



**UNITED NATIONS ENTITY FOR GENDER EQUALITY AND THE EMPOWERMENT OF WOMEN (UN Women)**  
**Expression of Interest to be part of Expert Roster for Short Term Consultancy**

**General Information**

<b>Title:</b>	Technical Support Consultant on Women's human rights
<b>Context:</b>	Women's Human Rights in law and practice in line with CEDAW
<b>Reports to:</b>	Regional Programme Manager, UN Women Regional Office for Asia and the Pacific (or Country Representative if national contract)
<b>Expected Duration of Assignment:</b>	2 weeks to 6 months
<b>Location</b>	Home-based
<b>Type of contract</b>	Contract for Consultants
<b>Language(s) required</b>	English
<b>Application Deadline</b>	30 November 2013

**Background**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN WOMEN) was established by General Assembly resolution 64/289 of 2 July 2010 on system-wide coherence with the mandate to assist Member States and the United Nations system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women.

The Regional Programme on "Improving Women's Human Rights in Southeast Asia" (2011 – 2016) funded by the Canadian International Development Agency, aims to contribute to the reduction of discrimination against women in Southeast Asia, namely in Cambodia, Indonesia, the Lao People's Democratic Republic (Lao PDR), the Philippines, Thailand, Timor-Leste and Viet Nam. The CEDAW SEAP is designed to achieve three outcomes: (1) increased skills and knowledge for ensuring CEDAW compliance in development and monitoring of new and revised legislative frameworks; (2) increased awareness among formal and informal justice system actors of CEDAW commitments; and (3) strengthened monitoring and accountability mechanisms for implementation of CEDAW commitments. The Programme took advantage of the overall political drive in Southeast Asia for acceleration of regional integration in the political, economic, social and cultural spheres by improving regional processes for knowledge generation and exchange, stock taking and priority setting for furthering implementation of CEDAW and gender equality commitment of the governments. It will enhance the capacities of governments in Southeast Asia to address gender equality issues; and the capacities of civil society organizations to hold the government accountable. Sustainability, coherence, innovation and focus on the most disadvantaged groups of women are overarching themes of the CEDAW SEAP. Through CEDAW SEAP, UN Women will support legal reforms towards elimination of discriminatory provisions and adoption on new laws that promote and protect women's human rights and

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are compliant with the international human rights standards. It will also address the gaps and barriers faced by women in getting justice by improving capacities of various actors in the complex plural legal systems of Southeast Asia. Innovative approaches for integrated normative frameworks on women's human rights along with harmonized monitoring frameworks will be supported to enhance government and civil society capacities to monitor the implementation of gender equality commitments. The current activities are built on the results of the first phase that focused on raising awareness of The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) among stakeholders, catalyzing actions for the legislative change, and capacity development for more effective implementation and monitoring of CEDAW commitments. The programme activities are now focusing on knowledge generation and exchange, stock taking and priority setting for advancing the implementation of CEDAW in Southeast Asia.

**With its mandate of providing high quality , technical advisory support services to the government and the country offices of UN Women , UN Women Regional office for Asia and the Pacific is building a roster of expert consultants whose services can be availed for short term tasks within minimum lead time. While this Roster is being developed at the regional level, the consultant could be contracted by the country offices of UN Women, especially in South East Asia**

### **Duties and Responsibilities**

Under the direct guidance of the Regional Programme Manager (Country Representative in case the contract is with country office), and in collaboration with the relevant technical team, the consultant will be expected to undertake a subset of the following core tasks

#### Core tasks

The scope of tasks to be implemented will be agreed with the Technical Expert/s as the need arises, and may cover, but may not be limited to the following:

- Provide substantive advice and strategic inputs to UN Women and its partners through drafting guidance notes, policy briefs, issue briefs, concept notes and other substantive technical inputs on women's human rights in laws and practices, access to justice, monitoring and reporting of gender equality commitments
- Provide substantive technical input through drafting innovative and cutting edge knowledge products, background papers, research reports, training curriculums and modules in the above areas
- Provide expert review, comments and inputs into UN Women policy documents to ensure that they represent cutting edge knowledge and are consistent with UN Women Strategy for the sub-region. This may include, but not limited to: Progress of the World Women, MDGs report, regional thematic reports, country gender assessments, and others.
- Provide substantive assistance in the development and facilitation of expert groups meetings, workshops, consultations and other critical discussions, including online discussions, that deepen the current discourse on women's human rights at country and regional levels

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- Support specific requests by UN Women country offices and partners in advising to governments, in developing and delivering capacity development programmes for legislators, executive and justice sector as well as to civil society organizations
- Prepare manuals and other capacity development materials on women's human rights
- Provide advice to the UN Women Senior Management team (Regional Director, Deputy Regional Director, Programme Managers and Advisers) on the strategic direction of the UN Women work

Expected deliverables:

- Briefs, guidance notes, policy notes, concept notes, and other substantive technical inputs on issues related to women's rights including on trends, emerging issues and challenges on law reform, access to justice, monitoring and reporting on women's human rights
- Expert reviews and comments on research reports, assessments, handbooks, manuals and other tools and knowledge products, advocacy documents, and other UN Women documents
- Training materials and modules on women's human rights for legislators, justice sector actors, executive agencies, line ministries, civil society organizations.
- On demand capacity building activities at country and regional levels
- Facilitation of expert group meetings and other critical discussions on women's human rights as required UN Women

**Competency Requirements**

**Technical/ Functional:**

- ◆ Comprehensive knowledge of and exposure to a range of gender issues, including gender mainstreaming methodologies and programming implementation
- ◆ Very good knowledge of institutional mandates, policies and guidelines related to gender
- ◆ Very good knowledge of the region, including the political environment and legal status as they pertain to human rights

**Managerial:**

- ◆ Strong ability to take initiative and to demonstrate autonomy
- ◆ Ability to work in a complex environment requiring liaison and collaboration with multiple actors
- ◆ Strong interpersonal and communication skills.
- ◆ Proven record of being a reliable consultant delivering outputs in previous contracts in a timely manner

**Behavior:**

- ◆ Ability to establish and maintain effective working relations with people of different national backgrounds with respect for diversity
- ◆ Ability to demonstrate sensitivity, tact, and diplomacy.

