

## CALL FOR CONSULTANT CANDIDATES

UN-Women Regional Office for the Americas and the Caribbean invites interested consultants to apply for the following:

### I. Summary:

Objective	The aim of the call is to establish a qualified pool of consultants who can deliver professional services on a short-term basis for Americas and the Caribbean (AC) Region.
Type of contract	SSA (retainer or call basis)
Post level	Individual Consultant
Duration	3 years (various short term consultancy assignments)
Location	In one or more countries of the AC Region (To be determine)

### II. Background

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women (UNW) 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. UN Women’s mandate comprises its actions around coordination, normative and programmatic areas. Placing women’s rights at the center of all its efforts, 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 and provides strong and coherent normative work and leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors. Finally, UN Women provides strong programmatic response in the following areas: Leadership and political participation; Economic empowerment; Ending violence against women; Peace and security; Humanitarian action; Governance and national planning; Gender statistics; Gender and Sustainable development agenda; HIV and AIDS.

In order to connect UN Women with a diverse range of knowledgeable and experienced gender experts who possess expertise in the areas of work covered by UN Women’s mandate, UN-Women Regional Office for the Americas and the Caribbean is establishing a consultant’s pool of experts. This pool will facilitate the recruitment, hiring processes and evaluation of consultants from several thematic areas in order to support and/or assist the Regional Office based in Panama City, 10 Country Offices throughout the region and other programmatic presence office in other 5 countries and, if required, to identify expertise to provide support to the governments, civil society and UN system in other 4 countries where UN Women still do not have Office of Programme presence.

In this context, UN Women Regional Office is currently inviting experienced experts (individuals, not firms/companies/entities) to apply, in order to be considered for the registration and prequalification of the consultant’s pool in the following thematic areas:

Area	Ref.	Description
1	LPP	Leadership and political participation
2	EE	Women empowerment and full realization of women economic security and rights, property, land and assets, unpaid work, social security systems, etc.
3	EVAW	Prevention and elimination of violence against women
4	PS	Peace and security and humanitarian action
5	GEWE	Gender responsive budgeting as an advocacy and planning tool for <b>Gender Equality and Women’s Empowerment (GEWE)</b>
6	GS	Gender statistics
7	GOAL6	Global norms, policies and standards on Gender Equality and Women’s Empowerment (GEWE)
8	HIV	Gender equality and HIV/AIDS
9	RD	Rural development
10	IADW	Indigenous and/or Afro descendant women
11	SD	Sustainable development
12	PROGD	Program and project design
13	PLAN	Planning, monitoring, reporting and evaluation
14	DR	Donor relations and/or resource mobilization and reporting.
15	SS	Partners ‘relations, South-South Cooperation
16	KM	Knowledge management
17	COMM	Communications and media

### III. Output

A consultants’ pool created to provide support and ensure that UN Women delivers on its normative, programmatic and coordination mandates in a timely, effective and efficient manner to promote gender equality and women’s empowerment in the Americas and the Caribbean Region.

### IV. Scope

The consultants will be responsible for providing programmatic, technical and/or operational support to programmes, projects, initiatives, events and activities (including those of relevant UN Women and UN Trust Funds) at country or regional level as assigned by the Regional Director, Deputy Regional Director, and Country Representative.

V. **Duties and responsibilities**

The consultants, under the supervision of an assigned UN Women advisor or specialist, analyzes and stays abreast of trends related to UN Women focus areas, as well as others relevant to the organization’s programming and mission of promoting gender equality and women’s empowerment. In addition, he/she provides technical and substantive assistance to UN Women in the field for Programme/project design and implementation.

Consultants will provide a range of services to clients (UN Women Regional Office, Country Offices, Program Presence Offices and/or RC and/or UNCT Projects). Specific reporting and working relationships will be specified at the time of contracting for a specific assignment when demand arises, pre-selected consultants will be called upon to provide demand-driven services. The range of tasks for the consultant may include:

- Advisory services in a particular thematic area
- Technical assistance and/ or support in any of the areas of UNW mandates (coordination, programmatic, normative),
- Applied research and diagnostic missions,
- Provision of strategic and operational advice,
- Training, facilitation and capacity development activities,
- Strategic development of policy and positioning papers, plans, projects and Programme documents,
- On-site support to programmes and/or projects,
- Programme evaluation,
- Liaison with country offices and partner institutions and UN Agencies,
- Structuring of country portfolio,
- Knowledge products,
- Management of programmatic and/or operational activities,
- Strategic planning

VI. **Eligibility criteria**

Competencies	<ul style="list-style-type: none"><li>• Demonstrates commitment to UN Women’s mission and vision.</li><li>• Strategic strong technical capabilities in the area of application.</li><li>• Ability to work in a team, develop synergies and establish effective working relations with government counterparts, donors, NGOs and other development and humanitarian partners.</li><li>• Excellent communication and writing skills with demonstrated ability to carry out research in order to contribute with the formulation of PRODOCs (project documents), policies and/or reports.</li><li>• Proficiency in IT skills.</li><li>• Sensitivity and adaptability to culture, gender, religion, nationality and age.</li><li>• Openness to change and ability to receive/ integrate feedback.</li><li>• Ability to accommodate additional demands on short notice.</li><li>• Familiarity with RBM (result based management) and rights-based programming</li></ul>
Education	<p>Advanced university degree (Master's degree or equivalent <i>(*)</i>) in International Affairs, Law, Social Sciences, Economic and Political Development, and/or a closely related discipline.</p> <p><i>(*)</i> A first-level university degree in combination with 7 years of qualifying experience may be accepted in lieu of the advanced university degree.</p> <p>Gender studies are <u>an asset</u>.</p>
Experience	<p>Minimum 5 years of progressively responsible experience in international development work preferably focused on, or strongly involving gender equality and/or the empowerment of women at national, regional and international levels.</p> <p>Experience in design, formulation, coordination, implementation and/or evaluation of projects and/or programmes is <u>an asset</u>.</p> <p>Experience with UN financial and programmatic systems and other related procedures is an asset.</p> <p>Knowledge/ experience in the development and/or gender related issues of the Americas and the Caribbean Region is an asset.</p>
Language	<p>Written and spoken English and Spanish.</p> <p>Working ability in Portuguese and /or French is an asset.</p>
Core values/ Guiding principles	<p>Integrity: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.</p> <p>Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.</p> <p>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</p>

## **VII. Submission details**

The consultant should identify the thematic area(s) that best fits his/her range of experience and expertise. If applicable, it is strongly recommended to apply to more than one thematic area.

Applicants will be screened against general criteria listed on point VI – Eligibility Criteria.

All submissions should be emailed to [programme.one@unwomen.org](mailto:programme.one@unwomen.org) with subject line indicating the reference according with your selected thematic area of interest as the following example: **Area 1 LPP – Consultants Pool. Otherwise application will not be accepted within this call.**

**Note:** *It's necessary to submit an application for each thematic area of interest.*

Interested consultants must provide the following:

- Curricula vitae and professional references of relevant experiences.
- Short letter of interest describing your qualifications, availability and your preferences in terms of areas of work or assignments.

### **Deadline:**

Applications will be received until April 24, 2016 (24:00 hours, Panama local time). However interested applicants are strongly encouraged to submit their applications as soon as possible.

Consultants will be selected in accordance with UN-Women Rules and Regulations. Only short listed applications will shall be considered and contacted.

**This call does not entail any commitment on the part of UN-Women, either financial or otherwise. UN-Women reserve the right to accept or reject any or all applications without incurring any obligation to inform the affected applicant/s of the grounds.**