

## TERMS OF REFERENCE

Ending Violence Against Women Specialist	
<b>Location:</b>	Brasília, DF, Brazil
<b>Deadline for application:</b>	30 November 2019
<b>Type of contract:</b>	Service Contract (SB5)
<b>Language(s) required:</b>	Portuguese, Spanish and English
<b>Expected start date:</b> (date on which the candidate should begin working)	01 January 2020
<b>Expected end date:</b>	31 December 2020 (with possibility of extension)
Context	
<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 (UNDAF) 2017-2021 has 5 axis that corresponds to the 5 Ps of the 2030 Agenda for Sustainable</p>	

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 (EVAW) team, the EVAW Specialist provides support to the development of EVAW programmes and projects, to capacity building to the Country Office (CO) team and partners, to the establishment and strengthening of partnerships, and to the development of relevant knowledge products on EVAW. S/he provides support to the effective management of UN Women projects and programmes in EVAW thematic area, by contributing in the programme design, 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. She/he works in close collaboration with the programme and operations team, 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 project and programme implementation under portfolio.

## Functions and key results expected

### **1. Contribute to the development of Ending Violence Against Women projects/programmes, strategies and initiatives**

- Provide technical inputs to the design and formulation of strategic notes (SNs) and annual workplans (AWPs), and other strategic planning processes and strategic documents;
- Prepare strategies and project/programme proposals;
- Provide data, analysis and technical advice to the Representative and National Programme Officers in support of strategic planning processes, strategic direction and positioning of the CO.

### **2. Provide technical support to the implementation and management of the Ending Violence Against Women projects/programmes, strategies and initiatives**

- Provide technical inputs to project/programme workplans as required;

- Provide technical inputs to the monitoring of project/programme activities;
- Participate in calls/requests for proposals, including as part of the technical review committees, and capacity assessment of partners;
- Review, provide technical inputs to and approve implementing partner narrative reports;
- Prepare monthly, quarterly and annual reports, donor reports, interagency reports and other reports as needed;
- Offer technical guidance and support to consultants and to the CO team;
- Coordinate and chair project/programme technical groups or committees.

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

- Provide technical support to and technically oversee the implementation of programme activities with partners;
- Identify technical capacity gaps of partners, coordinate and facilitate technical support and trainings to partners as needed;
- Develop training materials, design and deliver learning events with partners and stakeholders;
- Coordinate and provide technical support the organization and delivery of training and workshops;
- Build and maintain relationships with and engage UN agencies, government and state institutions, multi and bi-lateral donors and civil society to support and contribute to the development, implementation and expansion of project/programmes.

### **4. Contribute to building partnerships and resource mobilization strategies**

- Provide inputs to resource mobilization strategies;
- Research, analyse and maintain information, databases and systems, including LEADs and DAMS;
- Provide inputs to briefing notes, talking points, and donor profiles;
- Prepare resource mobilization materials, such as briefs on possible areas of cooperation, project summaries, project profiles, concept notes and project proposals;
- Follow up on resource mobilization activities for new projects.

### **5. Provide technical 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 technical support to the Representative and National Programme Officers on inter-agency coordination related activities by providing technical inputs to background reports and briefs;
- Identify synergies and opportunities for joint programmes and initiatives; mobilize partnerships with UN agencies to develop joint programmes and initiatives; participate in and provide technical inputs to joint initiatives and activities;
- Participate in inter-agency meetings, as requested.

## **6. Provide inputs to advocacy, knowledge management and communication efforts on Ending Violence Against Women**

- Provide technical inputs to briefing notes, talking points, speeches, presentations, and other advocacy and communication materials;
- Coordinate and provide technical support the organization of advocacy activities and campaigns;
- Liaise with UN Women's and partners' communications teams to develop and coordinate programme and project communications;
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- Review and perform quality control of reports, products, studies, surveys, data analyses and other knowledge products;
- Research, develop and present analytical reports, research papers, conference papers, background papers, and other knowledge products;
- Identify promising practices, technical expertise and strategic opportunities to build and share knowledge;
- Identify and disseminate lessons learnt and good practices.

## **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 knowledge of Gender Equality and Ending Violence Against Women
- Good understanding of the current international debate on feminist pedagogies and methodologies for gender knowledge transfer;

## **Recruitment Qualifications**

**Required:****Education:**

Master's Degree or equivalent in communication, education, social sciences, human rights, gender/women's studies or related field.

**Languages:**

Fluency in Portuguese, Spanish and English.

**Experience:**

Minimum 6 years of relevant experience working with ending violence against women.

**Preferable:****Experience:**

Experience working at the national or international level in mainstreaming gender equality in the design, implementation, monitoring and evaluation of development programmes and projects.

Experience working in the United Nations system.

Experience working in areas related to the primary prevention of violence against women.

Experience in working in racial and ethnic equality.

Experience in designing and delivering training in an adult learner environment.

**Selection**

Applications will be evaluated by the following criteria:

Criteria	Weight
Master's Degree or equivalent in communication, education, social sciences, human rights, gender/women's studies, or related field.	15
Experience working with ending violence against women.	15
Experience at the national or international levels in mainstreaming gender equality in the design, implementation, monitoring and evaluation of development programmes and projects.	15
Experience working in the United Nations system.	10
Experience working in areas related to the primary prevention of violence against women.	15
Experience in working in racial and ethnic equality.	15
Experience in designing and delivering training in an adult learner environment.	15
<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 **30 November 2019**. Indicate in the subject line: **“Ending Violence Against Women Specialist”**

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: Ending Violence Against Women Specialist”**

## 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 [HERE](#)

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>