

TERMS OF REFERENCE

Contract objective	<i>Support the effective coordination with the diverse partners, beneficiaries, and stakeholders of the project “Human Rights of Indigenous and Quilombola Women: a governance matter!”</i>
Subject Area	Governance and Participation
Specific topic	Human Rights of Indigenous and Quilombola women
Required languages	Fluent Portuguese, Working knowledge of English
Contract type	Special Service Agreement (SSA) – Regular
Start date	Upon signing the contract
Contract duration	6 months
Location	Remote
Modality	Full time
Type of Contract	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 global six priority areas are:

- Women lead, participate in, and benefit equally from governance systems.
- Eliminate violence against women and girls.
- Strengthen the implementation of women's peace and security agenda.
- Increase women's economic empowerment.
- Make gender equality priorities central to national, local, and sectoral plans, budgets, and statistics.
- Implement global norms, policies and standards on gender equality and women's empowerment, laying the foundation for action by governments and other stakeholders at all levels.

II. Background

The project “Human Rights of Indigenous and Quilombola Women: A Governance Matter!” seeks to promote the rights of Indigenous and Quilombola women in Brazil, aligned with human rights treaties and recommendations of human rights bodies. The project aims to facilitate inclusion and meaningful participation of these Indigenous and Quilombola women in policy-making, state and municipal planning and budgeting, aiming to eliminate discrimination and inequalities based on gender, race and ethnicity. The project will specifically focus on the state and municipal policies and plans related to management of public forest areas and protected areas, enforcement of environmental legislation, land planning, sustainable forestry management, health care, access to clean water and the other services, which have a direct impact on Indigenous and Quilombola

women and their communities.

UN Women supports the implementation of international conventions and agreed policy frameworks to promote sustainability and to increase the resilience of societies, including the Paris Agreement, the United Nations Framework Convention for Climate Change, the Sendai Framework for Disaster Risk Reduction, and the Quito Declaration on Sustainable Cities and Human Settlements for All. In its programming, UN Women supports efforts to reduce risks and vulnerabilities associated with natural and human-made hazards, climate change, violence, conflict, political and social instability, or economic volatility.

The project “Human Rights of Indigenous and Quilombola Women: A Governance Matter!” is implemented in compliance with the standards of the Framework for Advancing Environmental and Social Sustainability in the UN System (2012), Common Approach to Environmental and Social Standards for UN Programming (2019), and the UN Women Corporate Environmental Sustainability Policy Framework.

III. Consultancy objective

Reporting to the Programme Analyst for Governance and Participation, the Coordination and Partnership Consultant will support the effective coordination with the diverse partners, beneficiaries, consultants, and stakeholders, contributing to the project’s smooth implementation, monitoring, and knowledge sharing.

At the end of the consultancy, it is expected that coordination in preparation for activities is concluded on a timely manner, UN Women’s collaboration with local and national partners is strengthened, and partners recognize UN Women’s role in promoting indigenous and quilombola women.

IV. Scope

Under the overall guidance of the UN Women Representative and direct supervision by the Programme Analyst, and in coordination with the National Consultants for the project, the National Consultant will implement the following tasks/activities:

Task 1: Contribute to maintenance of existing partnerships and expand them further:

1. Activity 1: Revise the existing mapping of the stakeholders working in the area of gender-responsive and human rights-based governance, women’s leadership and participation; create and regularly update the data base of the stakeholders.
2. Activity 2: Draft a brief outline of the partnership’s strategy for the project and the Outcome area.
3. Activity 3: Propose effective means for sustaining existing partnerships and establishing new ones in the area of governance.
4. Activity 4: Facilitate timely and effective information sharing and efficient communication with all project partners and stakeholders.

Task 2: Provide assistance to the project in capacity development to project partners:

1. Activity 1: Provide project support to implementation of project activities by and with partners to ensure compliance of the proposed initiatives with the project results framework, baselines, targets, and indicators for capacity development
2. Activity 2: Identify and contribute to address capacity gaps of partners in areas related to the project, coordinate, and facilitate project support and carry out training sessions to partners as needed.
3. Activity 3: Support the organization of trainings and workshops

Task 3: Facilitate dialogue with partners on an ongoing basis:

1. Activity 1: Facilitate consultations to civil society and government partners to collect inputs for planning, trainings etc.
2. Activity 2: Promote a sustained dialogue between the team, local and national partners on products, activities, and priorities, following up with partners as needed
3. Activity 3: Ensure all agreed actions with partners are properly documented, and partners and the team are informed of relevant developments on a timely basis
4. Activity 4: Gather and share information on partner's priorities and planned activities that converge with the project on an ongoing basis, in order identify opportunities for collaboration

Task 4: Provide inputs to coordination of advocacy and knowledge building efforts by/with the partners

1. Activity 1: Ensure the timely sharing of the project knowledge products and information of the project activities among the partners
2. Activity 2: Provide support to timely invitations and coordination of the partners' participation in the project events and activities and support their organization.
3. Activity 3: Prepare inputs to reports and presentations on the status of partnerships and priorities

The consultant will be required to undertake at least 10 trips of 3 days each to Maranhão (Grajaú, Penalva, and São Luís) and Pará (Belém, Mocajuba and Santa Luzia do Pará), subject to previous approval of the supervisor.

