

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title: Programme Analyst (Economic Empowerment)

Sector of Assignment: Women's Rights and Gender Equality

Level: P-2

Contract type: Fixed-term (JPO)

Country: Georgia

Location (city): Tbilisi

Agency: UN Women

Duration: One (1) year with possibility of extending for a second year. Extension for a second year is subject to the JPO's satisfactory performance. Extension for a third year (possibly at HQ in New York or in a Regional Office) will depend on availability of financial resources and the JPO's performance.

II. Supervision:

Title of Supervisor: UN Women Representative in Georgia

Content and Methodology of Supervision:

In the first three months:

1. Security briefing (provided by UNDSS)
2. Induction to UN Women (in cooperation with UN Women HR/HQ)
3. Introduction to UN Women Programme and Operations in Georgia (Country Office/CO)
4. Familiarization with key national and development partners (with Programme Specialist)
5. Familiarization with key national mechanisms, policies, plans and programmes related to gender equality and women's empowerment
6. Development of an annual individual work and learning plan with tasks, time-bound targets and indicators (with the Supervisor)
7. Completion of UN Women mandatory online courses (in cooperation with CO Learning Focal Point)

In the first year:

8. After two months, use a needs assessment to refine the learning/capacity development plan
9. At least one external programme-related training (based on needs assessment/needs of the Office)
10. Internal mentoring/trainings provided by the Programme Specialist and Operation Manager on agreed issues and areas of work

Regularly:

11. Bi-weekly meetings with the Supervisor to provide feedback, check progress towards the individual work plan, and discuss further learning needs
12. Participation of the JPO in regular, bi-weekly staff meetings and programme-related meetings
13. Midterm and annual performance assessment/feedback (PMD)

III. Duties, Responsibilities and Output Expectations:

It is expected that the JPO will support UN Women Georgia in the following areas: (1) programmatic interventions related to women's economic empowerment (30%); (2) programmatic interventions related to ending violence against women (30%); (3) UN and UNW partners' coordination (20%); (4) knowledge management (15%); and (5) other tasks as necessary (5%). In particular, the JPO is expected to fulfil the following **key duties and responsibilities**:

- **Programmatic interventions related to women's economic empowerment (WEE) (30%):**
 - ✓ Prepare analytical inputs to support effective, evidence-based programming on WEE
 - ✓ Participate in WEE-related events/meetings/workshops as agreed with the Supervisor, and provide feedback/information about key outcomes/follow-up
 - ✓ Draft ToRs and prepare documentation for UN Women's service providers and responsible parties related to programmatic interventions on WEE
 - ✓ Prepare inputs for UN Women quarterly/annual reports (in UN Women RMS) and donor reports
- **Programmatic interventions related to ending violence against women (EVAW) (30%):**
 - ✓ Support effective programmatic linkages between WEE and EVAW portfolios, especially from the viewpoint of public private partnership for VAW victim/survivors' economic empowerment;
 - ✓ Participate in EVAW-related events/meetings/workshops as agreed with the Supervisor, and provide feedback/information about key outcomes/follow-up
 - ✓ Draft ToRs and prepare documentation for UN Women's service providers and responsible parties related to programmatic interventions on EVAW
 - ✓ Prepare inputs for UN Women quarterly/annual reports (in UN Women RMS) and donor reports
- **UN and UNW partners' coordination (20%):**
 - ✓ Support the Programme Specialist in organizing and documenting meetings of the Gender Theme Group and the Civil Society Advisory Group
 - ✓ Support coordination meetings and Steering Committees related to the implementation of WEE programming
 - ✓ Provide support in organizing any relevant meetings with national and development partners as per the CO Strategic Note and Communication Plan
- **Knowledge management (15%):**
 - ✓ Prepare news/stories/briefs related to WEE & EVAW for UN Women Georgia's website, and disseminate them through relevant virtual platforms
 - ✓ Support development and production of any externally commissioned knowledge-product related to WEE and EVAW interventions
 - ✓ Explore innovative ideas of knowledge management, and share them with the Supervisor and Communications Officer
- **Other tasks as necessary (5%):**
 - ✓ Provide any other support related to CO programme implementation as needed and agreed with the Supervisor/Programme Specialist

Output Expectations:

First Year of Assignment

The JPO has comprehensive knowledge about UN Women's programme and operations, necessary for providing informed and effective support for CO programme implementation, monitoring and reporting. His/her contribution to the Programme is fully integrated and recognized by the team and partners.

