

## TERMS OF REFERENCE

<b>Contract objective</b>	<i>National Consultant - Corporate Partnership Specialist and Donor Reporting focal point for Private Sector</i>
<b>Subject Area</b>	OEEF
<b>Specific topic</b>	Private Sector Unit
<b>Required languages</b>	<b>Portuguese, English, and Spanish are required</b>
<b>Contract type</b>	<b>Special Service Agreement (SSA) – Retainer</b>
<b>Start date</b>	<b>Upon signing the contract</b>
<b>Contract duration</b>	<b>9 months with possibility of extension</b>
<b>Location</b>	<input checked="" type="checkbox"/> Remote <input type="checkbox"/> Presential City
<b>Modality</b>	<input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part-time
<b>Type of Contract</b>	<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 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

Strong and innovative work in partnerships and advocacy is needed to better contribute to transformative change in the lives of all women and girls by 2030. To strengthen this work, UN Women has created a specific division called the Strategic Partnership Division (SPD), dedicated to engaging with partners in a holistic way based on its various aspects, including policy, advocacy and resource mobilization.

The SPD calls for a range of partnerships with private and public sector partners and seeks to ensure that they are complementary and synergistic. As part of this division, the Multi-Stakeholder Partnerships and Advisory Services (MPAS) session team leads UN Women's engagements and

resource mobilization with the private sector: businesses, philanthropic organizations, high net worth individuals (HNWIs) and individual supporters.

Today it gathers 05 (five) initiatives, namely:

- I. HeForShe/ElesPorElas,
- II. Unstereotype Alliance/Aliança Sem Estereótipos,
- III. Women's Empowerment Principles/Princípios de Empoderamento das Mulheres,
- IV. Women's Entrepreneurship Accelerator/Aceleradora de Empreendedorismo das Mulheres,
- V. WeEmpower

Aligned, therefore, with the MPAS of UN Women's headquarters, the Brazil Office brings together: HeForShe/ElesPorElas, the Unstereotype Alliance/Aliança Sem Estereótipos and the WEPS, with strategic support for programmatic projects that promote and connect to private sector companies, such as the Move Project, whose main objective is to promote the economic empowerment of migrant and refugee women based on the Brazilian government's internalization strategy.

The MPAS in Brazil, similarly to the one developed at UN Women's Headquarters, proposes itself as a driver of UN Women's corporate engagement with the private sector, both in terms of substantive partnership and resource mobilization to support UN Women's mandate and the objectives of the Strategic Plan. It also aims to reflect the UN Women's belief in the essential role of the private sector at large makes sense to achieve SDG 5, and UN Women's role in enabling this. The need to consolidate and reflect this global area is because the UN Women's Brazil Office has become the corporate reference for the private sector in the world, leveraging strategic alliances and promoting an innovative approach to gender integration in the private sector. Brazil is currently the number one country in the ranking of WEPs with around six hundred companies and our national chapter of the Unstereotype Alliance was the result of this relationship with WEPS, being one of the most innovative and consolidated locally and globally. Brazil was also the country that coordinated the Regional Win-Win Program, implemented in partnership with the European Union and the International Labor Organization, through which the WEPs journey and hundreds of tools and methodologies were created to support companies in the sector including support in the design and implementation of gender equality action plans.

### **III. Consultancy objective**

The objective of this consultancy is to provide technical support for account management of private sector's engaged companies, including result-oriented donor reports development focused on the stakeholder's needs under the MPAS integrated work with Impact areas at the UN Women's Brazil Country Office.

At the end of the consultancy, it is expected that the management of partnerships increase in terms of quality, accuracy, and timely response to private sector companies, allowing renew, deepening and new partnerships' engagement. Also, it is expected the development of a standardized format of donor reporting for Private Sector engagement, result-focused and framed to facilitate and consolidate the current and future relationships with private sector stakeholders.

### **IV. Scope**

Under the overall guidance of the UN Women Deputy Representative and direct supervision of Private Sector Analyst as the Project Manager, the National Consultant will implement the following tasks/activities:

- 1. Perform account management role for the current and new projects with private sector for UN Women's Brazil**

- 1.1. Perform as focal point for relationship and account management to existing partnerships leading to renewals and growth;
- 1.2. Develop account management plans based on thorough research and corporate fundraising expertise to deliver realistic income and expenditure targets, internal communications and a calendar of activities with the private sector;
- 1.3. Monitor, evaluate the success and identify the key learning from each partnership and specific fundraising activities to maximize the impact of fundraising over the course of the partnership;
- 1.4. Build strong, professional relationships with the partner organizations, maintaining an extensive list on updated contacts and focal points from companies;
- 1.5. Network and develop relationships throughout the corporate partner at all levels, drawing in senior stakeholders in close connection with Deputy Representative and Representative and in alignment with the private sector strategy and UN Women strategic note;
- 1.6. Undertake specific fundraising projects and activities as required. The post-holder will be expected, with support from their manager, to work autonomously on specific projects that benefit the wider team.

