

## ANEXO I

### TERMS OF REFERENCE

I. Fellowship Assignment	
<p><b>Title:</b> Donor Relations Analyst</p> <p><b>Unit:</b> UN Women Regional Office for the Americas and the Caribbean</p> <p><b>Reports to:</b> Donor Relations and Resource Mobilization Specialist</p>	<p><b>Duty Station:</b> Panama City, Panama</p> <p><b>Type of assignment:</b> Fellowship</p>
II. Background Information	
<p>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.</p> <p>The Fellow, in the role of Donor Relations Analyst, will support analysis and organization of donor agreements, donor reports, facilitate uploading and monitoring of data into new systems (DAMS and LEADS) that are being implemented to facilitate information flows relevant to the maintenance of solid relations with donors, as well as the management and planning related to funding pipelines.</p> <p>The <b>Donor Agreement Management System (DAMS)</b> has rolled out with the first task to upload and enter accurate information which is extracted from all active donor agreements. The population of the database and the approvals of all entries is essential to having accurate information related to reporting obligations, among other information. Eventually, DAMS is envisioned to serve as the monitoring system to track and ensure timely reporting, and to provide other key management information. The approvals process requires additional support.</p> <p>UN Women has <b>decentralized its donor reporting</b> function as of 1 October 2016. Two levels of offices have been defined: Tier 1 (country office has full authority to produce and send reports to donors), Tier 2 (country office required to submit narratives to the Regional Office for quality assurance). Only two offices in the region are in Tier 1 (Colombia and Mexico) with the rest required to seek QA from the RO. Under</p>	

decentralization, Representatives and the Regional Director are 100% accountable for reporting.

There will be over 100 donor reports requiring clearance through the Regional Office. Assistance is needed to manage the reporting process, in order to ensure timely and high-quality reports going forward. Some of this support is administrative, and other support is more substantive, requiring a knowledge of results-based reporting and strong editorial skills.

In addition, the Donor Reports contain a wealth of information that is valuable for learning in the organization. A **monthly synthesis of the main results** achieved that is distilled and organized for distribution throughout the region will be a welcome addition to knowledge sharing. Expected output would be a solid presentation of these results in a newsletter format for email and/or intranet distribution.

**Clearance of non-standard donor agreements:** UN Women has made strides toward standardized donor agreements, yet many donors maintain their own requirements. In these cases, donor agreements require clearance that is monitored through an online system. Multiple divisions in Headquarters are required to sign off on these, and this often results in much back and forth with donors and offices throughout the process.

**Tracking Progress toward RM Targets:** The process leading to the signature of a donor agreement is complex from the initiation of the conversation to the final stages leading to signature. Each negotiation taking place in the region is tracked from beginning to conclusion in order to ensure that needed support is provided from the Regional Office and to ensure donor coordination. The LEADS system has been created for offices to track these processes and for others to have access to the latest information related to the same. Offices may require support to maintain their “LEADS” and regular analysis is necessary to maintain progress toward the achievement of RM targets. Assistance is required to support offices in this regard and to bring to the attention of the RM Specialist any urgent issues.

**Support to Private Sector Relations:** UN Women is expanding rapidly its relations with the private sector. In Panama, at the country level, outreach is expanding and partners are coming on board – particularly as signatories to the Women’s Empowerment Principles. UNW anticipates organizing a number of events and initiatives in Panama and assistance is required to ensure that these run smoothly and that partners have the information that they require in a timely manner. In addition, assistance is required to map additional opportunities and to further expand the reach of UNW with the private sector in Panama.

### III. Description of the Responsibilities

Under the direct supervision of the Donor Relations and Resource Mobilization Specialist, the Fellow will undertake the following tasks:

