



UN WOMEN ENDING VIOLENCE AGAINST WOMEN (EVAW) PROGRAMME SPECIALIST CONSULTANT

Location:	Suva, Fiji
Application deadline:	14 April 2014
Type of Contract:	Individual Contract
Post Level:	International Consultant
Languages required:	English
Starting Date:	15 May 2014
Duration of contract:	110 days (5 months)

Background:

The United Nations Entity for Gender Equality and the Empowerment of Women (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. UN Women provides support to Member States' efforts and priorities in meeting their gender equality goals and for building effective partnerships with civil society and other relevant actors.

UN Women Fiji Multi-Country Office (MCO) has four main thematic areas:

- Advancing Gender Justice;
- Ending Violence against Women (EVAW);
- Improving Women's Economic Empowerment (WEE);
- Increasing Community Resilience through the Empowerment of Women to Address Climate Change and Natural Hazards – IREACH.

“From Policy to Action: Ending Violence against Women and Girls in the Pacific” is UN Women's regional EVAW programme which aims to support a reduction in violence against women and girls in the 14 Pacific Island Countries and Territories (PICT) covered by the Fiji MCO. The programme supports Pacific-led activities to improve the policy environment on ending VAWG as well as meet the immediate needs of women and men at the community level who are experiencing violence today; supports Pacific organisations to deliver services that meet the needs of survivors; and takes steps to prevent violence from occurring in the first place by working with media organisations and community organisations to promote community based solutions. The Fiji MCO EVAW programme manages the Regional Ending VAW Facility Fund (Pacific Fund); and coordinates the UN-Government Joint Programmes on Ending VAW in Kiribati and Solomon Islands.

Pacific Regional Ending VAW Facility Fund (Pacific Fund): The Pacific Fund has been a central part of UN Women EAW work in the Pacific through the provision of small grants and an intense capacity building programme. The Fund provides funding and technical capacity building facility supporting the expansion of services, investments in primary prevention and strengthening of organisations' governance, financial management, accountability including project management to civil society and government organisations working to end violence against women.

UN-Government Joint Programmes (JP) on Ending VAW in Kiribati and Solomon Islands UN Women is coordinating the development and implementation of UN-Government Joint Programmes on Ending VAW in Kiribati and Solomon Islands Through the JPs UN Women will work in partnership with other UN agencies to provide intensive multi-sectoral support to the governments of Kiribati and Solomon Islands to implement their National Actions Plan on VAWG. The UN Joint Programmes support multi-sectoral, interagency, coordinated approaches, which involve health, social welfare, police, justice and education.

UN Women's substantive coordination to EAW in the Pacific also includes engaging partners through the UN Secretary General's UNiTE to End Violence against Women campaign as a tool for social transformation.

The EAW Programme Specialist is the team leader with overall responsibility for the programme management and implementation of this evolving portfolio of work across the Pacific region. This includes oversight of all the regional staff and National Project Coordinators, ensuring strategic directions for program.

The EAW Programme Specialist is responsible for programme management, resource mobilization, communications, technical oversight, trouble shooting, monitoring and evaluation, reporting and financial and human resources management of 9 staff (4 regional staff in Suva and 5 sub-national Project Coordinators for the Pacific Fund to End VAW). The Programme Specialist will liaise directly with donors and development partners, with regional and inter-governmental organizations and National Governments and NGOs.

Duties and Responsibilities

Under the overall supervision of the Representative, Fiji Multi-Country Office, and in association with the team of thematic programme managers, the Programme Specialist Consultant will undertake the following functions:

- Technical Leadership and Coordination of the Programme
- Programme and Project Management
- Communications and Knowledge Management
- Advocacy, Donor Relations and Resource Mobilization
- Financial and Human Resources Management

The following key deliverables are required of the consultant:

Description	Set Activities per Deliverable	Due Dates
<p>Technical Leadership and Coordination of the Programme</p>	<ul style="list-style-type: none"> - Provide technical oversight and assistance to the EAW team and partners on request. - Represent UN Women in regional and country based meetings and conferences, as well as UN inter-agency networks, on violence against women and girls. - Provide substantive leadership for technical and programme-related meetings on the issue of violence against women and girls. - Prepare technical background documents and briefs within the context of UN Women's work in the region. - Monitor trends and issues related to Ending VAW and gender equality in the Pacific and develop strategic responses to opportunities and challenges. - Negotiate and coordinate the finalization and launch of the Joint Programmes on EAW with multi-lateral, bilateral, regional and national organizations. - Review reports received by Pacific Fund grantees on regular basis to identify any quality or operational issues for follow up by the team. - Support any follow up required with the formative evaluation of the Pacific Fund, and the management response. <p>Some specific deliverables also include:</p> <ul style="list-style-type: none"> - Finalized Joint Programme for Kiribati endorsed by UN and the Government with implementation started - Finalized Joint Programme for Solomon Islands endorsed by UN and the Government with implementation started - Regional/Pacific EAW programme appraised with UN Women HQs and endorsed for implementation 	<p>At least once per quarter</p>
<p>Programme and Project Management</p>	<ul style="list-style-type: none"> - Annual Workplan monitoring- close monitoring of the AWP is essential. Monthly monitoring reports following team reviews containing both programmatic and financial spending progress and planning. - Provide regular supervision through regular one-on- 	

