

## TERMS OF REFERENCE

Programme Analyst (two positions)	
<b>Location:</b>	Brasília, DF, Brasil
<b>Deadline for application:</b>	30/11/2014
<b>Type of contract:</b>	Service Contract (SB5-1)
<b>Post Level:</b>	Programme Analyst
<b>Language(s) required:</b>	Portuguese, Spanish and English
<b>Expected start date:</b> (date on which the candidate should begin working)	01/01/2015
<b>Expected end date:</b>	31/12/2015 (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>In the past decade, Brazil reached important achievements regarding the promotion of gender equality and women’s empowerment. For example, in 2003 the Secretariat of Policies for Women (SPM) and the Secretariat for the Promotion of Policies for Racial Equality (SEPPIR) were created with ministerial status. Since then, over 600 state and municipal women’s machineries have been created across the country. National Conferences for the participatory formulation and revision of National Plans for Policies for Women and Policies for the Promotion of Racial Equality (PNPM and PLANAPPIR, respectively) were organized every three or four years, with the involvement of hundreds of thousands of women and men.<sup>i</sup></p> <p>The passage of the Maria da Penha Law (to end violence against women) in 2006, put the country at the global forefront. The law is widely known: only 2% of the population has never heard of it.<sup>ii</sup> With 3 million calls received, “Call 180”<sup>iii</sup> had a 1,600% increase in registered calls and 700% increase in reports of violence between 2006 and 2012.<sup>iv</sup> In 2013, President Dilma Rousseff launched the programme “Women Living Free from Violence” (<i>Mulher, Viver Sem</i></p>	

*Violência*) to strengthen the offer of integrated and multi-sectorial services for women across the country. In 2013, the 6.2 million domestic workers — largely Afro-descendant women<sup>v</sup> — achieved equality by being recognized for the first time as workers with rights, that had been denied to them for decades. The conditional cash transfer (CCT) programme *Bolsa Família*, which benefits 16 million Brazilians of whom 94% are women,<sup>vi</sup> is also an international reference as a Social Protection policy.

These achievements would not have been possible without an articulated and consolidated Women's Movement. However, despite this progress, the work to promote gender equality and women's empowerment still presents many challenges. Brazil continues to occupy the 121<sup>st</sup> place in the ranking of women's participation in politics,<sup>vii</sup> with women occupying little more than 10% of seats in the National Congress. Women also occupy just 10% of mayoral offices and represent 12% of municipal councils, despite compliance with the quota law (30%).

The unemployment rate of women is about twice that of men, a difference that increases when comparing white men (5.3%) with Afro-descendant women (12.5%).<sup>viii</sup> Only one quarter of employed women is in the formal sector.<sup>ix</sup> The average salary for men is 30% higher than that of women.<sup>x</sup> One third of Brazilian families are headed by women, of which half are single-parent families.<sup>xi</sup> Women dedicate more than twice as much of their time to domestic chores than men.<sup>xii</sup> The femicide rate for women doubled between 1980 and 2011, and today one woman is killed every two hours, the majority by men with whom they have intimate relationships,<sup>xiii</sup> placing Brazil as the seventh country in the world with highest rates of femicide.<sup>xiv</sup> In 2012, the number of rapes was over 50,000.<sup>xv</sup>

To promote significant changes in the lives of Brazilian women and girls, UN Women offers comparative advantages, such as solid partnerships with the civil society, government and UN organizations. There is accumulated knowledge and experience in working with the intersectionality of gender, race, age and ethnicity, mainstreamed into policies, plans, budgets, data, and statistics. The support for strengthening women's leadership and participation in spaces of power and decision has been oriented towards less-represented groups, such as Afro-descendant, young and indigenous women. With these groups, the CO has been working to guarantee the right to decent work, and to foster cooperativism and entrepreneurship, while simultaneously building partnerships with the public and private sectors to create a culture that promotes gender equality and women's empowerment.

