

TERMS OF REFERENCE

Project Manager – Women’s Economic Empowerment outcome area	
Location:	Brasília, DF, Brazil
Deadline for application:	11/11/2020
Type of contract:	Service Contract (SB5)
Language(s) required:	Portuguese and English
Expected start date: (date on which the candidate should begin working)	01/01/2021
Expected end date:	31/12/2021
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 is an upper middle income and highly diverse country ranked as the sixth-largest population and ninth-largest economy in the world. 52% of its population are women, 56% recognize themselves as afro descendent and 0.5% (close to 897,000) as indigenous. In 2019, the country ranked 79 in the human development index as well as in the gender equality index. 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” and initiated the process aiming its localization. In December 2019, a new National Development Plan (<i>Plano Pluri-Anual – PPA</i>) 2020-2023 was approved in line with Brazilian Federal Government priorities and vision. All policies and programmes related to women’s rights are resumed in the programme called <i>Protection to life, strengthening of family, promotion, and protection of human rights for all</i>.</p> <p>The UN Women Brazil CO Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women’s rights of which Brazil is signatory and with national priorities established in the PPA 2020-2023. It also prioritizes the mitigation of the consequences of Covid-19 pandemic on Brazilian women making it a cross-cutting perspective to all outcome areas and considering race, ethnic and regional perspectives. The CO focus its programme in three outcome areas:</p> <ol style="list-style-type: none"> 1) Women lead, participate in, and benefit equally from governance systems 2) Women have income security, decent work, and economic autonomy 3) All women and girls live a life free from all forms of violence <p>Under the overall guidance and direction of the National Programme Officer, the Project Manager will manage UN Women Economic Empowerment projects under the outcome area 2 (women have income security, decent work and economic autonomy) in all project management cycles: formulation, implementation, monitoring, evaluation and knowledge generation/sharing. S/he is responsible for the delivery of UN Women projects by providing technical support for the implementation of activities and analysing results achieved during implementation and applying systems and procedures. She/he works in close collaboration with the programme and operations team, UN Women HQ staff, government officials, public and private sector companies, multi and bi-lateral donors and civil society ensuring successful UN Women project implementation.</p>	
Functions and key results expected	
<ol style="list-style-type: none"> 1. Project Development, Implementation and Management <ul style="list-style-type: none"> • Supports the analysis and research of the political, social, and economic situation in the country to support strategic planning. • Participates in the design and formulation of project initiatives, 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, government and private sector partners, NGOs, experts, ensuring timely and efficient delivery of activities. 	

- Provide technical support for the implementation of key activities under UN Women Brazil CO economic empowerment programmes and projects.
 - Supports the effective application of Results-Based Management (RBM) tools throughout the project management cycle.
 - Manage projects according to RBM requirements and in accordance with the Policy, Programme and Guidance Framework (PPGF).
- 2. Resource Mobilization Support**
- Researches information on donors and drafts briefs on possible areas of cooperation.
 - Maintains information and databases on donors.
 - Develop resource mobilization materials, such as concept notes and project profiles for presentation to donors.
 - Follows up on resource on mobilization activities for fund-raising for new projects.
- 3. Advocacy support and facilitation of knowledge building and management**
- Supports relevant, high-impact advocacy activities and campaigns with key partners.
 - Collects knowledge on current and emerging trends by gathering relevant information on projects, strategies, approaches and ongoing experience for lessons learned, best practices.
 - Contributes to knowledge networks and communities of practice.

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

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

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
- Good understanding of gender equality and women's empowerment issues
- 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

Required:

Education:

Master's Degree or equivalent in political or social sciences or related field or additional 6 years of relevant experience to the post beyond the requirement.

Languages:

Fluency in Portuguese and English.

Experience:

Minimum 6 years of relevant experience at the national or international level in design, implementation, monitoring and evaluation of development programmes and projects.

Experience working with gender equality and women’s human rights.

Preferable:
Experience:
 Experience working with economic empowerment of women. Special attention will be given to work experience with capacity building of key partners on women’s economic empowerment
 Experience working with Results Based Management principles and approaches.
 Experience working in the United Nations System.
 Fluency in Spanish.

Selection

Applications will be evaluated by the following criteria:

Criteria	Weight
Master’s Degree or equivalent in political or social sciences or related field or additional 6 years of relevant experience to the post beyond the requirement.	20
Relevant experience at the national or international design, implementation, monitoring and evaluation of development programmes and projects.	15
Experience working with gender equality and women’s human rights and intersectionality of gender, race and ethnicity.	15
Experience working with economic empowerment of women. Special attention will be given to work experience with capacity building of key partners on women’s economic empowerment	10
Experience working with Results Based Management principles and approaches.	05
Experience working in the United Nations System.	05
Total	70

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 send the [UN Women Personal History Form \(P11\)](#) completed in English and a one-page **application letter** in English to unwomenbra.hr@unwomen.org until **11 November 2020**. Indicate in the subject line: **“Project Manager Economic Empowerment”**

All applicants must also complete the online application form provided at: [\[https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mJJiL6KB9ubvjWQRGpoyZBm_3IJ9UMTBWT1BDVVIZMFpQWVI2RjWQ0kwVjM0RC4u\]](https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mJJiL6KB9ubvjWQRGpoyZBm_3IJ9UMTBWT1BDVVIZMFpQWVI2RjWQ0kwVjM0RC4u).

Applications with incomplete 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. Indicate in the subject line: **“Question: Project Manager Economic Empowerment”**

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.

UN Women carries out a fair and transparent selection process that considers the competencies and skills of the candidates. UN Women welcomes the application of Afro Descendant, Indigenous, HIV, Transsexual and other groups of women subject to intersectional discrimination.