

TERMS OF REFERENCE

Program:	Promoting Gender Equality in National Development Policies and Programs
Position:	Capacity Building and Advocacy Component Coordinator
Duty Station:	Chisinau, Moldova
Duration:	1 year, renewable

Background:

Significant groundwork on gender equality was covered over the past several years in the Republic of Moldova. These efforts are a good beginning, but more needs to be done in a focused and coordinated manner, including supporting an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality developed and implemented by 2010.

In 2005 UNIFEM undertook an assessment of National Women's Machineries in the Commonwealth of Independent States (CIS), which revealed that despite laudable progress over the past decade, significant challenges remain for National Women's Machineries in the region. Many of these challenges converge around the following factors, all valid in the case of Moldova: low functional authority to influence overall state policy; ambiguous mandate, poorly defined roles and responsibilities; poorly resourced (human & financial) offices; vague monitoring system and poorly defined indicators hampering efficient tracking of progress on gender equality.

It is therefore critical to support measures for strengthening the capacities of National Gender Equality Machineries (NGEMs) to assume leading roles and positions in all aspect of development planning and budgeting, and ensure they have the means and authority to monitor the implementation of obligations of line ministries. National obligations and commitments to International Human Rights Instruments (IHRIs) and the MDGs provide important entry points for gender equality advocates to ensure government accountability through nationally agreed monitoring and reporting mechanisms.

In 2006 UNIFEM with funding support from SIDA has commenced the program on Promoting Gender Equality in National Development Policies and Programs to address gender inequalities in the context of national efforts for poverty alleviation and public sector reform as a means to guarantee human security and human rights for all citizens – men and women.

The overall development objective of the program is to promote gender equality as a prerequisite for rights-based sustainable development in the context of the MDGs, EGPRSP and EU-Moldova Action Plan. The program will enhance national capacities in Moldova to realize their commitment to gender-responsive good governance and poverty alleviation.

Tasks and Responsibilities:

Under the supervision of the National Program Manager, and under the overall guidance of the Program Chief Technical Advisor (CTA) and close coordination of work with the Gender Statistics and Monitoring component coordinator the Capacity Building and Advocacy Component Coordinator (CBC) will have responsibilities for coordinating the program interventions on capacity building to ensure effective implementation of the program as per work plans:

More specifically, the CBC's tasks and responsibilities will include:

- *Elaborating the strategy* for effective implementation of program objectives for ensuring successful achievement of the program outputs related to building capacity of the Government and relevant partners;
- Taking *full responsibility for establishing good rapport* with the government counterparts on capacity building aspects of the Government and other counterparts on gender related issues;
- *Preparing and updating capacity building related parts of the work plans* and ensuring their timely execution;
- *Undertaking continuous monitoring* of progress throughout the program phase under the responsible component, providing inputs in drafting relevant reports and correspondence with the UNIFEM Regional Office for CIS countries with the support from the CTA;

- *Organising and supporting* technical assistance, monitoring and evaluation missions and subcontracted program activities, including drafting ToRs for program subcontractors under Capacity building aspect;
- *Ensuring timely documentation and submission* of program experiences and results on the relevant component interventions from the program start;
- *Organising, co-ordinating, preparing, conducting and providing* technical advice and input to program activities in line with program objectives in the capacity building related areas;
- *Promoting Program results and achievements* through closely cooperating with the local and international mass media with the support of UNIFEM CIS office;
- *Ensuring adherence* of Knowledge Products and Services to UNIFEM corporate knowledge management policy under the guidance of UNIFEM CIS office
- *Coordinating advocacy* work of the program;
- *Ensuring incorporation of gender* aspects into all capacity building activities, materials and publications;
- *Ensure timely development and submission* of Individual Work Plans as well as Results and Competency Assessment (RCAs) to the NPM.

Qualifications

<i>Academic Background:</i>	Graduate/Post graduate degree in social sciences, international law, development studies, and/or gender studies, or similar.
<i>Technical expertise:</i>	1. Various capacity building skills 2. Knowledge of development and gender
<i>Relevant work experience:</i>	A minimum of 3 years of practical experience in the development field and/or human rights; Practical experience in managing, organizing, conducting various capacity building initiatives; Experience on building capacity of government officials as well as civil society organizations on development issues as well as issues related to the advancement of women and equal rights issues will be an asset; International experience on Capacity Building will be an asset; Knowledge of results based management and demonstrated ability to motivate partners will be an asset; Initiative and sound judgment, dedication to the UN principles and demonstrated ability to work harmoniously with persons of different nationalities and cultural background is required;
<i>Personal qualities:</i>	Leadership and motivation skills, Initiative and sound judgment, Problem solving skills; Ability to work harmoniously with persons of different nationalities and cultural backgrounds;
<i>Other skills</i>	Good communication and presentation skills, Fluency in English, Romanian and Russian is required Strong writing and communication skills is required Good computer skills in Windows environment, knowledge of Internet communications and command of MS Office applications (Word, Excel, Power Point) is required

Pls indicate your last three employers with concrete contact details such as emails, telephone, fax, address.