Deliverable products:

Deliverable products	Payment	Deadline
1. Proposed work plan for the duration of assignment, including detailed planning of the upcoming 3 months	50%	15 September 2022
2. Results-based report on implemented tasks with supporting documents	50%	15 February 2023
Total	100%	6 months
Viagens	Price (BRL)	
DSA (overnight)	R\$ 500	
Travel expenses	Up to R\$ 25,000	

*All reports should be submitted in Portuguese language and include the full set of supporting documents, such as training agendas and methodologies, handouts, lists of participants, etc. The supporting documents can be submitted in Portuguese.

Review/approval time required to review / approve outputs prior to authorizing payments: UN Women will review and provide feedback/approval within 10 working days.

V. Contract execution arrangements

Payments for the services will be made after the delivery of each product established in the table above upon certification of a satisfactory performance 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 post, proof of medical coverage should be presented within the first two months of the contract.

***UN Women Duty Travel Policy: 4.1.5.: Consultants (SSA holders) are not UN Women staff members. Therefore, if travel is required in their Terms of Reference their remuneration shall also cover their travel costs.**

The consultant will be responsible for the travel, terminal fees and Daily Subsistence Allowance (DSA) payments and the other related costs. Prior to going on mission consultants/individual contractors should provide a signed "Statement of good health" to confirm their insurance coverage and inoculations.

Consultants will be reimbursed for travel Airfare, fuel, rental car and other travel related expenses will be reimbursed subject to observance of rules and regulations, and the submission and approval of supporting documents, including price quotations, invoices and proof of expenses. Daily Subsistence Allowance (per diem) should be included in consultancy fees, in the financial proposal, and expenses with food and accommodation will not be reimbursed.

- Travel by air will be by the most direct and economical route: The standard route shall be the most direct route between the traveler's duty station and place of mission. However, the most economical route shall apply when: (a) the cost of the most direct route is higher by 25% or more compared to the most economical route; AND (b) the travel time for the most economical route does not exceed the most direct route by four (4) hours or more. For all air travel, the traveler will be provided with the most economical (lowest) fare in the applicable class of service, including restrictive and non-refundable, available airfares.
- In the event that air travel is not the most appropriate route, is unavailable or impractical, the authorized mode of travel is the most direct surface route by the fastest available means of surface transportation.
- Use of Rental Vehicle during Official Mission: Travelers are expected to use public transportation where reasonable in order to minimize the environmental impact of their travel. Rental cars should only be used for transportation where public transportation is not

available. When claiming reimbursement for rental cars travelers shall demonstrate in their travel claim that reliable, safe and appropriate public transport was not an available option. When renting a car, the smallest safe and reliable vehicle should be chosen.

- Travelers are responsible for obtaining loss damage and liability insurance when renting a vehicle.
- Fuel, parking (with the exception of overnight parking which is not reimbursable), and toll charges will be reimbursed based upon actual charges incurred via the travel claim. Subject to the terms of the rental agreement, travelers are expected to refuel the rental car prior to returning the vehicle to avoid paying greater fuel prices at the car rental company.
- Any traffic/parking violation that is incurred while driving a rental car is the responsibility of the traveler.
- The traveler should report accidents to the proper civil authorities, the car rental agency, their immediate supervisor and the Human Resources focal point.
- Travel arrangements and reimbursement claims will observe UN Women Duty Travel Policy and be processed accordingly.

Security Clearance: UN Women Personnel on Official Duty Travel regardless of destination must obtain security clearance through UNDSS/TRIP prior to travel in accordance with UN Security policy.

VI. Inputs

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 remotely and be available for the presential/virtual meetings with UN Women when required. The consultant may access UN Women Office to use printer or scanner upon agreement with the supervisor.

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

VII. Performance monitoring and evaluation

The work and performance of a consultant or individual subscriber will be evaluated and monitored by the Supervisor on a regular basis to ensure the contractual obligations have been fully met. The consultant will maintain permanent coordination with her/his supervisor to execute and develop the products requested by this consultancy effectively. S/he will also provide information as requested within the framework of the terms of reference.

Performance indicators

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be carried out and cleared by the supervisor which will also be the basis for payment on a delivery-by-delivery basis to the consultant.

VIII. Values and competencies

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.

