



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSO)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>12 OCTOBER 2017</b>
<b>DATE OF ISSUANCE:</b>	<b>06 OCTOBER 2017</b>
<b>FUNCTIONAL TITLE:</b>	<b>GENDER AFFAIRS</b>
<b>SECTION:</b>	<b>SESG-GREAT LAKES</b>
<b>LOCATION:</b>	<b>NAIROBI, KENYA</b>
<b>TYPE OF CONTRACT:</b>	<b>NATIONAL CONSULTANT</b>
<b>DURATION OF CONTRACT</b>	<b>1-12 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>SESG/GL/GA/029/2017</b>

**Special Notice:**

Interested applicants who are working with UNSOS/UNSOM Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

**Background:**

In February 2013, the governments of the Great Lakes and the international community collectively committed to ending the conflict and finding solutions for lasting peace and stability in the region. Brokered by the UN and the African Union, the Peace, Security and Cooperation Framework (PSC-F) for the DRC and region, brings 13 countries together in a comprehensive pact to end the cycles of conflict by resolving the root causes and fostering trust and cooperation between the DRC and its neighbors. The UN Secretary General appointed H. E. Mary Robinson as his Special Envoy to lead implementation of the PSC-F, succeeded by H. E. Said Djinnit who was appointed in July 2014.

The Special Envoy's mandate strives to promote women's empowerment and roles in peacemaking as well as regional economic integration, including promoting "top-down and bottom-up ownership" of the PSC-F.

The Women's Platform was established in January 2014 by the Office of the Special Envoy and seeks to empower women of the region as peacemakers and leaders within the context of the PSC-F and UNSC Resolution 1325. The Women's Platform of the PSC-F is entering a new phase aimed at enhancing strategic impact. The Women's Platform now oversees three components: advocacy, gender mainstreaming and provision of small grants. The advocacy and gender mainstreaming components are undertaken by the Senior Gender Adviser (SGA) with the support of the Program Associate Officer. The grants component is co-managed between the Office, the SGA and Global Fund for Women which is a San Francisco based international NGO. A one year MoU is to be signed between the OSESG and GFW confirming the terms including the one year duration of this agreement.

In order to strengthen the implementation of the Women's Platform and its components, the services of a Gender Consultant are being sought. Under the supervision of the Senior Gender

Adviser and in collaboration with the Office and the Women's Platform partners, the Gender Consultant will perform the following:

**Responsibilities:**

The purpose of this consultancy assignment is to give strategic and programmatic support OSESG Gender Team in the implementation of the Women's Platform and of its 2016-2017 work plan. This will involve working closely with the Senior Gender Adviser (SGA), the Program Associate Officer (PAO) and Senior Programme Officer (SPO). The support work provided by the Consultant will focus on strategic, programmatic, and administrative and management support for the grants and advocacy components as well as on gender mainstreaming/monitoring/reporting related to the PSC-F and its outputs.

More specifically, the Consultant will:

- Monitor the implementation of the PSC-F and Women's Platform grants and projects from a gender perspective and prepare analytical reports, including in-puts to the Progress reports on gender to the Special Envoy; contribute to the Secretary-General's yearly reports to the Security Council on Women, Peace and Security; prepare the Regional Gender Monthly Progress Report and share with partners,
- Provide strategic , programmatic, advisory and management support for the implementation of the Grants Component and the Advocacy Component of the Women's Platform for PSC-Framework (draft ToRs/MoUs/Financial Agreements/concept notes/project proposals, review in-coming proposals for compliance; organize for Project Review Group meetings, seek internal clearances in liaison with UNSOS legal unit for all grants related agreements; arrange for Grants Committee meetings via VTC in close collaboration with UN Women, the co-managers of the grants component and Global Fund for Women; prepare Grants Committee meeting minutes; prepare and review on a regular basis, grants tracking tools/mechanism; follow-up on payments to various partners to ensure timely delivery of such initiatives; read and analyze financial and substantive progress narrative reports provided by partners, pointing out critical issues of concern such as O/SESG-GL visibility, etc.); Bring to the attention of the SGA areas in the financial and substantive reporting requiring attention and further follow-ups with the partners; Liaise with partners on corrective measures on financial and substantive progress reporting,
- Manage a tracking tool for various donor funds to the Women's Platform from OSESG Trust fund for incorporation into the final donor reports; regularly maintain and share donor reporting with the SGA and SPO,
- Coordinate the planning and mapping of field monitoring trips in DRC, Rwanda and Burundi under the Grants Component as organized by Global Fund for Women and prepare a mission report; Prepare a field needs assessment report and mapping prior to commencement of field monitoring exercise; Manage the programme of the field monitoring exercises and prepare after-field visit mission reports for SGA and management.
- Coordinate the Advisory Board meetings of the Women's Platform which are chaired by the Special Envoy; including coordination of invitation letters and background documents, VTC arrangements, preparation of Advisory Board Progress report; SE's annotated agenda/talking points in close consultation with Senior Gender Advisor; preparation of the minutes for circulation,