- Support the completion of all level 1 approvals of pending donor agreements in UN Women platform (DAMS) for LAC region;
- Review all elements in consultation with responsible party and based on the contract that is uploaded based on the DAMS checklist;
- Ensure that all annexes are uploaded, in particular those relating to the project being supported (project document or annex specifying results to be achieved);
- Compare list of agreements in DAMS with list of donor contributions in Atlas to ensure that all agreements with outstanding reporting requirements are in fact in DAMS
- Ensure that all non-cost extensions are uploaded and that any changes based on the NCE are fully reflected in DAMS (in particular on reports)
- Compile list of any outstanding agreements and any missing reports
- Monitor reporting commitments by office, donor, amount of the agreement, and date - based on DAMS
- Work with donor reporting focal points in every office in the region to ensure reports are submitted on time – paying particular attention to overdue reports – ensuring clear understanding of the division of labor and deadlines
- Establish and manage a location on the intranet or One Drive (TBD) to support version control during the review process of narrative reports
- Ensure that financial reports are requested from HQ on time to go out with narratives, in conjunction with the Finance Specialist
- Provide status (dashboard) updates on a bi-weekly basis to the Donor Relations and Resource Mobilization Specialist
- In consultation with the Donor Relations and Resource Mobilization Specialist ensure the delivery of high-quality, results-oriented reports, ensuring conformity with reporting formats, including Executive Summaries (in English), and reporting against results frameworks, including indicators and targets
- A monthly synthesis of the main results achieved that is distilled and organized for distribution
- Support multi-step clearance of non-standard donor agreements by managing the communications between HQ, and LAC offices throughout the process.
- Track Progress toward RM Targets from the initiation of the conversation to the final stages leading to signature.
- Ensure that needed support is provided from the Regional Office and to ensure donor coordination.
- Provide regular analysis of LEADS to maintain progress toward the achievement of RM targets and bring to the attention of the RM Specialist any urgent issues.

- Provide support to Private Sector Relations, especially in Panama including by organizing a number of events and initiatives to ensure that these run smoothly and that partners have the information that they require in a timely manner.
- Map additional opportunities and to further expand the reach of UNW with the private sector in Panama.
- Maintain the Private Sector focal points list for LAC and support knowledge sharing
- Occasional support to due diligence research may be required .

#### IV. Learning Objectives

- Increase understanding of UN Women's work and the UN system;
- Meeting and networking with UN Women colleagues in other units;
- Work as a team member in a multicultural setting;
- Expanded private sector relations in Panama and the LAC region;
- Understanding of the main processes and methods of work regarding the assignment;
- Understanding of organizational policies and procedures related to the assignment and applies them consistently in work tasks;
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning.

#### IV. Competencies

##### 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

Please visit this link for more information on UN Women's Core Values and Competencies:

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

##### Functional Competencies:

- **Commitment to Learning**
- Learned about agency, its processes, structure, challenges, and environment
- Compared agency to other working environments, supported agency with institutional learning
- **Communication**
- Produced communication products (written and oral)
- Transferred and shared knowledge
- **Planning and Organizing**
- Refined workflows with available resources
- Developed work plans
- Implemented activities in a timely manner, met deadlines
- **Teambuilding**
- Coordinated work and roles with other team members
- Supported goals of the team
- **Advising and Decision Making**
- Identified areas for growth or revision

V. Qualifications	
Education	<ul style="list-style-type: none"> <li>• Completed university degree in business or public administration, economics, political science, human rights, international studies or other social science fields. Studies in gender or human rights is an asset.</li> </ul>
Experience and other qualifications	<ul style="list-style-type: none"> <li>• At least 2 years of progressive responsible administrative or programme experience in required preferably within the UN system, Agencies, Funds, Programmes, or UN Mission;</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required;</li> <li>• Experience in the use of web based management systems and advanced knowledge of spreadsheets and database packages is an asset;</li> <li>• Excellent communication skills. Communicates sensitively, effectively and creatively across different constituencies;</li> <li>• Networking skills, and ability to generate interest in UN Women's mandate;</li> <li>• Experience working with the private sector on social responsibility is an asset;</li> <li>• Experience working in the Latin American Region is an asset.</li> </ul>
Language	

	<ul style="list-style-type: none"> <li>• Fluency in English and Spanish;</li> <li>• Working knowledge of French and/or Portuguese is a distinct advantage.</li> </ul>
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## TERMS OF REFERENCE

I. Fellowship Assignment	
<p><b>Title:</b> Analyst in the area of Ending Violence against Women</p> <p><b>Unit:</b> UN Women Regional Office for the Americas and the Caribbean</p> <p><b>Reports to:</b> Policy Specialist on Ending Violence against Women</p>	<p><b>Duty Station:</b> Panama City, Panama</p> <p><b>Type of assignment:</b> Fellowship</p>

