

## Terms of Reference

**Position:** Coordinator for UN Women's Global Programme on "Engendering Fiscal Stimulus Packages and Recovery Efforts Adopted in Response to the COVID-19 Health and Economic crises".

**Office / Section:** UN Women HQ/Economic Empowerment Section

**Location:** Home-based

**Timeline:** 1 April 2021 – 31 March 2022  
30% time

### Context:

Grounded in the vision of equality enshrined in the Charter of the United Nations, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) 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. Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

The Economic Empowerment section will be implementing the UN Women's Global Programme on "Engendering Fiscal Stimulus Packages and Recovery Efforts Adopted in Response to the COVID-19 Health and Economic crises" in 2021.

The consultant will coordinate and facilitate the delivery of the Global Programme by supporting UN Women's regional and country offices in West and Central Africa and East and Southern Africa, monitoring results achieved during implementation, and ensuring appropriate application of UN Women programme and project management policies and procedures, including the appropriate use of UN Women systems.

Under the overall supervision of the Policy Advisor, Sustainable Development / OIC Economic Empowerment, in the consultant will work in close collaboration with the Economics Specialist, Macroeconomics at HQ, UN Women Regional and Country Offices, programme and operations teams and UN Women HQ staff

### Responsibilities:

**Coordinate** UN Women's Global Programme on "Engendering Fiscal Stimulus Packages and Recovery Efforts Adopted in Response to the COVID-19 Health and Economic crises" at the global level, according to approved programme document:

- Prepare work-plans, periodic narrative progress and final reports and expenditures status reports, working closely with the regional coordinators and national consultants and the UN Women Economics Specialist on Macroeconomics

- Provide support to ensure timely disbursements of funds, as well as adherence to policies and procedures
- Coordinate monitoring of annual targets and budget implementation and make budget re-alignments/ revisions, as necessary
- Liaise with regional/country offices to monitor progress on programme implementation
- Identify capacity building needs and support partners/country offices through technical assistance, mentoring, training and capacity development initiatives, as needed

**Advocate and facilitate knowledge building, management and dissemination:**

- Document the programme implementation process and results
- Contribute to the exchange of information and provide inputs to the development of knowledge products
- Disseminate knowledge products and policy advocacy briefs

**Monitoring and evaluation:**

- Draft and provide inputs to annual and quarterly reports, coordinate/draft donor reports, and monitor the disbursement of donor funds
- Establish tracking systems for smooth project planning, implementation and monitoring, in collaboration with national coordinators and national consultants to facilitate monitoring and reporting
- Monitor the implementation of activities and the expenditure of funds, providing technical and administrative support for timely implementation and monitoring of country-level projects related to the global programme, including reviewing and monitoring of work plans to ensure timely implementation

**Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

**Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

**Functional Competencies:**

- Good programme formulation, implementation, monitoring and evaluation skills;
- Good knowledge in Programme/Project Management methodologies;
- Good analytical skills and ability to identify issues and solutions;
- Good budget and finance skills;
- Good knowledge of Results Based Management;
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations; and
- Knowledge of UN programme management systems.

**Required Qualifications, Experience and skills:****Academic Qualifications**

Master's degree or equivalent in Social Sciences, Economics, International studies, International Development, gender/women's studies or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience**

- At least 2 years of progressively responsible work experience in programme and project support at the international level, including support in development of programmes/projects, technical support in programme/project implementation, coordination, monitoring, donor reporting, and capacity building are required;
- Experience in coordinating with different departments and collaborating and supporting field offices;
- Experience in coordinating, implementing, monitoring and evaluating development programmes and projects is an asset;
- Work Experience in the UN system and working knowledge of programme and project management in UN Women would be considered an advantage;
- Knowledge of the UNDG joint programme procedures and UN Women Programme policies and procedures would be an advantage; and
- Experience in creating and managing a community of practice and in Capacity building initiatives related to programme/Programme management would be an asset.

**Language:**

- Fluency in English is required
- Knowledge of French is desirable



**Application Process:**

Please send a letter of interest and CV to [anna.gollub@unwomen.org](mailto:anna.gollub@unwomen.org) with the email subject line: APPLICATION -- Coordinator for Engendering Fiscal Stimulus Packages and Recovery Efforts.