



## UNITED NATIONS DEVELOPMENT PROGRAMME

### I. Post Information

Post Title: Consultant Gender Specialist

Location: Abuja, Nigeria

Application Deadline:

Additional Category: Women's Empowerment

Type of contract: Individual Contract

Post Level: International Consultant

Languages Required: English

Starting Date:

Duration of Initial Contract: Six (6) months

Expected Duration of Assignment: Six (6) months

### II. Background

Democratic governance is a concept that emerged from the principles that are based on the understanding that an effective system of democratic governance is one which is based on representative, equitable (across gender and other categories), transparent, accountable and inclusive institutions; a vibrant, responsible and capable media; and a dynamic civil society which is engaged in the political process. The overall goal of the Deepening Democracy Project in Nigeria is to help develop the capacity of national and sub-national institutions, networks and processes, whether governmental or non-governmental, as a contribution to the further entrenchment of democratic governance in Nigeria.

Efforts on the electoral cycle reinforce national efforts to build the norms, practices, mechanisms and institutions that can foster active citizenship and stronger democratic accountability, in keeping with the stated objectives of Government policy. The project provides technical assistance to the Independent National Electoral Commission and the State Independent Electoral Commissions. In addition, the project works with civil society and other democratic institutions to help them maximize public participation and confidence in the outcome of elections.

Work on broader issues of democratic governance helps build the norms, practices and institutions that can underpin the development of democratic governance in Nigeria over the medium- to long-term whilst also supporting near-term action on pressing issues such constitutional and electoral reform. The project primarily provides technical assistance and financing for capacity development linked to practical outcomes in a number of areas: legislature, civil society, media, gender equality in politics and the engagement of youth.

Under the strategic direction of the Project Director, and working in close coordination with INEC, civil society organizations (CSOs), political parties and other stakeholders, the International Gender Consultant will support the achievement of the results outlined in the Elections Strategic Plan, that relate to the work on the gender component of the project.

### III. Duties and Responsibilities

#### Summary of key functions:

The overall goal of this assignment is to assist the TSU in all areas related to gender within the project. These include specific activities under the women empowerment component of the project but also to ensure that the gender perspective is harmonized in all components of the project.

#### Function / Expected Results:

##### Management of the Gender component of the project:

- Develop and manage relation with INEC, CSOS, political parties and media in the area of women empowerment;
- Support the work of the various experts assigned to work with INEC and other stakeholders to assure a consistent gender perspective in all activities supported by the project;
- Develop and manage agreements with CSOs;
- Prepare a detailed work plan of project activities related to women empowerment, specially support women as voters and candidates and support the training and access of women candidates to media;
- Preparation of activities and budget on women empowerment and capacity building of CSOs activities in relation to the 2011 elections;
- Exercise overall responsibility for the day to day management, coordination and implementation of the project operations and CSOs involved in the gender component of the project;
- Provide guidance and technical assistance as the Gender Expert to the various institutions awarded contracts to implement women empowerment support;
- Provide guidance to the CSOs implementing activities of this component of the project;
- Monitor the implementation of this component of the programme and to provide detailed narrative and financial reports when due;
- Undertake Needs Assessment with regard to women empowerment in the country.

##### Advise on Gender to INEC

- The Expert will provide advise to INEC with regard to improvements of their women empowerment strategies and thereby improving their achievement of the National Action Plan different levels in order for INEC to be able to comply with these directives during the different phases of the elections;
- Provision of advice to the Project Director on the Gender component of the project to advise the Steering Committee Board in its strategic planning and decision-making;
- Identification of best practices and lessons learnt directly linked to programme country policy goals;
- Effective supervision and achievement of deliverables from INEC and all CSOs related to the component of the project.

##### Maintain relationships with INEC, CSOs and political parties in their women empowerment activities in Nigeria

- Building of synergy among CSOs working on gender;
- To provide support and advise to advocates of women empowerment in their relation with election authorities, political parties, domestic and international observer groups, and other stakeholders;
- To provide support and advise to CSOs working this component of the project to increase awareness of their work and to support them in publicizing their work, especially findings and reports;
- Maintenance of a robust relationship between the Technical Support Unit (TSU) of the project and partner organizations;
- Nurturing broader partnerships in the areas of women empowerment and engage with project partners effectively;

- Effective monitoring and evaluation of gender related project activities thereby ensuring value for money.

Certifying sub-contracted works focusing on achievement of the following results:

- Ensuring that Gender grants are implemented according to contractual agreements;
- Ensuring that reporting timelines are strictly complied with;
- Monitoring and evaluation of performance of Gender grantees;
- Provision of all reports submitted from grantees collated in a well-organized manner and discussed and shared with Project Director for endorsement.

#### IV. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Election Administration and Assistance:
  - Good work experience in gender support in relation to elections;
  - Demonstrated ability to effectively conduct women empowerment programs in developing countries
  - Demonstrated ability to advise National Election Commissions in an effective and cooperative manner
- Development and Operational Effectiveness:
  - Ability to lead strategic planning, results-based management and reporting
  - Ability to work with minimal supervision
  - Ability to lead formulation and evaluation of development programs and projects
  - Consistently approaches work with energy and a positive, constructive attitude
  - Demonstrates strong oral and written communication skills
  - Builds strong relationships with clients and external actors
  - Computer skills: Proficiency in MS Office Suite

VI. Required Skills and Qualifications	
Education:	<ul style="list-style-type: none"> <li>• A minimum of an advanced university degree in the field of political science, law, international relations or other social science related subject.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least seven years progressive professional experience in the work of women empowerment across different regional settings and in a field environment</li> <li>• Familiar with Nigerian gender landscape an advantage</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Strong skills in written communications in English;</li> <li>• Excellent spoken English is also required.</li> </ul>

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.