

ANEXO I

TÉRMINOS DE REFERENCIA

I. Descripción de la Pasantía	
<p>Título: Pasantía para apoyar la implementación de la iniciativa Spotlight en Honduras</p> <p>Unidad: Oficina de Programas de ONU Mujeres Honduras</p> <p>Reporta a: Especialista Técnica en Género - Spotlight</p>	<p>Duty Station: Tegucigalpa, Honduras</p> <p>Type of assignment: Pasantía</p>

II. Información de Contexto
<p>En ONU Mujeres partimos de la premisa que para lograr cambios sustanciales en la vida de las mujeres es necesario la eliminación de las causas estructurales que profundizan las brechas de género y las desigualdades e inequidades que viven las mujeres, su desigual acceso al poder político, las dificultades que enfrentan las mujeres para tener acceso a activos y recursos productivos, y la prevención, atención y erradicación de la violencia contra las mujeres y las niñas en todas sus manifestaciones. En línea con este enfoque estratégico, ONU Mujeres Honduras implementa programas y proyectos con fondos de distintos donantes, centrándos en 3 áreas de impacto principales:</p> <ul style="list-style-type: none"> • Área de impacto 1: Aumentar la participación política de las mujeres en la dirección y beneficios de los sistemas de gobernanza. • Área de impacto 2: Incrementar la seguridad de las mujeres en la obtención de ingresos, trabajo decente y una mayor autonomía económica. • Área de impacto 3: Lograr una vida libre de todas las formas de violencia para las mujeres y las niñas. <p>Para responder a estas áreas estratégicas ONU Mujeres implementa varias iniciativas entre las cuales destaca una centrada en eliminar todas las formas de violencia contra mujeres y niñas: la Iniciativa Spotlight, impulsada conjuntamente por el sistema de las Naciones Unidas y la Unión Europea a nivel mundial. En septiembre de 2018, se anunció que esta iniciativa destinaría 50 millones de euros para acabar con el femicidio en América Latina, particularmente en México, Guatemala, El Salvador, Honduras y Argentina. Estos países</p>



fueron seleccionados dado el alto nivel de prevalencia de femicidios en el país, y otros como los compromisos nacionales, capacidades nacionales, rol de la sociedad civil, entre otras. La Iniciativa Spotlight financiará intervenciones específicas para mejorar los derechos de las mujeres y las niñas, ayudándolas a vivir vidas libres de violencia.

En Honduras la Iniciativa Spotlight se centrará en consolidar los avances logrados en el país mediante la formulación de una respuesta más eficaz a la violencia contra las mujeres y las niñas y la promoción de los derechos en materia de salud sexual y reproductiva, a través de enfoques innovadores que fortalezcan un marco jurídico y normativo propicio, instituciones eficaces y coordinadas, la movilización y el empoderamiento de la comunidad, un acceso mayor y más equitativo a servicios de atención holísticos e integrados, el acceso a datos estadísticos de calidad y su utilización, y el fortalecimiento y dinamismo de las organizaciones de defensa de los derechos de la mujer.

La Iniciativa Spotlight en Honduras será ejecutada de forma conjunta entre cuatro agencias de Naciones Unidas: ONU Mujeres, PNUD, UNICEF y UNFPA. ONU Mujeres será la agencia encargada de ejecutar los Pilares 1 y 6, relacionados con la armonización de la legislación nacional y las políticas públicas sobre violencia contra las mujeres con los estándares nacionales, lo que incluye la realización de investigaciones sobre la incidencia de las diversas formas y manifestaciones de la violencia; incidencia legislativa para la aprobación de normas legales y políticas públicas acordes con la normativa internacional; fortalecimiento de los conocimientos y capacidades de las y los funcionarios públicos para mejorar los servicios de atención a las mujeres sobrevivientes de violencia; capacitación a funcionarios públicos (sobre todo a operadores de justicia) en temas relacionados con el acceso a la justicia para mujeres sobrevivientes de violencia; presupuestos sensibles al género; apoyo a las mujeres sobrevivientes de violencia a través de su empoderamiento económico; y fortalecimiento de las capacidades de incidencia de las organizaciones feministas, de mujeres y de la sociedad civil para incidir en la agenda legislativa a través de procesos formativos y del arte; entre otras acciones. ONU Mujeres también tiene a cargo la ejecución de acciones relacionadas con la prevención y el mejoramiento de los servicios de atención y referencia para mujeres sobrevivientes de violencia.