II. Background Information
<p>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.</p>

III. Description of the Responsibilities
<p>Under the supervision of the Policy Specialist on Ending Violence against Women, the fellow will have the following responsibilities:</p> <ol style="list-style-type: none"> <li>1. Support the gathering and compilation of information and the continuous update of the database on national and regional initiatives in the area of EVAW;</li> <li>2. Support the preparation of substantive products, concept notes, project documents, knowledge products related to EVAW;</li> <li>3. Support the dissemination and implementation of UN Women flagship programmes related to EVAW;</li> <li>4. Draft reports, e.g. summary of activities, budgets and responsibilities, as established in the annual work plans related to EVAW in all LAC country and programme offices; update</li> </ol>

<p>on achievements and activities planned with regional and subregional partners to support EAW;</p> <ol style="list-style-type: none"> <li>Support the organization of webinars, workshops, events, meetings, and studies. Participate in technical meetings, preparing notes, taking minutes, or any other related task, as requested;</li> <li>Support the dissemination of information sharing experiences and lessons learnt in the LAC region in the area of EAW;</li> <li>Coordinate, ensure communication and provide technical support to the UNiTE Campaign, including through the Inter-Agency Group on Gender Equality and Women's Empowerment;</li> <li>Liaise, coordinate, ensure communication and provide technical support on EAW related issues to UN Women Offices throughout the region, as needed;</li> <li>Provide any other support as required.</li> </ol>
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IV. Learning Objectives
<ul style="list-style-type: none"> <li>Formulate and monitor programming to end violence against women and girls;</li> <li>Master results based management with an emphasis on women's rights, gender equality and ending violence against women;</li> <li>Managing communications campaigns and initiatives, as well as strategies used in behavior change initiatives;</li> <li>Acquire understanding and skills of UN coordination;</li> <li>Increased understanding of UN Women's work and the UN system;</li> <li>Meeting and networking with UN Women colleagues in other units;</li> <li>Work as a team member in a multicultural setting.</li> </ul>

IV. Competencies
<p><b>Core Values:</b></p> <ul style="list-style-type: none"> <li>Respect for Diversity</li> <li>Integrity</li> <li>Professionalism</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>Awareness and Sensitivity Regarding Gender Issues</li> <li>Accountability</li> <li>Creative Problem Solving</li> <li>Effective Communication</li> <li>Inclusive Collaboration</li> <li>Stakeholder Engagement</li> <li>Leading by Example</li> </ul>

Please visit this link for more information on UN Women's Core Values and Competencies:  
<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

### **Functional Competencies:**

1. **Commitment to Learning**
  - Learned about agency, its processes, structure, challenges, and environment
  - Compared agency to other working environments, supported agency with institutional learning
2. **Communication**
  - Produced communication products (written and oral)
  - Transferred and shared knowledge
3. **Planning and Organizing**
  - Refined workflows with available resources
  - Developed work plans
  - Implemented activities in a timely manner, met deadlines
4. **Teambuilding**
  - Coordinated work and roles with other team members
  - Supported goals of the team
5. **Advising and Decision Making**
  - Identified areas for growth or revision

V. Qualifications	
Education	<ul style="list-style-type: none"> <li>• The fellow must have studies in human rights, gender, governance, international development or other similar subject at the university level.</li> <li>• Graduate education on gender, economics, international development, human rights, governance, or related fields.</li> </ul>
Experience and other qualifications	<ul style="list-style-type: none"> <li>• Experience in working in an international environment is desirable</li> <li>• Excellent communication skills (written and oral);</li> <li>• Ability to think and work logically and work precisely with attention to detail;</li> <li>• Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.</li> </ul>
Language	



	<ul style="list-style-type: none"> <li>• Fluency in English and Spanish;</li> <li>• Working knowledge of French and/or Portuguese is a distinct advantage.</li> </ul>
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## TERMS OF REFERENCE

I. Fellowship Assignment	
<p><b>Title:</b> Fellowship in the area of Planning, Reporting and Coordination</p> <p><b>Unit:</b> UN Women Regional Office for the Americas and the Caribbean</p> <p><b>Reports to:</b> Strategic Planning and Coordination Specialist</p>	<p><b>Duty Station:</b> Panama City, Panama</p> <p><b>Type of assignment:</b> Fellowship</p>

