



I. Post Information

Post Title:	Gender in Elections Advisor
Location:	Tunis, Tunisia
Application Deadline:	April 19, 2011
Type of contract:	Consultant
Post Level:	Senior Gender Consultant
Languages Required:	French and/or Arabic required, English
Starting Date:	
Duration of Initial Contract:	Four (4) months

II. Background

The current roadmap for the political transition in Tunisia includes elections for a constituent assembly on 24 July. The Assembly will have three roles:

- Prepare a new constitution, which among other things will determine if the strong Presidential system is maintained or moves are made towards a system with greater parliamentary authority;
- Act as an interim parliament; and
- Nominate an interim government, to be in place until elections are eventually held under the new constitution.

The UN has received a request from the interim government “whose principle mandate is the organization of transparent, free and democratic elections” to receive electoral support from the UN. The electoral management body, as soon as this is created, will be the immediate first priority.

For this purpose, UNDP will provide support to the national EMB to develop and implement gender mainstreaming strategies into the EMB institutional framework and electoral administration practices. As a result, the Project is to provide advisory support to the EMB to ensure that gender concerns are properly and timely addressed in the administration of the election and that the gender technical capacity of the EMB – particularly in planning and implementation – is developed and strengthened.

III. Duties and Responsibilities

Under the direct supervision of the Chief Technical Advisor, the Gender Advisor will contribute to UNDP's electoral support in Tunisia with a main focus on mainstreaming gender concerns in the EMB's institution-building and in electoral operations. The Gender Advisor will lead UNDP efforts in achieving the following output of the project: "Gender equality is promoted throughout the electoral process". The bulk of his/her support will be towards the new Tunisian EMB but will s/he will also provide advisory support to other electoral stakeholders (civil society, Ministry of Women and political parties).

The primary task of the Gender Advisor will be to ensure the strategic direction of activities, coordinate the operational activities and monitor outputs in this area.

S/He will be embedded with the EMB and will be responsible for continuously providing technical advice, help to build the technical capacity of EMB in the relevant areas of the electoral activities.

Specific duties:

- Ensuring the gender issues are taken into consideration when designing and implementing the various components of the EMB capacity and needs assessments and planning.
- Preparing a detailed work plan of activities to ensure gender mainstreaming in the electoral process.
- Providing advice to the EMB on international best practice, legal and international human rights and equal opportunity standards in employment that reflect gender equity principles and practices that pertain to electoral management bodies.
- Mainstreaming gender concerns within the EMB's policies and departmental programmes, including registration and polling procedures, safety, voter information campaigns, external relations and outreach programmes, reporting and analysis of data.
- Providing advice on and support strategies for the EMB, Ministry of Women and women's organizations to increase women's participation as voters in the electoral process and administration.
- In collaboration with UN-Women, CSOs and political parties as appropriate, take the lead in designing & implementing activities that seek to build capacities of women candidates.
- In collaboration with relevant partners, provide advisory services on gender implications of electoral system reform and options on temporary special measures.
- Collecting and analysing data on women as stakeholders and beneficiaries in the electoral process.
- Perform any other tasks as assigned by the CTA.

The Gender Advisor will also provide support and advice to other UNDP technical advisors and consultants to ensure that their respective inputs respect and integrate equal opportunity and gender equity policy and practice.

IV. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of the project.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.

Functional Competencies:

- Knowledge and expertise in democratic governance, electoral assistance and democratization.
- Knowledge and expertise in gender mainstreaming practices in democratic governance and/or electoral processes.
- The candidate should have significant experience in providing practical advice to policy makers; be able to work well with senior counterparts in government, electoral management bodies, civil society, political parties, and the donor community; and know how to contribute to building national capacity for development.
- Strong communication and interpersonal skills, ability to foster networks and partnerships, and good working knowledge of information and computer technology. While representing UNDP views, the candidate should also be able to provide coordination among the UN family of agencies.
- Demonstrates sound knowledge of UN rules, regulations, policies, procedures and best practices in the electoral assistance field.
- Excellent negotiation and representational skills, at senior level (with international organizations and/or diplomatic missions).
- Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner.
- Demonstrates strong intellectual and operational capacity in providing and coordinating advisory services to stakeholders in electoral processes, specifically to EMBs and civil society organizations.
- Demonstrates openness to change and ability to manage complexities. Demonstrated ability to multitask under pressure and to meet strict deadlines often under hardship conditions.
- Excellent organizational skills and ability to work effectively in teams, delivering through and with others. Self-management, including conflict management/negotiating skills.

VI. Required Skills and Qualifications	
Education:	<ul style="list-style-type: none"> • Master degree or equivalent in Gender Studies, Anthropology, Sociology, Social Welfare, Development Studies or a related field, with a focus on International Development, Gender or Human Rights.
Experience:	<ul style="list-style-type: none"> • Minimum 5 to 7 years of experience in electoral assistance and gender mainstreaming, and well experienced in needs assessment planning and implementation; Diversified and progressively responsible professional experience in Gender and Human Rights or International Development, specifically related to the promotion of gender equality and women's empowerment, including considerable experience dealing with policy makers and senior technical specialists; Good understanding of the various stages of the electoral process [candidate nomination, code of conduct, accreditation of candidate and party agents, public outreach, voter education, training etc.] and the electoral management body's mandate; Previous experience in Tunisia or other Arab region countries an asset. .
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken French and/or Arabic required; Working knowledge of English an asset.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.