	<p>one meetings with direct reporting staff- weekly and bi-weekly depending on staff need.</p> <ul style="list-style-type: none"> - Lead UN Women's efforts to ensure ongoing and substantive communication with partners as well as current and potential donors. - Manage, coordinate and provide guidance for high quality reporting for those donors who have contributed to the programmes, especially the Pacific Fund to End VAW in a timely fashion. - Ensure timely follow up to audit findings - Lead and manage the preparation of reports and knowledge products as required, ensuring relevancy, quality and appropriateness of content and presentation. - Support the Pacific Fund team in selecting and managing relationships with the appropriate technical consultants or implementing partners for the project. - Ensure substantive contributions to MCO planning and reporting in the area of EVAW, including quarterly reports for RO/HQs 	Weekly
Communication and Knowledge Management	<ul style="list-style-type: none"> - Provide technical support and oversight to the EVAW team in developing communication materials. - Regularly monitor progress on communication activities in development through tracking tools. - Support the implementation of the Communication Strategy for the EVAW portfolio. 	Monthly
Advocacy, Donor Relations and Resource Mobilization (RM)	<ul style="list-style-type: none"> - Oversee quality and timeliness of donor reports developed - Support at least 2 RM events to raise funds for EVAW activities as outlined in the Fiji MCO strategy. - Coordinate and support RM for the JP, resulting in at least two activities funded. 	<p>Submit annual donor report for management review in June</p> <p>VSA report due in August</p> <p>Provide substantive inputs to MCO quarterly reports</p>
Financial and Human Resources Management	<ul style="list-style-type: none"> - Compile overall quarterly reports on behalf of the EVAW team, incorporating reporting from the Pacific Fund team. - Oversee the recruitment processes for 3 vacant Pacific Fund Coordinator positions. - Manage the Programme resources and 	<p>Quarter 2 report: July</p> <p>Quarter 3 report: Oct</p>

	<p>administration to ensure proper utilization of allocated funds and accountability.</p> <ul style="list-style-type: none"> - Oversee the strategic dissemination of the Pacific Fund formative evaluation report and begin implementation of recommendations. 	
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The consultant will be paid monthly on approved submission of a deliverable progress report.

Technical Leadership and Coordination of the Programme

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.

Functional Competencies

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Leads teams effectively and shows mentoring as well as conflict resolution skills
- Demonstrates strong oral and written communication skills

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the office through leadership and personal example
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead the formulation and monitoring of management projects
- Solid knowledge of financial and human resources management, contract, asset and procurement, information and communication technology, general administration
 - Ability to lead business processes re-engineering, implementation of new systems (business side), and positively affect staff behavioral/attitudinal change

Required Skills and Experience:

Education:

- Advanced University Degree in Social Science (International Development studies, Gender or Women's studies, Social Work, Economics, Law, Sociology and/or a closely related discipline).

Experience:

- A minimum of 7 years of progressively responsible experience in international development work preferably focused on, or strongly involving, ending violence against women and girls and gender equality programming and policymaking at national, regional and international levels.
- Experience in project development/ management and coordination, as well as in budget oversight.
- Experience successfully managing complex programmes across several country contexts or settings.
- Skilled writer and communicator, with experience drafting briefs, speeches, reports to donors and partners, and programme profiles.
- United Nations experience an asset.
- Pacific experience an asset.

Language Requirements:

- Excellent written and spoken English.
- Working ability in another UN language is an asset.

Timeframes and Institutional Arrangements

The consultant will be engaged for a maximum of 5 months from 15 May to 15 October 2014.

The individual consultant must submit the following documents/information to demonstrate their qualifications:

1. Cover letter: (not more than 450 words)
Explaining their suitability for the work and a brief description of approach to work/methodology
2. Financial proposal: indicate fees per day.
3. Personal CV including past experience in similar projects and at least 3 references. A signed P11 form will be requested from the selected candidate.

Financial Proposal:

The contract is based on fees per day tied to achievement of deliverables as per the deliverables table. The fees per day must be inclusive of any subsistence allowances and no separate subsistence allowances will be paid. Payments will be made upon receipt of monthly deliverable reports and duly signed by the Representative.

Other Costs

The cost of the ticket will be to Suva and back to the place of origin and will be paid directly by UN Women based on the economy class, most direct and least costly airfare policy.

Evaluation of the Consultancy

The consultancy will be evaluated based on the technical compliance, by which the requirements of the TOR are rated, with the total rating being 100. Only the candidates who have attained a minimum of 70% of total points will be considered as technically-qualified candidates. The financial quotes for the technically compliant consultants will be considered, with the lowest quote getting the highest marks. The financial proposal constitutes 30% of the marks and the final mark allocation is the weighted average of the two components.

Premises:

The consultant will be based at the UN Women Fiji MCO.