



## **VACANTE**

21 de enero de 2019

Convocatoria: **UNFPA México 005- 2019**

Título: Coordinador/a de Proyecto/ Spotlight Initiative

Términos de Referencia: Adjuntos

Duración del contrato: Del 18 de febrero<sup>1</sup> de 2019 al 18 de febrero de 2020<sup>2</sup>.

Las personas interesadas deberán enviar una carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA, señalando cómo su experiencia se adecua al perfil solicitado. Deberán anexar, además:

- *Curriculum Vitae* y el formulario P11 (adjunto) debidamente completado y firmado.

Los documentos deberán ser enviados al correo electrónico [buzon.oficial@unfpa.org.mx](mailto:buzon.oficial@unfpa.org.mx) con copia a [cardoso@unfpa.org](mailto:cardoso@unfpa.org) , indicando el número y título de la vacante.

Fecha límite para la recepción de solicitudes: 4 de febrero de 2019 a las 17:30 horas.

- *Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.*
- *El UNFPA no solicita ni indaga información sobre el estado de cualquier candidata/o con respecto al VIH o el sida, Asimismo, en ningún caso ejerce discriminación sobre la base del estatus de cada persona con respecto al VIH o el sida.*
- *Debido al gran número de solicitudes esperadas, UNFPA sólo se pondrá en contacto con las/los solicitantes que haya sido preseleccionadas/os para entrevista.*
- *El UNFPA está comprometido con la diversidad laboral en términos de género, nacionalidad y cultura. Todas las personas que cumplan con el perfil profesional solicitado, independientemente de su género, son alentadas a participar.*

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<sup>1</sup> La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades en la fecha mencionada.

<sup>2</sup> El contrato puede extenderse más allá de esta fecha, según la evaluación de desempeño y la disponibilidad de fondos.

## TERMS OF REFERENCE

Project Coordinator/ Spotlight Initiative	
Organizational Location:	<p>Under the direct supervision and guidance of the Representative, the Project Coordinator contributes to the effective management and implementation of the UNFPA led activities under the Spotlight Initiative, in line with the Country Programme Document (CPD), and in close coordination with the other implementing partners of the Spotlight Initiative.</p> <p>The Project Coordinator will be based in the UNFPA Country office in Mexico City. He/she will supervise other project personnel assigned by UNFPA to the Spotlight Initiative. He/she will work in close collaboration with other members of the UNFPA programme and operations team based in Mexico City, as well as with relevant staff at the regional office and at UNFPA Headquarters.</p> <p>The Spotlight Initiative entails close working relations with federal, state and local government officials, donor representatives and civil society.</p>
Background and Justification:	<p>Violence against women and girls (VAWG) is a pandemic whose most extreme manifestation in Mexico resulted in the murder of 2,746 women in 2016, an estimate of 7.5 women per day. VAWG is one of the most devastating, persistent, embedded, and unfortunately tolerated forms of human rights violation in the world. This violence is both a cause and consequence of gender inequality and discrimination. The different forms of VAWG are part of a continuum exercised against them on a regular and systematic basis at all levels of their lives, which is rooted in the sexist cultural models. It is also exacerbated, as well, by economic inequality, discriminatory regulations, organized crime, enforced disappearance and a deficient access to justice which prevents impunity. The ultimate form of this kind of violence is femicide.</p> <p>According to the National Survey on Dynamics of Household Relationships (ENDIREH, 2016), in Mexico, 66.1% of women, aged 15 or above have suffered from violence at some point in their lives; 60% of adolescents (between 15 and 17) have experienced at least one episode of violence in their life. Additionally, a considerable proportion of the victims of citizen insecurity and violence in the country are women and girls, since disappearances, trafficking in persons for sexual exploitation and sexual violence affect them disproportionately compared to their male counterparts.</p> <p>On September 27, 2018, the UN and the European Union, in a global alliance, launched the Spotlight Initiative to Eliminate Violence against Women and Girls. This alliance promotes the assumption of political commitments at the highest level and contributes to the achievement of the Sustainable Development Goals (SDG) and, in particular, to Objective 5 on gender equality. The Spotlight Initiative will make specific investments on a large scale in Asia, Africa, Latin America, the Pacific and the Caribbean, and focuses on all forms of violence against women and girls that exist and potentiates gender inequality, with a special focus on attention to domestic violence; sexual and gender-based violence; harmful traditional practices; trafficking in persons and sexual and economic (labor) exploitation.</p>