## **2. Perform as donor reporting focal point for the current and new projects with private sector for UN Women's Brazil**

- 2.1. Work with Private Sector Unit under MPAS team in Brazil, Programme area and Programme Management Support Unit to define and manage donor reporting requirements, including reporting products, internal SOPs, templates and schedules for effective partnership management;
- 2.2. Work closely with Programme Team to collect and analyse information on programme activities, results and strategies for projects with Private Sector and its impact to women and girls at national, regional and local levels.
- 2.3. Work with Programme Team to gather results for projects with Private Sector, human interest stories and relevant information to periodically update key reports;
- 2.4. Prepare Donor Report Templates according to the donors' conditionalities and propose the possible reporting formats based on knowledge on private sector in coordination and collaboration with the Programme Management Support Unit;
- 2.5. Prepare and/or provide inputs to other knowledge management and communication products that support partnership and donor management;
- 2.6. Prepare, get approvals and issue quality, customized reports on time and in alignment with private sector strategies for UN Women Brazil;
- 2.7. Maintain update mapping of donors from private sector to identify potential opportunities for strategic alliances and resource mobilization;
- 2.8. Analyze and systematize experiences of the different countries of the region and in other regions, identify good practices, promising practices, learning and knowledge generated (guides, toolbox, case studies, and others) regarding donor reporting;
- 2.9. Support to preparation of technical reports to demands from UN Women's Regional and Headquarters offices regarding WEPS implementation in Brazil

### **Deliverable products:**

The international/national consultant will hold a **retainer** contract, which facilitates direct engagement of the consultant depending on need and availability within the contract period of 9 months. The estimated number of working days, the due dates and a detailed description of each product/deliverable will be negotiated on a case-by-case basis between the consultant and UN Women, and incorporated in a work plan, prior to the assignments. The consultant will commit to make every effort to make her/himself available for the assignments.

Quarterly results-based reports may be submitted describing the activities undertaken as per pre-agreed work plan/tasks, describing progress towards the results of the consultancy. Reports must also include supporting documents such as guidance/technical documents; meeting agenda and minutes; capacity needs assessments; training agendas and methodologies, handouts, lists of participants, evaluations, and additional relevant documents.

#	Deliverables	Payments Schedule
1	First results-based report on the implementation of tasks and activities as per work plan	D (Day of signature of contract) + 30
2	Second results-based report on the implementation of tasks and activities as per work plan	D + 60
3	Third results-based report on the implementation of tasks and activities as per work plan	D + 90
4	Fourth results-based report on the implementation of tasks and activities as per work plan	D + 120
5	Fifth results-based report on the implementation of tasks and activities as per work plan	D + 150
6	Sixth results-based report on the implementation of tasks and activities as per work plan	D + 180
7	Seventh results-based report on the implementation of tasks and activities as per work plan	D + 210

\*All reports should be submitted in English. The supporting documents can be submitted in Portuguese.

Review/approval time required to review / approve outputs prior to authorizing payments: e.g., UN Women will review and provide feedback/approval within 5 working days.

## V. Contract execution arrangements

Payments for the services will be based upon certification of satisfactory services and deliverables in accordance with the pre-agreed work plan.

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.

No travel is contemplated for the development of the consultancy.

**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.**

## 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 presental/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 writing and oral communication skills;
- Excellent networking skills;
- Excellent analytical and communication capabilities.
- Good teamwork skills.
- Punctuality in meeting deadlines

- Quality of the contents
- Ability to develop high quality plans, recommendations

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, they must meet the following qualifications and requirements:

### **Education**

- Degree in Law, Political Science, International Relations, Business Administration, Human Rights, Development Studies, or other related areas.
- Master degree and/or specializations in Development, Gender or related fields;

### **Professional Experience**

- At least three (3) years of work in the area of resource mobilization and/or partnership's relationship;
- At least four (4) years of work experience with writing reports and proposals;
- At least 7 (seven) years of progressively responsible administrative, corporate account management or relationship management work experience;
- Previous experience with United Nations Agencies and/or International Organization;
- Experience working with Gender Equality and Women's and Girls' Empowerment issues will be considered an asset;

### **Languages and other skills**

- Excellent knowledge of Portuguese
- Proficiency in MS Office
- Proficiency in English and Spanish

## **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
<b>Criteria A – Relevant Education</b>	<b>(E.g.: 20 including:)</b>
Degree in Law, Political Science, International Relations, Business Administration, Human Rights, Development Studies, or other related areas. <b>(Mandatory)</b>	10
Master degree and/or specializations in Development, Gender or related fields; <b>(Mandatory)</b>	10
<b>Criteria B - Relevant Professional Experience</b>	<b>(E.g.: 40 including:)</b>
At least three (3) years of work in the area of resource mobilization and/or partnership's relationship; <b>(Mandatory)</b>	10
At least four (4) years of work experience with writing reports and proposals; <b>(Mandatory)</b>	10
At least 7 (seven) years of progressively responsible administrative, corporate account management or relationship management work experience; <b>(Mandatory)</b>	10
Experience working with Gender Equality and Women's and Girls' Empowerment issues will be considered an asset; <b>(Desirable)</b>	5
Previous experience with United Nations Agencies and/or International Organizations <b>(Mandatory)</b>	5
<b>Criteria C - Language and other skills</b>	<b>(E.g.: 10 including:)</b>
Excellent knowledge of Portuguese	5
Proficiency in MS Office	2
Proficiency in English and Spanish	3
<b>Financial/Price Proposal evaluation</b>	<b>30</b>
<b>Total Obtainable Score</b>	<b>100</b>

### 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: <https://forms.office.com/r/NV4891V5iS>

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 <https://www.unwomen.org/>-

</media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>

- 2) Financial proposal (sample is provided in Annex I):** The financial proposal shall specify the total amount including, 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 14/October/2022** by submitting applications to [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) with a subject ***"TdR 011.2022 – Corporate Partnership Specialist and Donor Reporting focal point for Private Sector"***

**Applications without P11 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://conectesus-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.

### **Annex I - Sample of Financial Proposal**

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



**A. Cost Breakdown per Deliverables**

	Deliverables	Price, BRL (All Inclusive)
1	Rate per hour/day/unit	
	Total	BRL.....