

Tasks of the Gender Committee Members

UNDP Office in Guinea-Bissau

1. Objectives of the Gender Committee

The Gender Committee of the UNDP Office in Guinea-Bissau has an essential role in ensuring that a gender mainstreaming mechanism is put in place in the country office. The Gender Committee will help coordinate the Office's gender initiatives, provide strategic leadership and management, raise awareness, support policy and capacity building, work on resource mobilization, planning, programming and budgeting to ensure that gender equality and the empowerment of women are achieved. The Gender Committee will promote organizational learning at the individual and work unit levels on how to practically and effectively integrate gender equality into policies, programs, operations and structures of the UNDP country office and partners.

2. Composition

The Gender Committee is composed of 5 members and chaired by the Deputy Resident Representative to the Program, in accordance with the Gender Equality Strategy 2018-2021 and the recommendation of the Gender Equality Seal (GES) Working Group. The Gender Committee also includes the Gender Program Analyst, the Communications Analyst, the Human resources Associate from Operations and two Programme Officers.

The following table indicates the membership of the Gender Committee.

1.	Mr. José Levy, Deputy Resident Representative to the Programme, Chairman of the Committee
2.	Mr(s) Under recruitment, Gender program Analyst,
3.	Ms. Charlotte Alvarenga, Communication Analyst
4.	Mr. Dauda Djandy, Human Resources Associate,
5.	Ms. Raquel Leandro, Coordinator PBF project
6.	Mr. Inacio, National Economist
7.	Ms. Isa Lopes, Accelerator Lab Officer

TASKS	Responsible
Lead the implementation and / or development of the office's Gender Equality Strategy 2020-2021, its action plan and gender mainstreaming tools and guarantee the regular review of the office's programs and projects in a gender perspective	Gender Analyst (under recruitment)

Ensure that all Units report regularly on the implementation of planned actions indicated in the Gender Equality Strategy action plan. The Gender Committee will recommend improvements if necessary	Isa Lopes
Ensure that the Resident Representative's report and other relevant reports of senior managers, including those of results-based management, include sufficient and concise information on the progress of the action of the country office in the gender area	José Levy
Ensure that the office monitoring & evaluation plan is gender sensitive	Inacio le
Provide advice and coordination for systematic orientation and learning of all UNDP staff and partners, to improve their capacity to fully integrate gender into policies, programs and projects	Gender Analyst (under recruitment)
Ensure that workplace policies such as work-life balance are implemented and that staff members are aware of these policies	Dauda Djandy
Ensure that workplace policies such as sexual harassment are implemented and that staff members are aware of these policies.	Gender Analyst (under recruitment)
Ensure that the recruitment process takes place with a gender-sensitive approach.	Dauda Djandy
Ensure that partnerships to promote gender, as defined in the Gender Equality Strategy, are executed with government, key ministries and civil society organizations (in particular, women's organizations)	Raquel Leandro
Strengthen the gender dimension in inter-agency activities and promote the management of the gender network between the government, UN agencies and civil society organizations	Gender Analyst (under recruitment)
Ensure that the monitoring for the proper integration of a gender perspective in programs and projects is well respected by the personnel responsible for these tasks	Gender Analyst (under recruitment)
Follow up on Gender Markers, promoting its use and ensuring improvement in the Country Office.	Raquel Leandro
Ensure that Gender related information is regularly diffused in the Office's communication channels	Charlotte Alvarenga