



## **TERMS OF REFERENCE Chiffre Nr. 2022-2-59**

### **Junior Professional Officers Programme (JPO)**

#### **I General Information**

**Title:** JPO Partnership Analyst

**Sector of Assignment:** Economic Justice and Rights Action Coalition

**Organization/Office:** UN WOMEN HQ, Policy, Programme and Intergovernmental Division

**Duty Station:** New York, USA

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### **II. Organizational Context**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, 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.

##### **About the Position**

Reporting to the Thematic Lead for the Economic Justice and Rights Action Coalition, the Partnership Analyst contributes to the effective management of the Economic Justice and Rights Action Coalition of the Generation Equality Forum.

The Generation Equality Forum (GEF) is a civil society–centered, multi-stakeholder, global gathering for gender equality, convened by UN Women and co-hosted by the governments of Mexico and France. The Forum was convened in Mexico City, Mexico in March 2021, and culminated in Paris, France from 30 June – 2 July 2021. The outcomes of the Generation Equality Forum are: 1) Compelling feminist multi-lateral Global Acceleration Plan for gender equality 2) Launch of the Action Coalitions 3) Catalytic, bold commitments towards the action coalitions.

Action Coalitions are global, innovative, multi-stakeholder partnerships that will mobilize governments, civil society, international organizations, and the private sector to: catalyze

collective action, spark global and local conversations among generations, drive increased public & private investment, deliver concrete, game-changing results across generations for girls and women. These Action Coalitions have developed a set of concrete, ambitious, and transformative actions that Coalition members will take between 2021 and 2026 to achieve immediate and irreversible progress towards gender equality, captured in the Global Acceleration Plan. In addition to the Global Acceleration Plan, each Action area has an accompanying Blueprint, laying out the conceptual framework, key issues and approaches.

In UN Women, the work on Action Coalitions will be carried on by a Task Team – Secretariat – which is under the management of the Director of the PPID. The work of the Economic Justice and Rights Action Coalition is driven by a Thematic Lead and a Programme Analyst in close collaboration and consultation with UN Women’s Economic Empowerment Section.

The Partnership Analyst will provide substantive support to the Action Coalition, focusing on management of coordination and working methods/standard operating procedures within the Action Coalition, engagement with stakeholders, communications and planning processes.

### **III. JPO Programme Components**

Title of Supervisor: Thematic Lead, Economic Justice and Rights Action Coalition

#### **Content and methodology of supervision:**

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with the direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and supervisor.

#### **Evaluation:**

The Performance Management and Development (PMD) tool will serve as a primary platform to evaluate of the JPO’s performance.

#### **Training components:**

- Participation in a UN Women Induction Course in New York or remotely if applicable.
- UN Women mandatory online training courses.
- Access to online training and learning resources of the Learning Management System to develop management skills as well as knowledge in specific technical areas in line with the individual learning plan developed annually with the supervisor.
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide.

#### **Learning components:**

On completion of the assignment, the JPO will have a clear understanding of the Action Coalition on Economic Justice and Rights, the thematic area of women’s economic empowerment, UN Women and the wider UN system and the operationalization of a global

multistakeholder process. In addition to strengthening of UN Women competencies skills set, in particular those listed below, the JPO will also learn/acquire some of the following:

- Working within and managing a dynamic multi-stakeholder process
- Supporting monitoring, evaluation and reporting efforts
- Project planning and management
- Understanding of gender equality efforts at the global, regional and country levels.

#### **IV. Functions**

##### **1. Provide substantive coordination support to the Action Coalition:**

- a. Coordinate team meetings, organize updates and reporting sessions by the Thematic Lead to the Action Coalition Secretariat and partners;
- b. Organize Action Coalition meetings and events by drafting documentation and coordinating their finalization with the Action Coalition Secretariat; scheduling the meetings; circulating relevant documents among the Leadership Structure and other relevant partners; taking meeting notes; and managing an online repository for all the documents;
- c. Prepare briefing materials for Action Coalition Co-Leads and Thematic Lead on issues to be discussed in the meetings;
- d. Provide support to the Action Coalition's Leadership Structure in coordinating their work and following the working methods laid out.

##### **2. Provide operational support for the Action Coalition:**

- a. Support the preparation of regular updates for the Action Coalition Leadership Structure;
- b. Follow up on required action/outstanding issues and report on outcome/ result. Alert the Action Coalition Thematic Lead on critical issues to be addressed;
- c. Support work planning development and execution processes.

##### **3. Provide support for stakeholder and strategic partnership engagement efforts:**

- a. Support the development and implementation of engagement strategies for commitment makers to the Action Coalition;
- b. Facilitate the collaboration of the EJR Action Coalition's Leadership Structure and Commitment Makers in the implementation of Actions and the Monitoring and Accountability Framework;
- c. Provide support in coordinating activities and other promotional events designed to engage bilateral and multilateral institutions/donors, private sector and civil society to expand and/or sustain interest and resources for Action Coalitions;
- d. Coordinate the preparation of background documents and analysis for relevant meetings and events.

## **V. Key Performance Indicators**

- Timely and quality contributions to the Action Coalitions Task Team/ Secretariat coordination efforts.
- Timely inputs and support for Action Coalition communication and planning efforts.
- Quality support provided in managing activities for stakeholder engagement efforts and their management.
- Increased awareness of the work of UN Women and the Generation Equality Forum.

## **VI. Background Information**

### **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:**

- Substantive knowledge and experience related to current policies and practices in the thematic area of women's economic empowerment.
- Substantive knowledge in the Beijing Platform for Action, the Sustainable Development Goals and other associated processes.
- Proven expertise in writing cogent and clear communications.
- Familiarity with multi-stakeholder processes.

## **VII. Recruitment Qualifications**

### **Education and certification:**

- Master's degree in gender studies, international development, economics, public administration and/or social sciences, or a related field is required
- A project/programme management certification would be an added advantage

### **Experience:**

- At least 2 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building;
- Experience in women's economic empowerment is an asset

### **Language Requirements:**

- Fluency in English is required
- Knowledge of French, Spanish or both is a strong asset.

**Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2022-2-59 auf dem Bewerbungsbogen**

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