United Nations Development Fund for Women
UNIFEM
Working for Women's Empowerment and Gender Equality

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title: Programme Analyst

Sector of Assignment: Gender Equality / Women's Human Rights

Country: Morocco

Location (city): RABAT

Agency:
UNIFEM

II. Supervision:

Name of Supervisor:
Zineb Touimi Benjelloun

Title of Supervisor:
Representative in Morocco and Regional Programme Director for North Africa

Content and methodology of supervision:

The JPO will work under the general supervision of the Regional Programme Director and the direct supervision of the Programme Management Specialist. He/ She will participate in the management and development of UNIFEM's programme work in North Africa, particularly in the women's human rights area. Daily contact will be maintained and weekly meetings will be organized in order to review together the progress achieved against the work plan established at the beginning of the assignment.

III. Duties, Responsibilities and Output Expectations:

Under the general supervision of the Regional Programme Director and the direct supervision of the Programme Management Specialist, the JPO will ensure the following tasks and responsibilities:

Monitor the implementation of the UNIFEM activities within the MDG Joint programme to fight Gender based violence in Morocco.

Support UNIFEM's leadership role in the MDG joint programme.

Manage the HIV activities within the Office and ensure the UNIFEM participation in the HIV/AID thematic group.

Assist the UNIFEM office in the preparation of regular correspondence with Headquarters, executing agencies and government authorities relating to the implementation UNIFEM

projects in Morocco.

Assist the UNIFEM office in the preparation and facilitation of programmes and project progress meetings, as well as evaluation meetings.

Support national counterparts in the preparation of periodic progress reports on UNIFEM projects and programmes, particularly those related to the Women's Human Rights field. This includes among other things, the collection of relevant documentation, analysis and exchange of correspondence.

Maintain regular contact with national authorities in order to strengthen national capacities in efficient project execution and implementation

Contribute to the coordination between UNIFEM and other UN agencies working in similar thematic areas

Contribute to capacity strengthening both at the national and local level of national government, associations and NGOs working on women\'s human rights and gender equality issues.

Assist the UNIFEM Regional Programme Director for North Africa in any other duty related to the activities of the office

Expected results are high. The JPO will contribute to the development of operational activities of UNIFEM projects and programmes, as well as to activities of the UNIFEM office. In this respect, the JPO will work in close collaboration with project and office staff to ensure efficient implementation of activities and to report to the UNIFEM Programme Specialist any obstacles to ensure relevant corrective measures can be taken.

In spite of the "Junior" title, the JPO will participate equally in all activities of the office, as well as to wider activities of the UN system. Also in this respect, the JPO will be expected to deliver high quality results and display a high level of professionalism

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):
Solid academic background, preferably with a Masters degree in political science or social science

Work Experience
2-3 years of experience with social movements in a developing country. Experience in gender issues will be a plus.

Key competencies of the assignment:

- Fluency in English and French
- Capacity to write clearly and concisely
- Initiative, sound judgment and discernment and demonstrated ability to work harmoniously with staff

V. Learning Expectations:

At the end of his/her assignment, the JPO will be able to :

- Establish and maintain, in collaboration with project and office staff, work plans and

project monitoring plans
- Contribute to the development and/or the improvement of programme monitoring and evaluation tools. Priority will be given to projects benefitting from Spanish bi/multilateral funds.
- Support project staff in the preparation of annual reports
- Ensure regular visits to project intervention sites, provide the relevant technical advice and draft mission reports
- Use the UNIFEM financial management system and be familiar with financial transfers of projects
- Ensure efficient monitoring of bi/multilateral funds.

VI. Background Information:

UNIFEM North Africa supports initiatives aimed at 1. Legislative and political reforms, 2. Institutional strengthening, 3. Support of gender equality advocates to transform policies and 4. Changing attitudes and behaviour to protect women's human rights.

In the Women's Human Rights area, UNIFEM supports a number of strategic initiatives for the promotion of Women's human rights in Morocco, such as an MDG AF multisectoral programme involving 7 other UN agencies to fight Gender based violence in Morocco through an integrated and multisectoral approach; the activities of the Anaruz network of counselling centers for women survivors of violence ; the empowerment of the most vulnerable women and the NGOs which combat HIV and violence against women.

In the governance area, initiatives carried out in Morocco promote the mainstreaming of gender equality priorities into the MDGs. Support is also provided to the women's movement in its advocacy efforts towards women's greater political participation. Finally, UNIFEM has developed a programme in collaboration with UNDP and UNICEF to give support to the Ministry of Justice for implementation of the new Family Code in Morocco.

In the economic rights area, the office supports the Ministry of Finance in Morocco to integrate a gender perspective into the development, monitoring and evaluation of the national budget. Assistance is also provided to a Gender Responsive Budgeting initiative at the local level by strengthening partnerships between civil society and local communities in rural and urban areas. Finally, UNIFEM also works on the promotion of women's entrepreneurship and the integration of a gender perspective into business development services.

The JPO will be working within the Women's Human Rights unit, and will be specifically in charge of the backstopping of the UNDP/Spain MDG AF "Multisectoral Programme for the fight against gender-based violence through the empowerment of women and girls in Morocco" involving the participation of thirteen ministries, several NGOs, and universities; and is supported by eight UN System agencies. Among this programme's strengths are the coordination mechanisms put in place to promote a multi-sectoral and integrated approach adopted by the various stakeholders for the combat of gender-based violence (GBV). Furthermore, this programme has established participatory governance modalities that promote dialogue between the civil society and the national institutions. Thus, the voices of NGOs are taken into account by governmental entities. The MDG-Gender programme also contributes to strengthening the mandate of the national Women's Machinery, the Ministry of Social Development, the Family and Solidarity, through reinforcing its role in the synchronization of national multi-sectoral efforts and in the

coordination of governmental initiatives for the promotion of gender equality the Gender and Women's Human Rights (WHR). It started in 2008 and will end on 2011.

The JPO will also be in charge of the monitoring of the project of Anaruz network of Counselling Centers for Women survivors of violence which consists in the collection and analysis of data on violence against women (VAW) in Morocco and establishing national and regional reports as evidence based research for its advocacy work to combat VAW. The network also monitors the law application and carries out communication campaigns to disseminate information on the new Family Code through information collected via its member Centers which provide legal and psychological support to women survivors of violence.

Finally, the JPO will also monitor different projects led by local NGO’s in the area of VAW and Women’s human rights and ensure UNIFEM participation in the UN thematic group on HIV/AIDS..

He / She will work within a regional team of 25 staff, 22 of which are based in Morocco, including 4 international staff.

The Morocco office is located within the UN compound in Rabat with UNDP, UNFPA and UNDSS.