

TERMS OF REFERENCE

Contract objective	<i>National Consultancy to provide technical support to the implementation of the Programme One Win Leads to Another (OWLA)</i>
Subject Area	<i>Ending Violence Against Women and Girls</i>
Specific topic	One Win Leads to Another
Required languages	English and Portuguese; Spanish is desirable
Contract type	SSA Regular
Start date	Upon signing the contract
Contract duration	5 months
Location	<input checked="" type="checkbox"/> Remote - Full-time
Type of Contract	<input type="checkbox"/> International <input checked="" type="checkbox"/> Local

I. 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. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The three priority areas are:

- Women lead, participate in, and benefit equally from governance systems.
- Eliminate violence against women and girls.
- Increase women's economic empowerment.

II. Background

Currently, the UN Women Brazil area for the Elimination of Violence against Women and Girls implements initiatives in collaboration with strategic partners and civil society organizations aimed at preventing and responding to various types of violence against women and girls. In the prevention pillar, the main strategy is based on the empowerment of girls through sport and early warning and self-protection against threats and violence against women defenders of human rights.

The “One Win Leads to Another (UVLO)” programme, funded by the International Olympic Committee, is aimed at creating safe spaces to enable girls to be able to play sports and acquire life skills: self-esteem and leadership, financial education, health and sexual and reproductive rights, personal and collective empowerment, and elimination of violence. The project is implemented among girls from vulnerable communities in Rio de Janeiro, such as Pedra de Guaratiba, Manguinhos, Ilha do Governador, Maré, Cidade de Deus, Ramos, Santa Cruz and Jacarepaguá, by 11 organizations specialized in Sport for Development, and duly trained in the project’s methodology, which consists of implementing a curriculum that fosters life skills aligned with sports practices. The adolescents who complete the program develop leadership skills and become references for their communities so that they are often prepared to continue their process of empowerment and feminist engagement, either through activism or through the development and implementation of new empowerment projects through sport.

III. Consultancy objective

This consultancy's main objective is to provide technical support to the implementation OWLA programme, with special focus on monitoring and evaluation related activities, as needed.

IV. Scope

Under the overall guidance of the UN Women Brazil Representative and the Programme Manager, the consultant will work under the direct supervision of the OWLA Project Manager. The consultant is expected to carry out the following functions and activities:

1. Provide technical support for the monitoring and evaluation of OWLA project and EAW programme.
 - Appropriate of project’s M&E plan, M&E matrix table, implementation reports, and data collection tools (Salesforce and Excel).
 - Provide support to collect, analyze data on project indicators in a monthly basis and provide high quality inputs for quarterly and annual narrative reports.
 - Facilitate contact with partners to collect M&E related information and apply project’s end line questionnaire.
 - Provide technical support to the Project Manager regarding OWLA projects’ final evaluation, including all phases of data and information collection and analysis.
 - Provide technical support to collect and systematize OWLA project tacit and tangible knowledge on current and emerging trends for lessons learned and good practices.
 - Provide technical support and contribute to knowledge networks and communities of practice of the OWLA project and EAW programme when needed.

2. Provide support and technical assistance for the implementation of OWLA project and EAW programme.
 - Provide support to EAW Project Managers reviewing data and reports on VAWG data development strategies and related initiatives when needed.
 - Provide technical and substantive inputs to draft terms of reference, work plans and recommendations in collaboration with other initiatives carried forward in the OWLA project.
 - Prepare meeting minutes and follow-up reports of the activities developed within the framework of the OWLA project.
 - Provide support and technical inputs and/or advice in the preparation, analysis, and revision of concept notes, briefing notes/abstracts, presentations, and any other type of thematic materials on girls’ empowerment through sports and on elimination of violence against women.
 - Provide support, advice, and inputs for the preparation of knowledge products in support of resources mobilization related activities for the OWLA programme and other EAW-related activities.

V. Deliverable products:

Deliverable products	Percentage of total price	Deadline
1 st Results-based report describing achievements of the reporting period, including lessons learned, challenges and success criteria. Workplan for the next reporting period containing deliverables and corresponding timeline for its achievement.	20%	40 days after contract signature
2 nd Results-based report describing achievements of the reporting period, including lessons learned, challenges and success criteria. Workplan for the next reporting period containing deliverables and corresponding timeline for its achievement.	40%	95 days after contract signature
Final results-based report describing achievements of the reporting period, including lessons learned, challenges and success criteria for the complete period of the assignment.	40%	150 days after contract signature

VI. Contract execution arrangements

Payments for the services will be made after the delivery of each product established in the table above, subject to satisfaction and approval by UN Women in accordance with the established schedule.