UN Women has worked innovatively with information and communication technologies (ICTs), and has supported the development of a methodology to produce evidence about institutional tolerance to sexism and racism. The relationship with the private sector has consolidated over the past few years, Brazil ranking second of businesses that have signed on to the Women's Empowerment Principles (WEPs). The position of Brazil in the current international context opens space for promoting South-South cooperation, especially with African and Latin American countries, and through the BRICS (Brazil, Russia, India, China, and South Africa) and IBSA (India, Brazil, and South Africa). The size of its economy is an opportunity for the

mobilization of resources with public and private companies in the country.

Under the overall guidance and direction of the National Programme Officer, the Programme Analyst provides programme support to the effective management of UN Women programmes in the CO by contributing in the programme design, formulation, implementation and evaluation. S/he supports the delivery of UN Women programmes by analysing results achieved during implementation and supporting appropriate application of systems and procedures. She/he works in close collaboration with the programme and operations team, UN Women HQ staff, Government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under portfolio.

### Functions and key results expected

#### **1. Programme Development and Management**

- Under the guidance of the National Programme Officer, supports the analysis and research of the political, social and economic situation in the country and drafts reports to support the UN Women country office programme planning.
- Participates in the design and formulation of programme initiatives in the assigned focus area translating UN Women's priorities into local interventions and ensuring substantive rigor in the design and application of proven successful approaches.
- Facilitates the collaborative relationships with other UN agencies, experts, government counterparts ensuring timely and efficient delivery of inputs related to assigned portfolio.
- Supports the effective application of RBM tools and monitoring achievement of results
- Manage programme/projects appraisal and evaluation according to results-based management requirements.

#### **2. Inter-Agency Coordination Support**

- Provides programme support to the UN Women National Programme Officer on inter-agency coordination related activities.
- Provides inputs for the country level Comprehensive Country Assessment (CCA)/UNDAF processes and similar exercises related to the RC system by ensuring that gender concerns are clearly reflected.
- Contribute to CCA/UNDAF processes and other documents by collecting substantive inputs from the Programme Unit and analyzing and researching the political, social and economic situation in the region.
- Helps puts together analytical and regular progress reports on UN Women's program experiences in support of UN women inter-agency coordination role.

#### **3. Strategic partnerships building and resource mobilization Support**

- Supports strategic partnerships and resource mobilization efforts by researching

relevant documentation, and participating in donor meetings and public information events.

- Maintains information and databases on donors and developing database of project profiles for presentation to donors
- Ensure good partnerships with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society etc.
- Researches information on donors and drafts briefs on possible areas of cooperation.
- Follows up on resource on mobilization activities for fund raising for new projects in coordination with the UN Women National Programme Officer.

#### **4. Advocacy support and facilitation of knowledge building and management**

- Under the guidance of the National Programme Officer, supports the establishment of advocacy networks at national level.
- Supports relevant, high-impact advocacy activities and campaigns with key partners.
- Collects knowledge on current and emerging trends by gathering relevant information on programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices.
- Contributes to knowledge networks and communities of practice.

## **Competencies**

### **CORE VALUES / GUIDING PRINCIPLES**

- **Integrity:** Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural sensitivity and valuing diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

### **CORE COMPETENCIES**

- **Ethics and Values:** Demonstrate and safeguard ethics and integrity
- **Organizational Awareness:** Demonstrate corporate knowledge and sound judgment
- **Development and Innovation:** Take charge of self-development and take initiative
- **Work in teams:** Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
- **Communicating and Information Sharing:** Facilitate and encourage open communication and strive for effective communication
- **Self-management and Emotional Intelligence:** Stay composed and positive even in difficult

moments, handle tense situations with diplomacy and tact, and have a consistent behavior towards others

- **Conflict Management:** Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.
- **Continuous Learning and Knowledge Sharing:** Encourage learning and sharing of knowledge
- **Appropriate and Transparent Decision Making:** Demonstrate informed and transparent decision making

**FUNCTIONAL COMPETENCIES**

- Development/programming skills particularly those that are pertinent to UN Women strategic priorities on gender issues and women’s rights
- Ability to support formulation, implementation, monitoring and evaluation of development programmes and projects
- Knowledge of Results Based Management principles and approaches
- Ability to maintain networks and partnerships with UN agencies and other international partners to promote partnership and build alliances to advance organizational interests and competencies
- Demonstrated good oral and written communication skills

**Recruitment Qualifications**

**Education:**

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

**Languages:**

Fluency in Portuguese, Spanish and English.