III. Descripción de las Responsabilidades

Bajo la supervisión de la Especialista Técnica en Género - Spotlight, la persona pasante tendrá las siguientes responsabilidades:

- Apoyar con el monitoreo de los resultados clave de la Iniciativa Spotlight en Honduras, recolectando información y datos sobre el avance de los procesos con énfasis en la recolección de evidencias de impacto;





- Contribuir con la formulación de Términos de Referencia y seguimiento a las convocatorias de la Iniciativa Spotlight;
- Asistir en la preparación de insumos y levantamiento de memorias de trabajo interagencial de la Iniciativa Spotlight
- Proporcionar apoyo en la revisión de informaciones, el análisis, organización y preparación de documentos e informes del avance de los procesos clave de la iniciativa Spotlight;
- Apoyar la organización de eventos clave de la iniciativa Spotlight en Honduras.
- Apoyar la sistematización de informaciones y la producción de conocimientos para contribuir con el aprendizaje institucional de ONU Mujeres;
- Proporcionar otra asistencia que sea requerida por el Programa de ONU Mujeres en Honduras.

IV. Objetivos de Aprendizaje

- Conocimiento del mandato y trabajo que desarrolla ONU Mujeres, así como el conjunto del Sistema de las Naciones Unidas.
- Conocimiento sobre distintos aspectos del trabajo de ONU Mujeres relacionados con el derecho de las mujeres y las niñas a vivir vidas libres de violencia.
- Adquirir comprensión y habilidades de coordinación dentro del Sistema de la ONU.
- Mayor comprensión del trabajo que ONU Mujeres realiza en conjunto a otras Agencias del sistema de la ONU.
- Fortalecer los conocimientos y habilidades para el trabajo en equipo.

IV. Competencias

Valores Centrales:

- Respeto por la Diversidad
- Integridad
- Profesionalismo

Competencias Centrales:

- Conciencia y sensibilidad al enfoque de género
- Sentido de responsabilidad
- Enfoque creativo para la solución de problemas
- Comunicación efectiva
- Colaboración inclusiva
- Compromiso de involucramiento con las contrapartes





- Liderar con el ejemplo

Por favor visite el siguiente link para mas información en inglés sobre los valores y competencias centrales de ONU Mujeres: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

Competencias Funcionales:

1. Compromiso con el Aprendizaje

- Aprender sobre agencia, sus procesos, sus estructuras, los desafíos y el ambiente
- Comprender el ambiente de trabajo de la agencia en comparación a otros espacios laborales, apoyando el aprendizaje institucional de la agencia.

2. Comunicación

- Producir piezas de comunicación (escrita y oral)
- Transferir y compartir conocimientos

3. Planificación y Organización

- Redefinir flujos de trabajo en función de los recursos disponibles
- Desarrollar planes de trabajo
- Implementar actividades de manera oportuna y cumplir con los plazos estipulados.

4. Trabajo en Equipo

- Trabajo y roles coordinados con otras personas miembro del equipo
- Apoyar las metas del equipo

5. Asesorías y Toma de Decisiones

- Identificar áreas de crecimiento y revisión

V. Calificaciones	
Educación	<ul style="list-style-type: none"> • La persona pasante debe contar con formación superior en género u otras Ciencias Sociales y Políticas. • Graduado de educación en género, economía, desarrollo internacional, derechos humanos, democratización, o campos relacionados.
Experiencia y otras calificaciones	<ul style="list-style-type: none"> • Experiencia trabajando en ambientes multidisciplinarios es deseable • Excelentes habilidades de comunicación (escrita y oral); • Habilidad para pensar y trabajar de manera lógica, precisa y con atención al detalle; • Iniciativa, sentido de equidad y capacidad demostrada para trabajar de





	manera armoniosa con otras personas miembro del personal provenientes de distintos contextos culturales.
Idioma	<ul style="list-style-type: none"> • Español • Conocimiento del inglés deseable.

TERMS OF REFERENCE

I. Fellowship Assignment	
<p>Title: Fellowship in the area of Planning, Monitoring and Evaluation (PME)</p> <p>Unit: UN Women Bolivia Country Office</p> <p>Reports to: National Programme Officer</p>	<p>Duty Station: La Paz, Bolivia</p> <p>Type of assignment: Fellowship</p>
II. Background Information	





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.