II. Background Information
<p>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.</p>

III. Description of the Responsibilities
<p>Under the direct supervision and guidance of Elisabeth Diaz, Strategic Planning and Coordination Specialist, the fellow will assist the Regional Office for the Americas and the Caribbean within the area of Planning, Reporting and Coordination . A work plan with achievements for the duration of the Fellowship and learning opportunities will be agreed upon.</p> <p>The Fellow will:</p> <p><b>Coordination:</b></p> <ul style="list-style-type: none"> <li>• Support consolidation of good practices and lessons learned from inter-agency work on gender equality in the region to feed into the global community of practice on coordination;</li> <li>• Participate in the regional inter-agency gender meetings, preparing notes, taking minutes, or any other related task, as requested;</li> </ul>

- Prepare briefing material and documentation of meetings with other UN agencies;
- Support the preparation of regional events linked to implementation of the workplan of the regional inter-agency gender group;

**Planning and Reporting:**

- Support the organization of webinars with country offices on issues related to planning and programming;
- Support the updating of the internal knowledge management platform of the regional office;
- Support the development of annual reports on UNW achievements in Spanish and English for different audiences;
- Provide support to the Regional Strategic Planning and Coordination Specialist on other issues as required

**V. Learning Objectives**

- Increased understanding of UN Women's work and the UN system;
- Learning different aspects of the mandate of UN Women and how it collaborates with other UN agencies with regard to promoting gender equality in the LAC region;
- Increased knowledge and experience on gender equality and results-based management;
- Meeting and networking with UN Women colleagues in other units;
- Work as a team member in a multicultural setting.

**V. Competencies**

**Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

**Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
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### **Functional Competencies:**

#### **6. Commitment to Learning**

- Learned about agency, its processes, structure, challenges, and environment
- Compared agency to other working environments, supported agency with institutional learning

#### **7. Communication**

- Produced communication products (written and oral)
- Transferred and shared knowledge

#### **8. Planning and Organizing**

- Refined workflows with available resources
- Developed work plans
- Implemented activities in a timely manner, met deadlines

#### **9. Teambuilding**

- Coordinated work and roles with other team members
- Supported goals of the team

#### **10. Advising and Decision Making**

- Identified areas for growth or revision

<b>V. Qualifications</b>	
Education	Strong academic background in political sciences, gender equality, human rights, international development, or related fields.
Experience and other qualifications	<ul style="list-style-type: none"> <li>• Experience in working in an international environment would be an asset;</li> <li>• Ability to write clearly and concisely.</li> <li>• Ability to think and work logically and work precisely with attention to detail;</li> <li>• Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.</li> </ul>
Language	<ul style="list-style-type: none"> <li>• Fluency in English and Spanish;</li> <li>• Working knowledge of French and/or Portuguese is a distinct advantage.</li> </ul>

## TÉRMINOS DE REFERENCIA

I. Información sobre el puesto	
<p><b>Título del puesto:</b> Pasante de la Universidad de Málaga</p> <p><b>Institución:</b> ONU Mujeres, Oficina Regional para las Américas y el Caribe en Panamá</p> <p><b>Reporta a:</b> Victoria Díaz García, Especialista de Programa</p>	<p><b>Lugar de trabajo:</b> ONU Mujeres Oficina Regional</p> <p><b>Estatus del puesto:</b> En proceso de solicitud</p> <p><b>Nivel aprobado:</b></p>

II. Contexto de la organización
<p>ONU MUJERES es la Entidad de las Naciones Unidas para la igualdad de género y el empoderamiento de las mujeres; entró en funciones en enero de 2011, siendo aprobada su creación en el seno de la Asamblea de las Naciones Unidas por unanimidad en julio de 2010.</p> <p>El rol de esta entidad es apoyar a los Estados partes en el cumplimiento progresivo de los compromisos internacionales por ellos adoptados, en relación con el adelanto de las mujeres y la construcción de la igualdad de género.</p> <p>Para cumplir con su mandato ONU Mujeres ha priorizado 6 áreas de trabajo:</p> <ul style="list-style-type: none"> <li>- liderazgo y participación política,</li> <li>- empoderamiento económico,</li> <li>- erradicación de la violencia de género,</li> <li>- paz y seguridad,</li> <li>- planificación y presupuesto</li> <li>- marcos normativos</li> </ul>

III. Funciones / Resultados
<ul style="list-style-type: none"> <li>• Apoyar en la implementación de las iniciativas programáticas de la Oficina Regional sobre marcos normativos según la Nota Estratégica y Plan Anual de la Oficina Regional.</li> </ul>

