



## UNV VOLUNTEER TERMS OF REFERENCE

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UNV volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UNV volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UNV volunteers even more rewarding and productive.

1. **UNV Assignment Title:** Programme Associate – Specialist in Economic Empowerment of Women
2. **Type of assignment (International or National UNV volunteer):** International
3. **Project Title:** Strengthening national capacities for gender equality and socio-economic empowerment
4. **Duration:** One year (renewable)
5. **Location, Country:** Praia, Cape Verde
6. **Expected starting date:** As soon as possible

### 7. Brief Project Description:

Recent studies developed in Cape Verde concerning the employment sector demonstrated the fundamental role of women in relation to economic development both at national and family/community level. Nevertheless, women headed households are over represented among the poor (56 out of 100 families in poverty are headed by women) and the unemployment rate is higher among women. Within such socio-economic context, UNIFEM is working in close collaboration with the national “Instituto Caboverdiano para Igualdade e Equidade de Genero” (ICIEG) as well as with local partners in order to implement specific programmes and strategies aiming to i) promote innovative gender-based initiatives for economic empowerment, and ii) strengthen national capacities for economic empowerment of women. UNIFEM's programmatic areas in Cape Verde also include gender responsive budgeting (GRB) and fighting gender based violence. Overall, capacity development for the national gender machinery and gender equality is a priority, to ensure better engagement in policy dialogues, formulation processes and advocacy for gender priorities.

In addition, it is important to highlight that Cape Verde represents a great opportunity for the promotion of Volunteerism due to the fact that the Government - in close collaboration with the UNV Programme and the NGOs Platform, and on the basis of lessons learnt and recommendations from previous projects - has recently launched the National Volunteer Programme (PNV). This programme aims at promoting community-based development through civil society participation and the strengthening of community-based organizations, in close collaboration and partnership with the national NGO Platform. It is worth noting that funding for the PNV has been ensured from UNV, Cape Verde's Ministry of Youth and Sports and the One UN.

The implementation of the PNV started up at the end of 2009 with the setting up of the logistical structure of the programme. The start of the PNV obviously represents an immense opportunity to support a project that will promote volunteerism and civil society strengthening, thereby contributing to V4D for development and peace in Cape Verde. The country has a strong potential for the development of a volunteer programme, not only thanks to its positive social context - a well articulated civil society, committed people with team spirit and a particularly committed youth – but also thanks to the will and commitment of the government and the support of the One UN.

8. **Host Agency/Host Institute:** UNIFEM (United Nations Development Fund for Women)
9. **Organizational Context:**



In Cape Verde UNIFEM is providing financial and technical assistance to the Government and Civil Society Organizations to promote gender equality and women's human rights, bringing gender issues to the national agenda. Within the UN system, UNIFEM has a leading role in supporting gender mainstreaming in the context of the Delivering as One UN reform process, for which Cape Verde is a pilot country.

**10. Type of assignment place:** Family duty station

**11. Description of Duties:** Under the overall supervision of the UNIFEM West Africa Regional Programme Director based in Dakar, and day to day supervision of the National Programme Officer in Cape Verde, the UNV volunteer will be responsible for i) supporting, designing and monitoring of programmes, strategies and activities, and (ii) supporting capacity-building of national gender machinery and its civil society partners in the area of economic empowerment for women, while (iii) promoting volunteerism. He / she will have the following duties and responsibilities:

**Support, design and monitor programmes, strategies and activities in the area of economic empowerment for women (50%)**

In close collaboration with the national gender machinery, the UNV Programme Associate will play a major role in all activities related to the economic empowerment of women, including contacts with the stakeholders for the planning, implementation and monitoring of project and programme activities. Specifically, he / she will:

- Collect and assess relevant information concerning programmes and strategies implemented by civil society organizations and public authorities for the socio-economic empowerment of women in Cape Verde.
- Develop a plan of action aiming to strengthen such programmes and strategies, and if necessary propose alternative and/or innovative initiatives.
- Establish and monitor a training plan for national partners to develop knowledge and skills on relevant mechanisms, strategies and tools concerning economic empowerment for women
- Manage the recruitment of technical expertise according to identified needs
- Support all interventions related to economic empowerment for women at local or national level and promote knowledge sharing and learning with regional, sub-regional and global level
- Ensure that all institutional stakeholders are informed of the activities carried out under the programme, and of programme results
- Ensure the preparation and delivering of programme management reports and other deliverables
- Keep updated on gender issues and especially on economic empowerment for women through attending national and regional seminars, meetings, workshops

