



We are pleased to announce the following vacancy:

INTERNSHIP OPPORTUNITY: VA JID 1804 UNFPA APRO

CLOSING DATE: **Monday, 15 January 2018, at 15.00 hours, Bangkok time**

POST TITLE: **Gender and M&E/Knowledge Management Consultant**

CATEGORY: Individual consultant contract

DUTY STATION: Bangkok, Thailand

DURATION: Required 90 work days between January to December 2018

ORGANIZATION UNIT: **Asia and the Pacific Regional Office**

Background and Overview

The objective of the consultancy is to support UNFPA APRO's work on the global programme to end child marriage.

Key tasks and responsibilities:

Under the supervision of APRO Gender and Human Rights Advisor, the consultant will be expected to work on the following:

- i) Support and coordinate the Regional Forum on Adolescent Pregnancy, Child Marriage and Early Union in South-East and East Asia to be held in April 2018.
- ii) Support UNFPA APRO in its role as co-chair of the South Asian Coordination Group (SACG) on Violence Against Children including preparation and reporting on bi-annual meetings of the SACG and key events held by the SACG.
- iii) Undertake knowledge management for the child marriage global programme including coordination of webinars, development of knowledge products, desk reviews and analysis, as required.
- iv) Other key tasks as required.

Key deliverables will be discussed and agreed once the consultant is on board but are anticipated to include the following:

- Coordinate and support preparation, implementation and reporting for the regional forum to be held in April 2018.
- Support the second of two bi-annual SACG meetings including preparation of documents, communication, reporting and follow up.

- Provide secretariat support to the SACG as required.
- Undertake knowledge management in support of the SACG including annual mapping of member activities, publications and resources, developing and maintaining online repository for resources.
- Provide knowledge management support to the child marriage global programme: coordinate webinars, undertake synthesis of resources, maintain and update resource sharing platform, develop knowledge products, as required.

Other tasks will be negotiated on an as needs basis.

Organizational Setting

The duration of the consultancy will be 90 days between 15 January and 15 December, 2018. The consultant is expected to work from home, with support from the Gender Advisor as necessary. The consultant will report directly to the APRO Gender Advisor on the deliverables.

Deliverables expected from the consultant:

Basis of payment: Daily rate, to be paid monthly, on the basis of work completed and approved as per agreed work plan.

Key milestones for delivery include:

- Preparation, implementation and reporting on the Regional Forum by 30 April 2018.
- Prepare for and attend SACG meetings, prepare documents and minutes, undertake communication as required, within 4 weeks of the SACG meetings to be held Q2 and Q4 2018.
- Annual mapping of SACG members activities, publications and resources based on feedback from members within 2 months of the first SACG meeting in 2018.
- Knowledge management for child marriage joint programme: including preparation of 3-4 bulletins on key research and studies by end 2018.
- Shared repository of resources on child marriage updated every six months by June and December 2018.

While some of the deliverables are identified in advance, others are on an as-needed basis. APRO Gender/Human Rights Adviser will hold regular meetings with the consultant to discuss the deliverables for the project.

Expected travel:

Costs of travel will be covered by APRO, as required. This includes travel for one SACG meeting to be held in Kathmandu Nepal, in Q4 2018 and one mission to attend and support a meeting organized under the GP on ECM, in Nepal in Q1 or Q3, as required.

Several travel missions foreseen, with prior approval of Regional Director, Regional Deputy Director or Adviser on Adolescents and Youth.

Qualifications and Experience:

The consultant should be an experienced gender equality and/or development M&E or knowledge management specialist with at least 7 years of relevant professional experience in international development.

A post-graduate qualification in development, gender studies, social sciences or related disciplines is preferred.

Demonstrated experience in planning, research and analysis, gender-sensitive monitoring and evaluation, preparation of high-quality reports, briefings and communications materials, and excellent written communication skills are required.

Demonstrated understanding of gender inequality, harmful practices, and gender based violence in the Asia and the Pacific region is desirable.

The ability to meet deadlines, work with a minimum of supervision, and deliver quality products is essential.

Previous experience in knowledge management is required.

Excellent interpersonal skills, and a commitment to the values and goals of the United Nations and UN Charter are also required.

Experience in and/or knowledge of the UN system and/or UNFPA, is desirable.

Ability to travel is essential.

How to apply:

Candidates should submit the following documents:

1. An application letter which states the candidate's motivation to apply for this internship
2. A curriculum vitae, and
3. A completed United Nations Personal History (P 11)

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org .

The P11 is available on the UNFPA websites at <http://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number VA JID 1804- Gender and M&E/Knowledge Management Consultant, UNFPA Asia and Pacific Regional Office. The deadline for application is: Monday, 15 January 2018, at 15:00 Bangkok time.

UNFPA will only be able to respond to those applications in which UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Date Issued: 20 December 2017

Date Closed: 15 January 2018, at 15:00 hours, Bangkok time