Core competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional competencies:

- Excellent analytical and communication capabilities.
- Excellent teamwork skills.
- Understanding of the gender equality agenda
- Strong writing skills
- Ability to work in different contexts and multiple stakeholders
- Excellent organization skills

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>

IX. Requirements

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

Education:

- Degree in Public Relations, Social Sciences, International Relations, Human Rights, Development Studies, or other related areas is required.
- Postgraduate studies and/or specializations in Public Relations, Social Sciences, International Relations, Human Rights, Development Studies, Gender Studies, or other related areas is desirable.

Professional Experience:

- At least 3 years of experience in liaising and coordinating partnerships with government and/or civil society partners is required

- Demonstrable experience in planning activities and initiatives, collecting, compiling and systematizing information
- Experience working with public policies and/or social policy and/or Human Rights is required.
- Demonstrable experience in the field of rights of indigenous peoples and/or quilombola is desirable.

Languages and other skills:

- Excellent knowledge of Portuguese
- Proficiency in MS Office
- Working knowledge of English is required

X. Evaluation of Applicants

For the selection process, the evaluation committee will carry out a technical evaluation of qualifications (70%) and the evaluation of financial proposals (30%) based on established requirements and criteria.

The award of the contract should be made to the individuals whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

The total number of points allocated for the technical qualification component is 70. The technical qualification of the individual is evaluated based on desk review and following technical qualification evaluation criteria (mandatory and desirable):

Technical Evaluation Criteria	Maximum Obtainable Points
Criteria A – Relevant Education	15
Degree in Public Relations, Social Sciences, International Relations, Human Rights, Development Studies, or other related areas is required.	5
Postgraduate studies and/or specializations in Public Relations, Social Sciences, International Relations, Human Rights, Development Studies, Gender Studies, or other related areas is desirable.	10
Criteria B - Relevant Professional Experience	50
At least 3 years of experience in liaising and coordinating partnerships with government and/or civil society partners is required	10
Demonstrable experience in planning activities and initiatives, collecting, compiling and systematizing information	15
Demonstrable experience in the field of rights of indigenous peoples and/or quilombola is desirable.	10
Experience working with public policies and/or social policy and/or Human Rights is required.	15

Criteria C - Language and other skills	(5 including:)
Working knowledge of English is required	5
Financial/Price Proposal evaluation	30%
Total Obtainable Score	100%

Evaluation process

Phase 1: longlisting, based on minimum requirements and completion of documentation

Phase 2: shortlisting based on desk review of application documents based on evaluation criteria

Phase 3: technical evaluation of the shortlisted candidates

Phase 4 (optional): based on shortlisting - **written test**

Phase 5 (optional): based on shortlisting/results of the written test - **interview**

XI. Recruitment Process

Application and submission package:

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

All applicants must complete the online [Application Form](#).

All applications must include in their application:

- 1) **Completed and signed UN Women Personal History form (P-11)** in English which can be downloaded from: [UN-Women-P11-Personal-History-Form-en.doc \(live.com\)](#)
- 2) **Two writing samples in Portuguese or English:** the samples shall be used to assess experience in collecting, compiling and systematizing information
- 3) **Financial proposal (sample is provided in Annex I):** The financial proposal shall specify a **total lump sum** amount with a breakdown per deliverables, travel costs (daily subsistence allowance and other in-country travel costs), if applicable and other related costs (e.g., tele-communication).

Interested candidates are requested to apply no later than **11:59 pm 7 August 2022** by submitting applications to unwomenbra.hr@unwomen.org with a subject **"TdR 017 – National Consultant on Partnership and Coordination"**.

Applications without P11, writing samples and financial proposal may be treated as incomplete and may not be considered for further assessment.

IMPORTANT NOTES

- Making the application, UN Women HR strongly suggests that 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.
- 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) and/or evidence of unpaid leave 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. For national consultants, SUS coverage is also accepted as a proof of medical coverage. Selected candidates must present SUS identification card when required (prior to the contract signature). For more information on how to print SUS identification card, please refer to the following website: <https://conctesus-paciente.saude.gov.br/>
- If travel is required, medical coverage, required vaccines according to the destination, travel insurance and statement of good health must be confirmed.

UN Women is committed to achieving workplace diversity including in terms of gender and race.

People from minority groups, indigenous, black and people with disabilities are 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.

Verified/Cleared by:

Ana Paula Martins Oliveira, Administrative Assistant – Human Resources, UN Women Brazil Country Office _____

Approved by:

Anastasia Divinskaya, Representative, UN Women Brazil Country Office

Annex I - Sample of Financial Proposal

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal.

A. Cost Breakdown per Deliverables*

	Deliverables	Percentage of Total Price (Weight for payment)	Price, BRL (Lump Sum, All Inclusive)
1			
2			

3			
4			
	Total	(100%)	BRL.....

**Basis for payment tranches*

*** If applicable*