Second Year of Assignment

The JPO is able to substantially contribute to the formulation of new WEE programme interventions, through lessons learned and knowledge acquired during the first year of his/her assignment. He/she has profound knowledge of the national and international partners and can contribute to the strengthening of the coordinated action and synergies among them. The JPO is able to take the lead on specific programmatic tasks assigned to him/her.

IV. Qualifications and Experience:

Citizenship

Swiss citizen

Education

Completed Master's degree in economics, development studies, gender, or related disciplines.

Work Experience

Minimum of 2 years, preferably 3 years of relevant work experience required. Knowledge of international labour standards, employment policies and/or social protection policies required.

Core Values and 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 for the multicultural nature of the Organization and the diversity of its staff. Demonstrate an international outlook, appreciating the difference in values and learning from cultural diversity

Core Competencies

- Ethics and Values: Demonstrate and safeguard ethics and integrity
- Organizational Awareness: Demonstrate corporate knowledge and sound judgment
- Development and Innovation: Take charge of self-development and take initiative
- Teamwork: Demonstrate the ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds
- Communication and Information-Sharing: Facilitate and encourage open communication and strive for effective communication
- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behaviour towards others
- Conflict Management: Surface conflicts and address them proactively, acknowledging different feelings and views and directing energy towards a mutually acceptable solution
- Continuous Learning and Knowledge-Sharing: Encourage learning and the sharing of knowledge
- Appropriate and Transparent Decision-Making: Demonstrate informed and transparent decision-making

Language Requirement

Fluency in English required. Knowledge of Georgian and/or Russian is an asset.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have knowledge of the following topics:

- Mandates and missions of UN Women and other UN agencies
- Normative frameworks that guide the work of UN Women (SDGs, CEDAW, Beijing Platform for Action, Security Council resolutions on women, peace and security, etc.)
- UN agencies' and other development partners' work and cooperation in the field, including the provision of technical assistance to national partners
- Development, implementation and monitoring of development programmes
- Working relations with partners, including governmental partners and development partners
- Result-based Management and Human Rights Approach in development work
- UN Women Programme Cycle and internal monitoring and reporting systems/tools such as RMS, DAMS, LEAD, etc.
- Knowledge management

Training Components

UN Women professional staff will provide internal face-to-face trainings on the SDGs, RBM, HRBA and CEDAW (possibly in cooperation with the ECA Regional Office and/or the UN Women Training Centre). Further learning needs, including external training(s), will be addressed based on the assessed learning needs of a particular candidate. The JPO will also obtain knowledge about UN Women's programming and

operational rules as part of his/her duties.

Learning Elements

- Upon arrival, the JPO will obtain standard security training provided by the UN Department of Safety and Security, as well as background information about the country and UN Women's work in Georgia.
- In the first three months, he/she will become familiar with UN support to national partners under the current 2016-2020 UN Partnership for Sustainable Development (UNPSD), specifically UN Women's role in delivering the results under the current UNPSD. He/she will get a full understanding of the development partners' landscape and areas of common interest and intervention.
- During the first year, the JPO will receive – as a minimum – training on the SDGs, RBM, HRBA and CEDAW.
- In two years, the JPO will learn gradually and in practical terms about all phases of UN Women programming, monitoring and reporting, including reporting to donors and operational framework/rules. He/she will get familiar working with UN Women monitoring and reporting tools such as RMS, DAMS and LEAD.
- During the two year period, the JPO will obtain deep knowledge about UN Women programming, UN coordination, and working with national and international development partners. He/she will understand interlinkages between UN Women's intergovernmental/normative and operational mandate and translate it to the programme development process.