- Apoyar procesos normativos globales y regionales que estén siendo liderados y/o apoyados por ONU Mujeres
- Apoyar en el desarrollo de estrategias regionales sobre el trabajo normativo que integre los diferentes procesos y prioridades y proponga un conjunto de acciones clave para fortalecer y consolidar el rol normativo de ONU Mujeres en América Latina y Caribe.
- Apoyar las iniciativas en apoyo a la implementación, reporte, monitoreo y/o evaluación de los compromisos Estados contemplados en *inter alia* la CEDAW, Plataforma de Acción de Beijing, Agenda 2030 y Objetivos de Desarrollo Sostenible, Década de los Pueblos Afrodescendientes y Conferencia Global de Pueblos Indígenas.
- Apoyar en el monitoreo y reporte de las conclusiones acordadas en la CSW desde la Oficina Regional y desde los socios de ONU Mujeres, como la sociedad civil, la academia, gobiernos, entre otros.
- Apoyar en el monitoreo y asistencia a los países de la región que se encuentran próximos a reportar ante el Comité CEDAW y otros órganos de tratados.
- Apoyar procesos e iniciativas para el fortalecimiento y/o acompañamiento de las organizaciones de la sociedad civil e instituciones gubernamentales en la revisión y/o definición de marcos normativos globales y regionales, incluido el apoyo en la organización de eventos tales como consultas regionales, conferencias, reuniones inter-gubernamentales, espacios de encuentro y diálogo de la sociedad civil y/o de interacción con gobiernos, etc.
- Apoyar en elaboración de nuevos programas, investigaciones, proyectos e iniciativas encaminadas a apoyar la implementación de los compromisos de los Estados en materia de igualdad de género y derechos de las mujeres.
- Apoyar las iniciativas de fortalecimiento de los vínculos entre los tres mandatos de ONU Mujeres (operacional, de coordinación y normativo), así como la expansión programática (flagship programmes) y acciones de movilización de recursos externos.
- Apoyar en el reporte, monitoreo y evaluación del trabajo normativo de la Oficina Regional.
- Apoyar en la elaboración de productos de conocimiento, de comunicación y/o de abogacía.
- Apoyar en el monitoreo de noticias y de información que se genere en la región relacionada a sus funciones en el Oficina Regional.
- Apoyar en la elaboración y actualización de información sobre trabajo normativo para la intranet y web de la Oficina Regional de ONU Mujeres.

## VI. Competencias requeridas

- Eficacia a nivel operacional y gerencial.
- Habilidades informáticas.

- Crear excelentes relaciones con socios implementadores.
- Tener excelente comunicación oral y escrita.
- Capacidad de análisis.
- Habilidad en la redacción de textos informativos, guiones publicitarios, otros.
- Poder trabajar en coordinación con varios actores del Sistema de Naciones Unidas, institucionales y de la sociedad civil.
- Capacidad para resolver conflictos.
- Habilidad para la coordinación interinstitucional y la conducción de espacios de generación de debate, ideas y propuestas.

#### VI. Competencias Corporativas:

	<ul style="list-style-type: none"> <li>- Demostrar integridad en la aplicación de los valores del Sistema de Naciones Unidas –SNU- y sus estándares éticos.</li> <li>- Promover la visión, misión y metas estratégicas de ONU Mujeres y del SNU.</li> <li>- Demostrar aptitudes de poder trabajar en equipo y bajo presión.</li> <li>- Tener un enfoque de derechos humanos, género y multiculturalidad.</li> </ul>
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#### V. Calificaciones y Requisitos

Formación Académica	Título universitario en Ciencias Políticas y/o Sociales. De preferencia, formación en género o relacionada.
Experiencia	<ul style="list-style-type: none"> <li>- Experiencia de trabajo o investigación en el ámbito de género.</li> <li>- Experiencia de trabajo con o investigación sobre instituciones públicas.</li> <li>- Experiencia de trabajo con o investigación sobre organizaciones de la sociedad civil, especialmente organizaciones de mujeres.</li> <li>- Interés en los temas relacionados con mujeres indígenas y afro-descendientes.</li> </ul>
Idioma:	Nivel de español e inglés avanzado (hablado y escrito). Se valorará positivamente los conocimientos de francés o portugués.