**Experience:**

Minimum 1-2 years of relevant experience at the national or international level in design, monitoring and evaluation of development projects.

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

Experience working in the United Nations System is an asset.

**Selection**

Applications will be evaluated by the following criteria:

Criteria	Weight
Master’s Degree or equivalent in political or social sciences or related field.	15
Relevant experience at the national or international in design, monitoring and evaluation of development projects.	40
Experience working with gender equality, women’s human rights and/or ending violence against women.	30
Experience working in the United Nations System.	15

<b>Total</b>	<b>100</b>
<p><b><u>Selection process</u></b></p> <p><b>First phase:</b> Shortlist of the applications based on the required qualifications.  <b>Second phase:</b> Analysis of the applications by a Selection Committee. Classification based on the criteria.  <b>Third phase:</b> Written test, if the Selection Committee considers it necessary.  <b>Fourth phase:</b> Interview, if the Selection Committee considers it necessary.</p> <p>At the end of the last phase, result will be informed and the selected applicant should facilitate the following documents:</p> <ul style="list-style-type: none"> <li>- Copies of the diplomas and certificates listed in the P11.</li> <li>- Copies of the RG and CPF, or other identity document with picture and signature.</li> <li>- Evidence of the ownership of a bank account.</li> <li>- Vendor form completed and signed.</li> </ul>	
<p><b>Applications</b></p> <p>Applicants must send <b>P11 template completed</b> (available at <a href="#">hiperlink</a>) and <b>application letter</b> to <a href="mailto:unwomenbra.hr@unwomen.org">unwomenbra.hr@unwomen.org</a> until <b>30 November 2014</b>. Indicate in the subject line: <b>“Programme Analyst”</b></p> <p>Applications with incomplete documentation will be not be considered.</p> <p>Due to the large number of applications received, only the selected applicant(s) will be notified.</p> <p>Questions should be sent to <a href="mailto:unwomenbra.hr@unwomen.org">unwomenbra.hr@unwomen.org</a>. Indicate in the subject line: <b>“Question: Programme Analyst”</b></p>	
<p><b>Observations</b></p> <p>Applicants with employment in public institutions will need to present evidence of leave without pay.</p> <p>Applicants must not be related (mother, father, sister, brother, son or daughter) to United Nations staff members.</p> <p>Applicants must be Brazilian nationals, or have permission to work in Brazil.</p>	

<sup>i</sup> Secretariat for Policies for Women, *Plano Nacional de Políticas para as Mulheres 2012-2015* (“National Plan for Policies for Women 2012-2015”), 2013, p. 9. Retrieved from [http://www.compromissoeatitude.org.br/wp-content/uploads/2012/08/SPM\\_PNPM\\_2013.pdf](http://www.compromissoeatitude.org.br/wp-content/uploads/2012/08/SPM_PNPM_2013.pdf).