The UN Women Country Office in Bolivia, following the guidelines of the Evaluation Policy of UN Women, has developed a Monitoring, Evaluation and Research Plan (MERP) allocating enough resources for M&E activities. Monitoring, evaluation and research processes will be strengthened at UN Women during the Strategic Note (2018-2021), where special attention will be given to results based management, performance improvement, learning, and accountability. Within this framework, the plan is making investments for developing a monitoring system throughout the program cycle, as well as to suggest a research agenda in priority areas for UN Women. Studies will be carried out with emphasis on rural and indigenous women, violence, domestic and care work. Likewise, internal and external capacities of implementing partners will be enhanced in order to systematize experiences and results, and share good practices and lessons learned, with the aim to improve UN Women results and to contribute and enhance public policies and programs for women and girls. As part of this process, the CO will strengthen knowledge management process within the office and externally. In that sense, it would be important for the Office to receive an intern to strengthen the PME area.

III. Description of the Responsibilities

Under the supervision of the National Programme Officer, the fellow will have the following responsibilities:

- Support consolidation of good practices and lessons learned from inter-agency work on gender equality in Bolivia in the framework of the Gender Coordination Strategy to feed into the global community of practice on coordination;
- Participate in the interagency gender group (4.2) meetings, preparing notes, taking minutes, or any other related task, as requested;
- Provide data and information necessary for the preparation of main documents (Annual Work Plan, Annual Report, Donor Reports, PRODOCs, etc.)
- Support implementation of RBM capacity building activities.
- Technical support to the corporate and decentralized gender responsive evaluations managed by UN Women Independent Evaluation Office and Regional Office for the Americas and the Caribbean;



- Support consolidation of good practices and lessons learned from the Bolivia Strategic Partnerships Evaluation, prepare evaluation brief and support the implementation of results through the organization of learning events, webinars, etc.
- Provide other assistance for the PME area 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 Bolivia
- Increased knowledge and experience on planning and programming; monitoring and reporting; and design, conduct and follow-up a gender responsive evaluation.
- 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
- 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:

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

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

TERMS OF REFERENCE

I. Fellowship Assignment





<p>Title: Fellowship in the area of Women’s Economic Empowerment</p> <p>Unit: UN Women Country Office</p> <p>Reports to: Programme Analyst</p>	<p>Duty Station: La Paz, Bolivia</p> <p>Type of assignment: Fellowship</p>
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II. Background Information

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.

As per the LAC regional strategy, UN Women Regional Office for the Americas and the Caribbean in Panama, has identified a number of sectors and issues as priority falling into the thematic of economic empowerment of UN Women’s Strategic Plan, to include supporting efforts towards ensuring a gender approach in processes aimed towards the adoption and localization of the Sustainable Development Goals (SDG), the development of macroeconomic enabling environments for gender equality, women’s economic rights; female poverty eradication and gender responsive pro-poor policy making and gender responsive budgeting; equal employment and decent work for women and men; ensuring women access and command over resources; gender mainstreaming in national planning and budgeting processes and promoting women’s entrepreneurship and the relation with the private sector

III. Description of the Responsibilities

Under the supervision of the Programme Analyst responsible for the area of WEE, the following responsibilities

- Collect data and information in different areas of women’s economic empowerment and use it to draft substantive documents/presentations/briefings/talking points/reports on women’s economic empowerment issues in the Bolivian context;
- Contribute to the formulation of programme/project proposals in the area of women’s economic empowerment for Bolivia;
- Assist the office in the implementation/monitoring of programmes/projects in the area of women’s economic empowerment;





- Organize the preparation of field trips to the programmes’/projects’ intervention areas with different stakeholders (press, international cooperation, government counterparts, implementing partners, etc);
- Assist in the preparation of substantive products in the area of economic empowerment material for external and internal communications;
- Assist in the preparation of interagency and technical meetings and participate in them, preparing notes, taking minutes, or any other related task requested;
- Support the organization of events in the area of economic empowerment in Bolivian office;
- Support the office in the dissemination and implementation of the WEP’s within the private sector;
- Support and participate in the annual and strategic planning process of the Regional Office in the area Women’s Economic Empowerment area;
- Support the elaboration of Terms of Reference (ToRs) and other contracting processes for technical assistance in specialized areas related to women’s economic empowerment;
- Support knowledge production and management contributing to the dissemination of information, sharing experiences and lessons learnt in the area of women’s economic empowerment;
- Provide other assistance for the economic empowerment area as required.