	<p>In Mexico, the Spotlight Initiative seeks to address the problem of femicide in a holistic way. For this, the Country Programme (CP) has six pillars and places special emphasis on strengthening prevention strategies that reduce risk margins, modify patriarchal social structures, strengthen equality between men and women, and reduce impunity.</p> <p>To achieve an adequate and sustainable transformation in the reduction of femicidal violence, the Spotlight Initiative seeks: (a) the existence and application of non-discriminatory laws and appropriate sanctions, which are monitored and evaluated by (b) institutions with trained personnel and mechanisms for functional coordination with other institutions, together with (c) other decision makers who change stereotypes and gender roles, and who effectively prevent violence, through (d) quality services and (e) quality public information , together with (f) an autonomous and professional civil society.</p> <p>The CP will be implemented according to six results areas:</p> <ul style="list-style-type: none"> <li>• Outcome 1: Legislative and policy frameworks, based on evidence and in accordance with international human rights standards on all forms of VAWG, are in force and are implemented in plans.</li> <li>• Outcome 2: National and subnational systems and institutions plan, fund and offer evidence-based programs that prevent and respond to VAWG, and include other sectors.</li> <li>• Outcome 3: Social standards, mindsets, and behaviors on gender equality change at a community and individual level to prevent VAWG.</li> <li>• Outcome 4: Women and girls experiencing violence use available, accessible, acceptable and quality essential services, including the long-term recovery of violence.</li> <li>• Outcome 5: World-class quality, disaggregated and comparable data on the different forms of VAWG are collected, analyzed and used in accordance with international standards to have an impact on political laws and programs.</li> <li>• Outcome 6: Women's rights groups, autonomous social movements and relevant civil society organizations, including those representing youth and groups that face intersectional forms of discrimination, influence and advance more effectively the elimination of VAWG</li> </ul> <p>UNFPA Mexico will be in charge of leading the outcomes 3 and 4, as well as being one of the implementing agencies for outcome 5.</p> <p>The municipalities selected for the implementation of the Spotlight Initiative are: 1. Ciudad Juárez; Chihuahua 2. Chihuahua, Chihuahua. 3. Ecatepec de Morelos, State of Mexico. 4. Naucalpan de Juárez, State of Mexico. 5. Chilpancingo de los Bravo, Guerrero.</p>
<p>Primary Responsibilities/Expected Results:</p>	<p><b>Contribute technically to the development of programme strategies related to the Spotlight Initiative</b></p> <p>Coordinate the implementation of the initiative according to the approved project document</p> <p>Provide substantive inputs to the design and formulation of project proposals and initiatives.</p> <p>Identify areas for support and intervention related to the project.</p> <p>Act as UNFPA focal point to respond to a) the UN interagency team operating under the Spotlight Initiative, and in particular to the overall technical coordinator of the Initiative; b) the Spotlight Steering Committee; and c) donor requirements.</p>

**Provide substantive technical support to the implementation and management of the Spotlight Initiative CP in the areas of prevention of VAWG and essential services for victims of VAWG.**

Coordinate the delivery of planned activities on outcomes 3 and 4 with other UN implementing agencies.

Coordinate the implementation of activities under UNFPA responsibility on outcomes 3 and 5 in close coordination with other UN implementing agencies.

Provide technical inputs to the annual work plan and budget.

Lead the coordination of the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners.

Review, coordinate and monitor the submission of implementing partner financial and narrative reports.

**Provide technical assistance and support capacity development for programme stakeholders**

Coordinate and provide technical support in the implementation of programme activities.

Develop technical knowledge products.

Design, coordinate and lead capacity building activities.