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- <sup>ii</sup> Data Popular and Institute Patrícia Galvão, *Percepção da Sociedade sobre Violência e Assassinatos de Mulheres* (“Society’s Perception on Violence and Murder of Women”), 2013. Retrieved from: [http://www.spm.gov.br/publicacoes-teste/publicacoes/2013/livro\\_pesquisa\\_violencia.pdf](http://www.spm.gov.br/publicacoes-teste/publicacoes/2013/livro_pesquisa_violencia.pdf),
- <sup>iii</sup> “Ligue 180” (“Call 180”) is a free hotline to provide assistance and information to women on rights and services. It operates 24 hours/day and 7 days/week.
- <sup>iv</sup> Secretariat for Policies for Women, *Observatório Brasil da Igualdade de Gênero* (“Brazil Observatory for Gender Equality”), 2013. Retrieved from: <http://www.observatoriodegenero.gov.br/menu/noticias/com-tres-milhoes-de-atendimentos-ligue-180-tem-1-600-de-aumento-de-registros-em-seis-anos> (accessed on 11 September 2013).
- <sup>v</sup> Institute for Applied Economic Research, *Retrato das Desigualdades de Gênero e Raça* (“Portrait of Gender and Race Inequalities”), 4 ed, 2011. Retrieved from: [http://www.ipea.gov.br/portal/images/stories/PDFs/livros/livros/livro\\_retradodesigualdade\\_ed4.pdf](http://www.ipea.gov.br/portal/images/stories/PDFs/livros/livros/livro_retradodesigualdade_ed4.pdf)
- <sup>vi</sup> Ministry of Social Development, *Women and Afro descendants are the main beneficiaries of the actions of Brazil Without Poverty*. Retrieved from: <http://www.mds.gov.br/saladeimprensa/noticias-1/2013/setembro/mulheres-e-negros-sao-principais-beneficiarios-das-acoas-do-brasil-sem-miseria> (accessed on 28 November 2013).
- <sup>vii</sup> Inter-Parliamentarian Union, 2013. Retrieved from: <http://www.ipu.org/wmn-e/classif.htm> (accessed 11 September 2013).
- <sup>viii</sup> Institute for Applied Economic Research, *Retrato das Desigualdades de Gênero e Raça* (“Portrait of Gender and Race Inequalities”), 4 ed, 2011. Retrieved from: [http://www.ipea.gov.br/portal/images/stories/PDFs/livros/livros/livro\\_retradodesigualdade\\_ed4.pdf](http://www.ipea.gov.br/portal/images/stories/PDFs/livros/livros/livro_retradodesigualdade_ed4.pdf)
- <sup>ix</sup> Ibid.
- <sup>x</sup> Brazilian Institute of Geography and Statistics, *Pesquisa Nacional por Amostra de Domicílios 2011* (“National Household Sample Survey”). Retrieved from: [ftp://ftp.ibge.gov.br/Trabalho\\_e\\_Rendimento/Pesquisa\\_Nacional\\_por\\_Amostra\\_de\\_Domicilios\\_anual/2011/Sintese\\_e\\_Indicadores/sintese\\_pnad2011.pdf](ftp://ftp.ibge.gov.br/Trabalho_e_Rendimento/Pesquisa_Nacional_por_Amostra_de_Domicilios_anual/2011/Sintese_e_Indicadores/sintese_pnad2011.pdf).
- <sup>xi</sup> Ibid, *Censo Demográfico 2010* (“2010 Demographic Census”), 2010. Retrieved from: <http://censo2010.ibge.gov.br/> (accessed on 11 September 2013).
- <sup>xii</sup> Institute for Applied Economic Research, *Retrato das Desigualdades de Gênero e Raça* (“Portrait of Gender and Race Inequalities”), 4 ed, 2011. Retrieved from: [http://www.ipea.gov.br/portal/images/stories/PDFs/livros/livros/livro\\_retradodesigualdade\\_ed4.pdf](http://www.ipea.gov.br/portal/images/stories/PDFs/livros/livros/livro_retradodesigualdade_ed4.pdf)
- <sup>xiii</sup> Brazilian Centre for Latin American Studies and Latin American College for Social Sciences, *Mapa da Violência* (“Violence Map”), 2012. Retrieved from: <http://www.mapadaviolencia.org.br/index.php> (accessed 11 September 2013).
- <sup>xiv</sup> BANDEIRA, Lourdes. *Feminicídio: a última etapa do ciclo da violência contra a Mulher*. Retrieved from: <http://www.compromissoeatitude.org.br/feminicidio-a-ultima-etapa-do-ciclo-da-violencia-contra-a-mulher-por-lourdes-bandeira/> (accessed 29 November 2013).
- <sup>xv</sup> Brazilian Forum of Public Safety, *Brazilian Public Safety Annual Report 2013*. Retrieved from: <http://www2.forumseguranca.org.br/novo/produtos/anuario-brasileiro-de-seguranca-publica/7a-edicao>.