VI. Background Information on the Programme:

UN Women Georgia Country Programme (Strategic Note for 2016-2020) focuses on three thematic areas of UN Women's global mandate: (1) ending violence against women and girls (EVAWG); (2) women's economic empowerment (WEE); and (3) women's participation in the peace and security agenda (WPS). The Country Programme/Strategic Note feeds directly into the 2016-2020 UNPSD,¹ signed between the UN System in Georgia and the Government of Georgia. UN Women interventions also directly support the implementation of Georgia's nationalized SDGs.²

UN Women closely cooperates and coordinates with UN agencies and key development partners: UN Women chairs the Gender Theme Group (GTG), which includes UN agencies and key development partners supporting gender equality and women's empowerment interventions in Georgia. GTG serves as the key coordination platform for the implementation of interventions related to gender and women's rights in the country.

Joint programming is perceived as one of the most effective forms of UN coordination on gender issues that can accelerate the achievement of nationalized SDGs. There are currently two joint UN projects implemented and supported by the Government of Sweden and the European Union; also taking part, aside from UN Women, are the FAO, UNDP and UNFPA.

Office background: UN Women Georgia Country Office obtained full Delegation of Operational Authority in 2014. The Country Office is led by the UN Women Country Representative, who represents UN Women to the Government of Georgia. The Country Representative is also serving as Programme Director for the South Caucasus, which means that any operational or programmatic interventions in the region will be managed from her Office. The Country Representative reports to the UN Women Regional Director located in Istanbul. There are currently 23 staff and personnel employed by the CO. The CO Head Office is located in the capital Tbilisi.

Country context and problem description: Georgia joined the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) without reservations in 1994, and the Georgian delegation took part in the elaboration of the Beijing Declaration and Platform for Action in 1995. The principle of equality, regardless of one's sex, is embedded in Georgia's Constitution of 1995³ and all major legislative acts and policies.

Despite significant progress made in recent years, challenges in achieving *de facto* gender equality remain. After the recent parliamentary elections (October 2016), the percentage of women parliamentarians increased from 11 per cent to 16 per cent, which is still behind the global average of 22 per cent and the "critical mass" defined as achieving at least 30 per cent. Women's economic activity rates lag behind those

¹ Available from http://www.ungeorgia.ge/eng/publications/joint_publications_reports_strategic_documents?info_id=440#.WCBsXvI942w

² Available from <https://sustainabledevelopment.un.org/memberstates/georgia>

³ *Constitution of Georgia*, article 14, states: "Everyone is born free and is equal before the law, regardless of race, skin color, language, sex, religion, political and other beliefs, national, ethnic and social origin, property and title of nobility or place of residence."

of males by some 20 percentage points, and the gender wage gap is, according to official statistics, almost 39 per cent.⁴ Violence against women and domestic violence is still a problem, despite significantly increased public awareness, improved legislation and enhanced capacities of service providers to address the problem. Early marriages, especially in rural and mountainous areas, are not an exception. Some groups of women, such as low-income single-women-headed households, women with disabilities, ethnic minority women and multiple disadvantaged women, face specific challenges, including access to education, decent paying jobs, and legal, social and health services.

The CEDAW Committee (2014),⁵ the Universal Periodic Review panel (2015),⁶ and the UN Special Rapporteur on Violence against Women, its Causes and Consequences (2016),⁷ as well as EU institutions, have recently provided their observations and recommendations to the Government of Georgia to address these challenges.

The most recent, comprehensive and coordinated responses of the Government of Georgia to the concerns and recommendations received include the Human Rights Strategy and Action Plan (2016-2017), the National Action Plan on Combatting VAW and DV (2016-2017), the National Action Plan on Women, Peace and Security (2016-2017), and nationalized SDGs, where gender is mainstreamed to all SDGs and where SDG 5 (gender equality) has been selected among 14 out of 17 priority SDGs for Georgia. The Government of Georgia also signed the 2016-2020 UNPSD. The above are the key frameworks that have informed UN Women's programmatic interventions, including those specifically focusing on women's economic empowerment.

⁴ GEOSTAT, 2016.

⁵ Available from http://tbinternet.ohchr.org/_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=814&

⁶ Available from <http://www.ohchr.org/EN/HRBodies/UPR/Pages/GESession23.aspx>

⁷ Available from <http://www.ohchr.org/EN/Issues/Women/SRWomen/Pages/CountryVisits.aspx>