Contribute to the identification of lessons learned, good practices and systematization of the experience.

Analyze emerging needs and provide suggestions for technical follow up.

Maintain relationships with national and local partners to support implementation and expansion of the Spotlight Initiative;

Identify opportunities for capacity building of partners and facilitate technical/programming support to partners, as needed.

**Provide technical inputs to the monitoring and reporting of the programme**

Monitor the implementation of activities and budget under UNFPA responsibility;

Draft reports on monitoring missions, programme results, outputs and outcomes under UNFPA leadership;

Provide substantive inputs to the preparation of donor and UNFPA reports.

**Provide substantive technical inputs to the management of people and finances of the Spotlight Initiative programme**

Monitor budget implementation and make budget re-alignments/ revisions, as necessary;

Provide substantive inputs to financial reports;

Supervise personnel hired for the Spotlight Initiative.

**Provide substantive inputs to building partnerships and resource mobilization strategies**

Provide substantive inputs to resource mobilization strategies for Spotlight Initiative; analyze and maintain information and databases;

Prepare relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles;

Participate in donor meetings and public information events, as delegated.

	<p><b>Provide technical support to inter-agency coordination on Spotlight Initiative and with other partners in the country, to achieve coherence and alignment with UNFPA mandate.</b>  Provide substantive technical support to the Mexico CO Representative on inter-agency coordination related activities by drafting background reports and briefs.  Coordinate UNFPA inputs and contributions for the CP Technical Coordination, Spotlight Secretariat and/or EU as per required.  Participate in meetings, workshops or any other activity related to the Spotlight Initiative as per required.</p> <p><b>Provide substantive inputs to advocacy, knowledge building and communication efforts</b>  Develop background documents, briefs and presentations related to Spotlight Initiative, particularly on the outcomes under UNFPA coordination;  Provide technical inputs for advocacy campaigns, events, trainings, workshops and knowledge products;  Coordinate the development of knowledge management methodologies, and products on Spotlight Initiative.</p> <p><b>Key Performance indicators:</b>  Timely and quality substantive inputs programme strategies and activities;  Timely and quality substantive inputs to work plans and budgets;  Adherence to UNFPA values, rules and regulations;  Timely monitoring and tracking of programme results and finances;  Positive relationship with partners and stakeholders;  Timely organization of events;  Quality of knowledge and advocacy products.</p>
Duration and time allocation:	12 months, from February 18 <sup>th</sup> 2019 till February 18 <sup>th</sup> 2020. The contract may be extended, based on performance evaluation and availability of funds. This is a full time position.
Work relations:	The Project Coordinator will work under the guidance and direct supervision of the UNFPA Mexico Representative.
Job Requirements:	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Master’s degree or equivalent in social sciences, human rights, gender/women’s studies, international development, or a related field is desirable.</li> <li>• A first-level university degree in combination with five additional years of qualifying experience may be accepted in lieu of the advanced university degree.</li> </ul> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years of progressively responsible work experience in programme/project development, coordination, implementation, monitoring and evaluation.</li> <li>• Notable experience in managing internationally funded projects and in liaising with donors and experienced in donor reporting.</li> <li>• Experience coordinating and liaising with government officials and in reporting to government agencies.</li> <li>• Strong facilitation skills and notable experience in capacity building.</li> <li>• Experience in project development related to prevention and response to gender based violence.</li> </ul>

	<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> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Good programme/ project formulation, implementation, monitoring and evaluation skills</li> <li>• Good knowledge of Results Based Management</li> <li>• Ability to gather and interpret data, reach logical conclusions, present findings and recommendations</li> <li>• Ability to identify and analyze trends, opportunities and threats, among others related to fund-raising</li> <li>• Good analytical skills for strategic and tactical decision-making</li> <li>• Good knowledge of technical area</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>• High proficiency in English and Spanish is required, both oral and in writing.</li> </ul>
Level	SB4 According to the current United Nations System salary scales for service contracts.
Other information:	<b>PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO MEXICAN NATIONALS OR FOREIGNERS WITH VALID WORKING VISA</b>