and/or Headquarters on key project/programme implementation and management issues.

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

- Provide managerial/programming support to and oversee the implementation of programme activities by and with partners;
- Identify opportunities managerial/programming capacity gaps of partners, coordinate and facilitate managerial/programming support and trainings to partners as needed;
- Contribute to maintain relationships with UN agencies, government and state institutions, multi and bi-lateral donors and civil society to support implementation and expansion of project/programmes.

**4. Provide inputs to the monitoring and reporting of the Ending Violence Against Women projects/programmes**

- Prepare proposals of project/programme monitoring and evaluation plans, performance monitoring frameworks, and other subsidiary project/programme documents;
- Monitor progress on project/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 and other reports, as needed.
- 5. Provide inputs to the management of people and finances of the Ending Violence Against Women projects/programmes**
- Monitor budget implementation and project/programme expenditures and prepare and perform budget revisions as required;
  - Provide inputs to financial reports;
  - Oversee recruitment processes of staff and consultants;
  - Review, coordinate and monitor the submission of products;
  - 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;
  - Analyse and maintain information, databases and systems, including LEADs and DAMS;
  - Provide inputs to , briefing notes, talking points, and donor profiles;
  - Provide inputs to resource mobilization materials, such as project summaries, project profiles, concept notes and project proposals.
  - Follow up on resource on mobilization activities for new projects.
- 7. Provide inputs to inter-agency coordination on Ending Violence Against Women to achieve coherence and alignment of UN Women programmes with other partners in the country**
- Provide 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 on Ending Violence Against Women**
- Support the development and implementation of communication plans, advocacy activities and campaigns events;
  - Support the organization of trainings and workshops;
  - Support the development of knowledge products.

## 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 Ending Violence Against Women

### **Recruitment Qualifications**

#### **Required:**

#### **Education:**

Master's Degree or equivalent in business, economics, public administration, or related field.

#### **Languages:**

Fluency in Portuguese and English; working knowledge of Spanish.

#### **Experience:**

Minimum 6 years of relevant experience working at the national or international level in the formulation, implementation, monitoring and evaluation of development programmes and projects.

#### **Preferable:**

#### **Experience:**

Experience working with gender equality, women's human rights and/or ending violence against women.

Experience working in the United Nations system.

### **Selection**

Applications will be evaluated by the following criteria:

<b>Criteria</b>	<b>Weight</b>
Master's Degree or equivalent in business, economics, public administration or related field.	25
Experience working at the national or international level in the formulation, implementation, monitoring and evaluation of development programmes and	30

projects.	
Experience working with gender equality and women’s human rights and/or ending violence against women.	20
Experience working in the United Nations system.	25
<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 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](mailto:unwomenbra.hr@unwomen.org) until **23 October 2019**. Indicate in the subject line: **“Project Manager – Ending Violence Against Women”**

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](mailto:unwomenbra.hr@unwomen.org). Indicate in the subject line: **“Question: Project Manager – Ending Violence Against Women”**

### 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://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjJSIL6JCijYNXkwxFrKe>

[5v1leBKxUMVMxWiU5UFZZMVdFNzQ3REkyWEFHQkozVS4u](#)

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>