**Capacity Building (25%)**

- Assess existing capacities and establish capacity building priorities of governmental counter parts, municipalities, gender equality advocates and the national gender machinery for the promotion of innovative economic empowerment opportunities for women.
- Design and implement a capacity building plan aimed at strengthening the skills, capabilities, and confidence of national gender machinery staff
- Specifically, design and provide trainings and other learning methodologies to strengthen national staff skills in general programme management
- Design and provide specific trainings and technical assistance to national staff in assessing and designing gender programming, including innovative strategies
- Develop supporting methodological instruments / procedures / tools as necessary, in particular for improved compliance with donor-reporting requirements
- Design and support implementation of capacity building interventions for civil society partners to improve on identified capacity gaps
- In collaboration with the national gender machinery and UNIFEM, develop new program initiatives and write project concept notes and proposals
- Perform other duties as assigned by the supervisors

**Promotion of volunteerism (25%)**

- Promote local volunteerism and community participation in the fight against gender based violence (GBV), in particular through the support to the planning and implementation of Cape Verde's White Ribbon Campaign, a network of men against gender based violence, assisting men volunteers in



organizing awareness raising campaigns and promoting the engagement of new members for the network.

- Technically support the staff of the National Volunteer Programme (NVP) in order to ensure an adequate integration of gender in all phases and aspects of the Programme. In particular, he/she will support and strengthen the planning and implementing capacity of the NVP's staff through the inclusion of gender issues in all the activities implemented within the Programme, both at strategic and operational level.
- Facilitate the exchange of information regarding the activities developed by UNIFEM and other national gender-focused institutions/organizations both at national and local level, identifying opportunities for mutual support among such institutions and the NVP.
- Support the identification of training documents/materials, tools and opportunities for gender mainstreaming, facilitating the exchange of best practices and lessons learned within the Programme.
- Strengthen own knowledge and understanding of the concept of volunteerism by reading relevant UNV and other publications and taking active part in UNV activities
- Promote or advise local groups in the use of OV (online volunteering), and encourage relevant local individuals and groups to use OV whenever technically possible
- Contribute with articles / write-ups on field experiences and submit them for UNV publications / websites, newsletters, press releases, etc.

## **12. Results/Expected Output:**

- Capacity building plan for stakeholders related to economic empowerment for women available and implemented in a productive and timely way
- National capacity for advocating for and monitoring initiatives related to economic empowerment for women strengthened
- Knowledge sharing and learning on economic empowerment for women systematically promoted
- Capacity building plan for national gender machinery staff in programme management and gender programming concerning economic empowerment of women implemented
- New methodological instruments / procedures / tools for project formulation, management and reporting are in place and used by national staff
- At least two concept notes / proposals developed with national staff / civil society
- Final report on achievements in the promotion of volunteerism i) against GBV, ii) for gender equality and iii) for the promotion of economic empowerment of women available, including number of volunteers mobilized, activities participated in and capacities developed.

## **13. Qualifications/Requirements:**

- Be at least 25 years of age
- Graduate degree in social or economic sciences
- At least 2 years of professional experience, including gender programming
- Specific experience in at least two of the following key areas:
  - Experience in gender mainstreaming
  - Knowledge of / experience in economic empowerment for women
  - Working with central and local decision makers
  - Working with civil society, preferably on gender issues
  - Experience in planning and implementation of capacity building initiatives
- Proven commitment to and ability on Gender Equality and Women's Empowerment
- Strong ability to work and interact well with diverse groups
- Collaborative work approach
- Excellent communication skills both oral and written
- Strong analytical skills
- Computer literacy
- Fluency in English and/or French, and Portuguese

## **14. Living Conditions:**



The position will be based in the capital, Praia, a family duty station. The living conditions in Praia are good, as well as the access to health services. The level of tropical diseases is very low. Cape Verde has social and political stability since independence, and there are no security issues (UN security level is 0).

**15. Conditions of Service:**

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,897 (Single UNV); US\$ 2,147 (UNV + 1 dependant); US\$ 2,347 (UNV + 2 dependants or more); settling-in-grant (US\$ 4311); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance for satisfactory service.

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