



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 February 2020

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**Job title:** *Gender Capacity Development Consultant*

**Duty station (city, country):** *Bonn, Germany*

**Job Globally advertised:** *International recruitment*

**Practice area:** *Gender Equality*

**Brand :** *UNV*

**Type of Contract:** *Individual Contract*

**Category :** *External*

**Post type :** *International consultant*

**Languages required:** *English*

**Starting date:** *23 March 2020*

**Application Deadline:**

**Duration of initial contract:**

**Expected duration of the assignment:** *60 days*

**Project name:**

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## **1. BACKGROUND**

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. UNV contributes to peace and development by supporting both Member States and the UN system to leverage volunteerism as a means of implementation and people's engagement to achieve the 2030 Agenda for Sustainable Development.

UNV is headquartered in Bonn, Germany with an office in New York and has six regional offices in Amman, Bangkok, Dakar, Istanbul, Nairobi and Panama. The Executive Office (ExO) provides vision, innovation and organizational leadership, and strategically directs and manages UNV. The ExO leads the organization's development, articulation and implementation of the substantive, financial and operational aspects of the UNV programme, e.g. strategies, policies and guidelines.

## **2. MAIN OBJECTIVES, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.**

As a UN entity, UNV is committed to promoting gender equality and the empowerment of women. Therefore, to strengthen the capacity of the organization on mainstreaming gender, ExO would like to engage a Gender Capacity Development consultant to support the roll-out of the UNV-specific gender capacity development plan that reflects UNV's mandate and learning needs of all staff, including senior managers. This, in turn, will play a foundational role of providing adequate gender-related capacities at all levels to drive progress in mainstreaming gender throughout the organization.

Deploying more than 7.000 UN Volunteers annually across the UN system UNV holds a responsibility and opportunities to support the professional development of volunteers. Gender and diversity being a priority for UNV, the organization will also increase its effort to raise awareness and skills of UN Volunteers related to Gender and Diversity.

### **3. Description of Responsibilities (scope of the work)**

Within the delegated authority and under the supervision of the Special Assistant to the Executive Coordinator, the Gender Capacity Development consultant will:

1. Prepare and support the roll out of the gender capacity development plan by providing implementation knowledge guidance and tools
  - a. Plan and facilitate a half-day Training of Trainers' workshop for Gender Action Team for cascade trainings and support on gender mainstreaming with section
  - b. Collect and or develop practical gender mainstreaming tools and good practices for UNV headquarter sections and regional offices
  - c. Develop a set of gender sessions and facilitator guidance note to be integrated in UNV workshops and trainings
2. Operationalize and pilot the first stage of the gender capacity development plan
  - a. Support the development and the implementation of two (2) pilots Participatory Gender SWOT analysis session /workshop at HQ and one (1) at Regional office

- b. Support UNV learning team in gender related activities for volunteers (gender webinars, gender sessions in youth training, etc.)
- c. Draft and submit a report on activities carried out and main lessons learnt from the first stage and the way forward for continued gender capacity building activities for UNV

**Expected deliverables:**

	<b>Deliverable</b>	<b>Target Deadline</b>	<b>Duration (60 days)</b>
1	Submission of work plan for the assignment	27 March 2020	2 days
2	Submission of step-by-step SWOT analysis guidance note	3 April 2020	5 days
3	Collect good practices on gender mainstreaming that pertains to UNV's work	15 April 2020	5 days
4	Development of UNV Gender Action Team (GAT) Training of Trainers (ToT) session plan	9 April 2020	3 days
5	Delivery of the GAT ToT session	24 April 2020	1 day
6	Reporting on the GAT ToT session, including the capturing of lessons learnt and providing strategic advice for future sessions	30 April 2020	3 days
7	Delivery of one webinar on a relevant gender-related topic	15 May 2020	2 days
8	Delivery of three pilot participatory gender SWOT analysis	22 May 2020	12 days
9	Reporting of the SWOT analysis sessions, including the capturing of lessons learnt and providing strategic advice for future sessions	29 May 2020	6 days
10	Submission of gender sessions and facilitator guidance notes	5 June 2020	5 days
11	Development of a set of specific gender mainstreaming tools based on the SWOT analysis pilots	15 June 2020	8 days
12	Delivery of gender session in the UN Youth Volunteer assignment preparation training workshop	19 June 2020	2 days
13	Submission of a final report on activities carried out, highlighting issues faced during implementation of the assignment, recommending follow-up actions, and providing strategic advice for enhancing the capacities.	23 June 2020	6 days

#### 4. Competencies

- Extensive knowledge of gender capacity development and experience in best practices in training on gender mainstreaming
- Demonstrated experience in the use of methods and techniques to implement gender trainings
- Strong analytical, research and report writing skills
- Demonstrated experience in evaluating training outcomes and impact
- Demonstrate interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively
- Ability to work independently and remotely, meeting tight deadlines as required
- Proves integrity by modelling the UN's values and ethical standards and diversity

#### 5. Qualifications

**Education:** Advanced higher degree (Master's or equivalent) in a relevant area, e.g. Gender studies or area related to Development Studies, Political Science or other related fields; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree

**Experience:**

- Minimum 5 years of practical and relevant experience in institutional gender mainstreaming or gender and capacity development.
- Proven knowledge and experience in research on gender capacity development frameworks
- Proven background and experience at international level of research or academic experience in the field of women's rights and gender equality
- Experience working in the UN or other international development organizations or NGOs is an asset
- Accuracy and professionalism in document production and editing
- Strong conceptual and analytical skills

**Language requirement:** Excellent command of English, both written and oral; other UN languages is an asset.

**6. Financial proposal:** Direct contracting with monthly gross rate of USD 3,332 for 3 months (60 days).

**Approved by:** *Martin Hart-Hansen, Chief of ExO*

**Signature:**

**Date:** 19 February 2020