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## **Required Skills and Experience**

**Education:** Master's Degree in gender studies, international law, political sciences, international relations, social sciences, linguistics, journalism or related fields

### **Experience:**

- Minimum ten years of relevant experience in the field of promoting gender equality, women's human rights, in particular in application of CEDAW and human rights norms in law and policy justice sector reform and capacity building of governments and civil society organizations;
- Extensive research in the field of gender equality and women's human rights
- Working knowledge of UN Women and experience of working with UN Women on law reform, justice, accountability for gender equality
- Knowledge of and experience in producing substantive inputs to policies on law development, justice sector reform and implementation of CEDAW and other human rights instruments
- Experience in conducting policy advisory and capacity development services to policy makers at national, regional and international levels

Language requirements:

- Fluency in English (written and oral).

### **III. MECHANICS FOR ENGAGEMENT**

UN Women invites interested individuals to send their Cvs and UN Women P11 form, along with the filled form in Annex 1 of this document. Candidates are also expected to send a short summary of their expertise and experiences in related areas.

All qualified applicants will be added to the roster. At the time of need, the Regional Office or Country office of UN Women will send a more specific output based, Terms of reference to a few selected persons in the roster. The tasks and deliverables will be in line with those mentioned in this call. UN Women will reconfirm their daily fee, conduct a desk review and submit to the RAMRC for endorsement of an actual contract.

UN Women Regional Office for Asia and the Pacific will set up a committee to review the applications. Following this, successful applicants will be included in the UN Women roster of experts to be drawn upon as resource person, as and when needed, for country and regional level policy advisory and capacity development needs in accordance with the approved annual work plans.

When called upon to engage, the individual will have to sign a Contract for Consultant (CfC) or his/her employer, if employed, will have to sign a Reimbursable Loan Agreement (LRA), whichever is preferable for the individual. The length and timeline of the CfC or RLA, will be based on the specific assignment, which can range from 1-2 business days (reviewing case studies, briefs, inputs into strategy papers) or a longer

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term assignments such as 3-4 weeks to draft a set of training modules, or to deliver capacity development training at the country level including technical preparations for 1-2 months etc.

Travel: Experts shall be required to travel for a specific task and they will be requested to submit a quote for lump sum travel for each assignment. UN Women will cover the cost of official travels in accordance to UN rules and procedures.

**Note:**

Being part of the roster does not guarantee a contract and does not indicate a Long term Agreement with UN Women. If you are a former staff member of the United Nations recently separated, pls. add this section to your letter: I hereby confirm that I have complied with the minimum break in service required before I can be eligible for a Contract for Consultant. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

**HOW TO APPLY:**

Interested candidates should follow UN Women application procedure and send the following documents

- a/ an updated CV and UN Women P11 form
- b/ a short summary of your expertise and experiences in related area
- c/ filled form in Annex 1 of this document

Interested applicants should submit the following to [hr.bangkok@unwomen.org](mailto:hr.bangkok@unwomen.org)

The P11 Form can download from the following website: [http://www.unwomen.org/wp-content/uploads/2011/01/P\\_11\\_form\\_UNwomen.doc](http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc).

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## Annex 1 : Review of Field of Technical Expertise

Full Name (First Name, last Name):

City and Country of Residence:

Sex:

### TECHNICAL EXPERTISE

Expertise	Please put X if you have the expertise	Daily fee to undertake the task ( <i>Please quote a daily fee you would propose to undertake this task</i> )
<b>Law Integrating GE into laws/law reform process</b>		
Advice on GE law development/reform		
Advice on Customary law reform		
Advice on DV law development /reform		
Advice on Marriage and Family law reform		
Advice on Labour laws, Sexual harassment		
Advice on land and inheritance laws		
<b>CEDAW reporting process</b>		
Advise to government on preparing CEDAW report/responding on CO		
Conduct CEDAW training		
<b>Access to justice</b>		
Research on access to justice		
Institutional development on access to justice		
<b>Training</b>		
Developing training module on Womens Human Rights		
Training for Government Officials		
Addressing Capacity Needs of Judiciary		
Addressing Capacity Needs of Parliamentarians		
Training on WHR laws		
Institutional development		
Leadership development for UN		
Leadership Development for government officials		
<b>Human Rights Advocacy</b>		
Research on Socio, Cultural, Political rights		
Human Rights-based approach to development (HRBA)		

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Support to National Human Rights Institutions		
Research on rights of Indigenous and women from minority groups (sex workers, disabled women, ethnic and social minorities)		
Training on rights of Indigenous and women from minority groups		
National engagement with the international Human Rights machinery (UPR, special procedures)		
<b>Knowledge Management and Communications</b>		
Prepare communication tools, training materials		
Prepare and conduct press and media events		
Write articles, media and public materials on programme		
Conduct training on media engagement and communications		
<b>Women's Political Participation (in electoral processes)</b>		
Capacity Development for polling officials, media and other electoral stakeholders		
Gender mainstreaming in electoral management bodies		
Training for potential women candidates		

*Instructions:*

*This annex is to classify different applicants based on kinds of expertise. Please fill this form as specifically as possible. Upon review of cvs, any overstatement of experiences in this form will call for rejection of the application.*

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