- Regularly monitor gender emerging issues in the Great Lakes region, including media monitoring and contribute to the drafting of gender related OSESG inputs to weekly reports, the SG Report on UNSCR 1325 and gender analysis of any other pertinent reports,
- Prepare and deliver gender training session for OSESG staff in collaboration with UN Women,
- Attend meetings on the Multi-Partner Trust Fund and Great Lakes Regional Strategic Framework; contribute to the gender section of the joint EU Project Document/proposal in collaboration with other agencies (GLRSF; UN Women, MONUSCO) and regional partners (ICGLR, Regional Women Forum); attend other UN meetings on Humanitarian response in the Region (organized by OCHA, UNHCR) and other high level dialogue meetings as assigned by the Senior Gender Adviser and prepare notes to file.
- Contribute to the O/SESG-GL weekly report and knowledge management products/gender tab in the O/SESG-GL website; and contribute to preparation of gender material/inputs for advocacy at the Regional Oversight Mechanisms (ROM) meeting in October 2017.
- Undertake any other duties as assigned by the Senior Gender Adviser

### **Deliverables**

- Gender assessment of the PSC-F and its outputs with identification of a few strategic entry points as ways forward for the OSESG including knowledge sharing with strategic partners on a regular basis; updated info shared with PIO unit on the gender tab of the O/SESG-GL website. Proof read and produce analysis of various reports and project proposals,
- Gender analytical inputs and monitoring reports produced,
- Field monitoring trip organized, delivered and reported on,
- Project Review Group meetings organized; Grants Committee meeting organized, conducted and reported on; narrative and financial reports from Global Fund for Women (GFW) reviewed in a timely manner and feedback given,
- Advisory Board meeting delivered, minutes prepared and circulated to members,
- Various substantive and progress documents as well as administrative and management documents produced in a timely manner and payments to partners delivered in timely manner,
- Gender training session prepared, delivered and reported on,
- Weekly report gender contribution shared within set deadlines; Regional Monthly Gender Updates prepared and shared with OSESG partners (ICGLR, RWF) and the office.

### **Timeline:**

The initial consultancy is for a period of five months (December 2016 to June 2017) with a possibility that the contract be extended for an additional six months.

### **Competencies:**

**Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Accountability:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**QUALIFICATIONS:**

**Education:** Master`s degree (or equivalent) in one of the following or related fields: conflict management and resolution, gender or women`s studies, political science or other related discipline

**Work Experience:** At least 7 years work experience with an international organization in programme management and content analysis is required. Relevant work experience in conflict and post-conflict settings is desirable; Proven track record in project management including finances and administration, monitoring and coordination; Excellent analytical, coordination and reporting skills; Experience with the UN system, the African Union and other inter-governmental institutions; Experience in working on gender issues including with women`s community based and NGO organizations; Work experience in East Africa and the Great Lakes region an asset; Diverse organizational work experience is an asset.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official languages is an advantage.

**Assessment:** Evaluation of qualified candidates may include an assessment exercise which may be followed by competency based interview.

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **10 October 2017** will not be accepted. CVs will not be accepted.

**Email:** [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

**A copy of P11 to be attached.**

**The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).**