When processing the last payment, it must be accompanied by the Consultant Performance Evaluation.

The SSA establishes that the remuneration for this contract type is an all-inclusive fee, the organization will not be liable for additional cost or benefits. Hence, it is the responsibility of the consultant to take out adequate medical insurance for the duration of the contract and it is recommendable that the policy includes coverage for COVID-19 related illness. The medical coverage should be international when the contract requires missions or international assignment.

If selected for this vacant post, proof of medical coverage should be presented within the first two months of the contract.

Where a decision is made that travel is required, prior to going on mission consultants/individual contractors should be requested to provide a signed "Statement of good health" to confirm their insurance coverage and inoculations in line with paragraph 5.24.1 in the SSA Policy.

No travel is contemplated for the development of the consultancy; however, if travel and/or transfers are required, the costs will be covered by UN Women, following the Organization's current rates for such purposes.

In the current crisis due to COVID-19, no travel is foreseen for this consultancy, but rather remote and virtual work. This may change after the present situation.

VII. Inputs

Due to the Covid-19 crisis, the Consultant is expected to work remotely during the assignment on an intermittent basis, as required by her/his supervisor. The consultant is expected to work using her/his own computer.

UN Women will provide the Consultant with background materials related to the assignment and provide logistic and coordination support for the organization of meetings with key stakeholders and partners.

VIII. Performance monitoring and evaluation

The *National Consultancy to Provide Technical Support to the Implementation of the Programme One Win Leads to Another (OWLA)* will be managed by the OWLA Project Manager. The OWLA Project Manager will carry out the supervision of this consultancy. The consultant is not a United Nations staff member and will carry out the activities related to his/her consultancy in a virtual way, from his/her workspace under the work plan.

Three months after the beginning of the consultancy, an evaluation of the selected person's performance and the products produced will be carried out. In case of not being favorable, the contract will be terminated by mutual agreement within 30 days.

For the consultancy's good development, the supervisor will provide the consultant with the existing documents and information that UN Women has related to the consultancy's topics. It is the consultant's responsibility to obtain primary and secondary data from other sources, if necessary.

The consultant will maintain permanent coordination with her/his supervisor to execute and develop the products requested by this consultancy effectively. He/she will also provide information as requested within the framework of the terms of reference.

IX. Performance indicators

- Products / deliverables timely presented according to the TORs.
- Work quality
- Compliance with expected results.
- Compliance with the aforementioned competencies

XI. Intellectual rights, patents, and other property rights

The right to equipment and supplies provided by UN Women to the consultant for the performance of any obligation under this contract shall remain with UN Women. In case any equipment is provided to the Consultant, such equipment shall be returned to UN Women at the end of this contract or when the consultant no longer needs it. When returned to UN Women, such equipment shall be in the same condition as when it was given to the consultant, subject to normal wear and tear. The consultant shall be responsible for compensating UN Women for damaged or broken equipment regardless of normal wear and tear.

UN Women shall be entitled to all intellectual property and other proprietary rights including but not limited to: patents, copyrights, and trademarks, concerning products, processes, inventions, ideas, know-how, documents and other materials that the consultant has prepared or collected in consequence of or during the execution of this consultancy, and the consultant acknowledges and agrees that such products, documents and other materials constitute work carried out under the engagement of UN Women. However, if such intellectual property or other property rights consist of any intellectual property or property rights of the consultant (i) that existed before the consultant's performance of his or her obligations under this contract, or (ii) that the consultant may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under this contract, UN Women shall not and shall not claim any ownership interest therein, and the consultant shall grant UN Women a perpetual license to use such intellectual property or other property rights solely for the purpose and the requirements of this contract.

XII. Requirements

For the applicant to be considered, applicants must meet the following qualifications and requirements:

Education

- Bachelor's degree in Social Science, Economics, International Relations, Human Rights, or other related areas is mandatory.
- Postgraduate studies and/or specializations in Social Science, Development Studies Gender Studies, Economics, Project/Programme Monitoring and Evaluation, Human Rights, or other related areas is mandatory.
- Fluency in English and Portuguese (oral and written) are mandatory.
- Working knowledge of Spanish is desirable.
- Knowledge on Results Based Management is desirable

Professional Experience

- At least 3 years of experience in collecting, systematizing, and analyzing data and/or database management (desirable)
- At least 3 years of professional experience in Monitoring and Evaluation of development projects (desirable)
- At least 3 years of experience in the preparation of technical and reporting documents (narrative reports, concept notes, technical sheets, briefing notes, presentations, etc.) (mandatory)
- Experience working with Gender Equality, sports for development and Women's and Girls' Empowerment (desirable).
- Previous experience with United Nations Agencies and/or International Organizations (desirable).