VI. Learning Objectives

- Increase understanding of UN Women’s work and the UN system;
- Increase knowledge of women’s economic empowerment main issues and their integration in the international agenda;
- Meeting and networking with UN Women colleagues in other units;
- Work as a team member in a multicultural setting.

VI. 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

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Functional Competencies:

11. Commitment to Learning

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

12. Communication

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

13. Planning and Organizing

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

14. Teambuilding

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

15. Advising and Decision Making

- Identified areas for growth or revision

V. Qualifications	
Education	<ul style="list-style-type: none"> • The fellow must have studies in Economics or other Social Science at the university level; • Graduate education on gender, economics, international development, human rights, governance, or related fields.
Experience and other qualifications	<ul style="list-style-type: none"> • Experience in working in an international environment is desirable • Excellent communication skills (written and oral); • Ability to think and work logically and work precisely with attention to detail;





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Agencia Andaluza de Cooperación Internacional para el Desarrollo
CONSEJERÍA DE IGUALDAD, POLÍTICAS SOCIALES Y CONCILIACIÓN



Entidad de las Naciones Unidas para la Igualdad
de Género y el Empoderamiento de las Mujeres

	<ul style="list-style-type: none">• Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.
Language	<ul style="list-style-type: none">• Fluency in English and Spanish



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TERMS OF REFERENCE

I. Fellowship Assignment	
<p>Title: Fellowship in the “Win-Win: Gender Equality means Good Business” Programme in Costa Rica</p> <p>Unit: UN Women Costa Rica</p> <p>Reports to: National Private Sector Specialist</p>	<p>Duty Station: San José, Costa Rica</p> <p>Type of assignment: 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>In January 2018 UN Women, ILO and the European Union joint efforts to implement a programme to contribute to empower economic empowerment called “Win-Win: Gender Equality means Good Business”. The Programme has a duration of 3 years and is being implemented in 6 countries: Argentina, Brazil, Chile, Costa Rica, Jamaica and Uruguay. The Programme has 3 pillars:</p> <ol style="list-style-type: none"> 1. Networking and cooperation between women-led business; 2. Companies and employers’ organizations capacity strengthening, knowledge and good practices sharing and advocacy; 3. Innovative financing facility to support women-led innovation and business ventures.





III. Description of the Responsibilities

Under the supervision of the National Private Sector Specialist, the fellow will have the following responsibilities

- Collect information and data related to women’s economic empowerment issues and the role of the private sector to analyze the economic and legal context in Costa Rica and other Latin America and the Caribbean (LAC) countries;
- Use collected data and information to drafted substantive documents on women’s economic empowerment issues in Costa Rica, within the Latin-American context;
- Contribute to the implementation of the Win-Win programme in Costa Rica, including participating in the organization of workshops and capacity building activities, supporting WEPs companies, researching on good practices to promote gender equality within the private sector, among other activities.
- Assist in the preparation of substantive products in the area of economic empowerment material for external and internal communications;
- Provide support in fact-checking, analyzing, organizing and preparing briefing documents, statements, talking points, presentations, concept notes and reports on different topics;
- Assist in the preparation of interagency and technical meetings and participate in them, preparing notes, taking minutes, or any other related task requested;
- Support the organization of UN Women events in Costa Rica.
- Support and participate in the strategic planning process of the Win-Win programme in Costa Rica;
- Support the elaboration of Terms of Reference (ToRs) and other contracting processes for technical assistance in specialized areas related to women’s economic empowerment;
- Supported knowledge production and management contributing to the dissemination of information, sharing experiences and lessons learnt;
- Provide other assistance for the Win-Win Programme and to UN Women in Costa Rica as required.

VII. Learning Objectives

- Increase understanding of UN Women’s work and the UN system;
- Increase knowledge of women’s economic empowerment main issues, in particular those involving the private sector, and their integration in the international agenda;
- Meeting and networking with national partners for the implementation of the programme;
- Work as a team member within multi-country and multicultural programme.

VII. Competencies





Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
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Functional Competencies:

16. Commitment to Learning

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

17. Communication

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

18. Planning and Organizing

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

19. Teambuilding

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

20. Advising and Decision Making

- Identified areas for growth or revision

V. Qualifications





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

