

## TERMS OF REFERENCE

### **Title: UN Women- Programme Coordinator : Women Leadership and Political Participation consultant**

<b>Location :</b>	Dar Es Salaam, Tanzania
<b>Application Deadline:</b>	30 September 2016
<b>Type of Contract :</b>	SSA
<b>Post Level :</b>	National Consultant
<b>Languages Required :</b>	English
<b>Starting Date :</b>	17 October, 2016
<b>Duration of Initial Contract :</b>	6 months (with possibility of extension)

### **Background**

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, 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 project on Women's Leadership and Political Participation is a multi-donor funded project led by UN Women. The project is implemented by UN Women through strategic partnerships with a broad range of implementing partners and key stakeholders.

Under the overall guidance of the Country Representative (a.i) and the direct supervision of the gender and social inclusion Specialist, the Programme Coordinator takes responsibility for coordinating, planning, implementing, and managing the Women's Leadership and Political Participation Project. She/he works in close collaboration with the Gender and Social Inclusion Specialist P4 and the Senior Advisor and Team leader of the Governance Unit. She/he liaises effectively with the programme and operations team at the UN Women country office, UN Women HQ and Regional Office advisors on political participation, Government officials, multi and bi-lateral donors and civil society ensuring successful UN Women Programme implementation under the WLPP portfolio.

Beyond the current project, UN Women engages in programming on women's leadership and political participation in the context of UNDAF II under the umbrella of UN Delivering as One and the new UN Women Strategic Note covering the period 2017-2021. In this context, the programme coordinator will facilitate meetings of the UNDAF II Outcome Group on Women's Leadership and Political Participation under the UNDAF Thematic Results Group on Governance, Gender Equality and Human Rights with a view to identifying entry points for future programming and synergies among programmatic interventions supported by various UN agencies. She/he will also be facilitating discussions with relevant stakeholders on new programmatic priorities and directions in this area in close collaboration with the Gender and Social Inclusion Specialist.

## Duties and Responsibilities

More specifically, the consultancy will involve the following duties and responsibilities:

- Establish, maintain and expand partnerships and alliances with various strategic partners from development organizations, EMBs, government, political parties, parliament and civil society organisations to ensure active participation and promotion of the Women's Leadership and Political Participation Programme.
- Provide technical support directly or through the provision of experts to the Programme partners implementing the Women's Leadership and Political Participation Project, with a particular focus on capacity development of electoral management bodies, revision of the legal framework to promote women's political participation and engaging with parliament. .
- Provide oversight and coordination of the WLPP Project activities.
- Ensure the development/duplication, integration and application of gender sensitive tools to all Programme activities.
- Ensure individual project interventions are developed within the overall Programme document contributing to the achievements of both the immediate and overall WLPP Plan.
- Ensure overall Programme and individual work plans and budgets are developed and implementation modalities agreed upon.
- Oversee, monitor and assure quality control in the implementation of the Women's Leadership and Political Participation Project.
- Supervise and assess work in progress to ensure compliance and delivery of high quality results and achievements of overall Programme objectives. This will include financial management, provision of overall guidance and problem solving, and identifying and utilization of lessons learned and best practices to ensure consistently improved Programming.
- Ensure that Programme reviews are undertaken and all reporting requirements are met in a timely manner.
- Assist with close follow up of partners and support with the preparations of reports (narrative and financial) to ensure that elections related projects are completed and closed.
- Collect, and share best practices and lessons learned from the country Programmes and in particularly on leadership participation and governance strategies for the purpose of scale-up and replication.
- Liaise with HQ and Regional Office on the identification and showcasing of good practices on promoting women's leadership and political participation in Tanzania (including providing inputs and background documents for the Global and Regional Gateway on WLPP).
- Provide inputs in knowledge products and communication materials on issues related to WLPP coordinated by the relevant Programme Working Groups, Resident Coordinator's Office and the UN Communication Group.
- Develop and maintain effective partnerships with various stakeholders at regional, national and local levels on women's leadership and political participation in the context of the implementation of UN Women's Strategic Note and the UNDAF II Outcome Group on Women's Leadership and Political Participation.
- Identify and follow-up opportunities for resource mobilization and partnership development.
- Coordinate discussions and events in the context of the UNDAF Joint Work Plan 2016/2017 on Women's Leadership.
- Manage activities and other promotional events to engage bilateral and multilateral institutions/donors, private sector and civil society to expand and/or sustain interest and resources for

the WLPP Project.

- Represent the Programme in stakeholders' forums and other key partnership meetings and events.
- Perform any other duties as may be requested by the supervisor.

#### **Key Deliverables:**

- Partner reports (narrative and financial) finalized
- Donor reports prepared and timely submitted to relevant development partners
- UNDAP II Outcome Group meetings on Women's Leadership and Political Participation coordinated and reports developed and shared with relevant stakeholders within the UN System and beyond
- Briefing papers prepared on entry points for partnership development and future UN Women programming on WLPP
- Meetings with relevant stakeholders on women's leadership and political participation coordinated and reports prepared for dissemination internally within UN Women and externally with other stakeholders
- Communication products on WLPP developed in close partnership with UN Women Communication Specialist and knowledge products for dissemination
- Project documents guiding resource mobilization efforts developed

#### **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.

##### **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.

##### **Development and Innovation:**

- Take charge of self-development and take initiative.

**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.

**Functional Competencies:**

- In-depth knowledge of gender equality and women's rights issues;
- Knowledge of the UN programming and experience with applying UN guidance and recommendations are desirable;
- Demonstrated ability to produce clear reports and guidance with in-depth analysis and strategic recommendations in English in the relevant field;
- Good communication and interpersonal skills, ability to foster networks and partnerships;
- Very effective at multi-tasking.

**Required Skills and Experience****Education:**

Master's degree (or equivalent) in Law, International Development, Political Science, International Relations or other related fields.

**Experience:**

- Minimum of 5 years of progressively responsible experience at the national or international level in design, planning, implementation, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments, preferably in the field of women's leadership and political participation.
- Familiarity with the global, regional and national normative framework on women's political participation; development frameworks, institutions and strategies for gender mainstreaming.
- Documented work experience in the area of gender equality women's rights and the empowerment of women, preferably in relation to gender and elections or gender mainstreaming in constitutional review processes.

**Language:**

- Fluency in English is required.

**Application procedure:**

- All applications must include (as one attachment) the completed UN Women Personal History form (P-11) which can be downloaded from <http://www.unwomen.org/about-us/employment>

and a letter of interest (in English) indicating availability for the assignment.