Functional competencies:

- Strong Excel skills: knowledge on Salesforce tool will be considered an asset.
- Excellent analytical and communication capabilities.
- Good teamwork skills.
- Understanding of the gender equality agenda

Management:

- Ability to perform a variety of specialized tasks related to results management, including support to program design, planning and implementation, data management and reporting.
- Distinctive competence in consulting and communication skills, as well as the ability to work independently and with virtual teams.

For the selection process, the evaluation committee will carry out a technical evaluation of resumes based on established requirements and criteria. According to the results will be selected the most qualified person for the position.

For the selection process, the evaluation committee will first carry out a technical evaluation of resumes based on following requirements and criteria:

Requirements	Percentage
Bachelor’s degree in Social Science, Economics, International Relations, Human Rights, or other related areas (mandatory).	20
Postgraduate studies and/or specializations in Social Science, Development Studies Gender Studies, Economics, Project/Programme Monitoring and Evaluation, Human Rights, or other related areas (mandatory).	20
Fluency in English and Portugues (oral and written) is mandatory	20
At least 3 years of experience in collecting, systematizing, and analyzing data and/or database management (desirable)	10
At least 3 years of professional experience in Monitoring and Evaluation of development projects (desirable)	10
At least 3 years of experience in the preparation of technical and reporting documents (narrative reports, concept notes, technical sheets, briefing notes, presentations, etc.) (mandatory)	20
Total	100%

Once these minimum requirements have been met, the following skills and experience will be positively valued:

- Training in social communication, gender, human rights, or behavioral sciences.
- Previous work experience with agencies of the United Nations system and/or international cooperation agencies and/or feminist organizations or civil society organizations working on gender issues.

Organizational Values and Principles

- Respect for Diversity: Demonstrate recognition of the organization's multicultural nature and its staff's variety. Demonstrates international perspective, appreciation of difference in values and learning from cultural diversity.
- Integrity: Demonstrate consistency in upholding and promoting UN Women's values in actions and decisions, following the United Nations Code of Conduct.
- Professionalism: Demonstrate professional competence and experience in the knowledge of their substantive areas of work.

Organizational competencies

- Awareness and Sensitivity Regarding Gender Issues

- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies: <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

XIII. Recruitment Process

The evaluation committee will perform a technical evaluation of resumes based on these requirements and criteria for the selection process.

The pre-selected candidates may be called for an interview on the level of knowledge of the thematic area and on the specific topic of this consultancy.

In case of not mentioning the essential requirements in your application, your application will not be considered for evaluation and, therefore, will be discarded to continue the process.

Compliance with these requirements must be demonstrated through the submission of:

- Curriculum vitae.
- UN Women Personal History Form (P11), which can be found at [the link](#).
- Personal identification (ID card, passport).
- All applicants must complete the online application form: <https://forms.office.com/r/ZNkU5wF4vS>

Interested Candidates / applicants must register **by 11:59 pm on 11/07/2021** by sending their application to the email: unwomenbra.hr@unwomen.org with the subject *"TDR 035 - National Consultancy to provide technical support to the implementation of the Programme One Win Leads to Another (OWLA)"*.

IMPORTANT NOTES.

- Making the application, only one (1) file must be uploaded in PDF format. A guide is attached for you to perform this step. <https://www.wikihow.com/Merge-PDF-Files>.
- UN Women assumes no responsibility and only describes one of the many ways to compress documents related to the application. You may use whichever one you deem appropriate.
- Applications received incomplete or after the closing date will not be considered.
- Only those applications that fit on the shortlist will be contacted for an interview (if applicable).
- Consultants who have an employment relationship with public institutions can only be hired if they present proof of a work permit (license) without expiration and a letter of no objection to the consultancy's performance, issued by the employing institution. If the candidates are linked to a research institution, academic center, or university, presenting a letter of no objection issued by the employing institution is sufficient.
- The selected consultants must have medical coverage and present proof of their coverage within two months of signing their contract.
- If the consultant needs to travel, medical coverage, required vaccines according to the destination, and travel insurance must be confirmed.

Candidates with an employment relationship with public institutions may only be hired if they present evidence of unpaid leave or a letter of non-objection to consulting carried out by the public employing institution. If the

candidate's link is with a research institution and universities, it is enough to present a letter of non-objection issued by the public employing institution.

UN Women is committed to achieving workplace diversity in terms of gender, nationality, and culture.

People from minority groups, indigenous groups and people with disabilities are equally encouraged to apply.

UN Women applies fair and transparent selection process that would consider the competencies/skills of the applicants as well as their financial proposals. All applications will be treated in the strictest confidence.