

**CONSULTANT - CALL FOR APPLICATIONS: EXPERTS AND TRAINERS POOL
(UN WOMEN AMERICAS AND THE CARRIBEAN REGION)**

Location:	Various in Americas and Caribbean Region
Application Deadline:	3 July 2016
Contract Type:	Special Service Agreement (SSA)
Post Level:	Consultant
Languages Required:	English and Spanish
Duration of Contract:	Various short-term consultancy assignment

I. Background

UN Women, grounded in the vision of equality enshrined in the charter of the United Nations, works for the elimination of discrimination against women and girls, the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the center of all its efforts, UN Women leads and coordinates United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Members States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.

In order to connect UN Women with a diverse range of knowledgeable and experienced experts and trainers around the world who possess expertise in the administrative areas of support required by UN Women, UN-Women Regional Office for the Americas and the Caribbean is establishing a regional consultant’s pool of experts and trainers. This pool will facilitate the recruitment, hiring processes and evaluation of consultants from several administrative areas. The consultants will support and/or assist the Regional Office based in Panama City, 10 Country Offices throughout the region and other programmatic presence office in other 5 countries as needed.

In this context, UN Women Regional Office is currently inviting experienced experts (individuals, not firms/companies/entities) to apply, in order to be considered for the registration and prequalification of the consultant’s pool in the following administrative areas:

Area	Ref.	Description
1	PROC	Procurement
2	HR	Human Resources Management
3	LOG	Logistics
4	FIN	Finance
5	WEB	Web Design

II. Duties and responsibilities

The consultants, under the supervision of an assigned UN Women supervisor will provide a wide range of services to clients (UN Women Regional Office, country offices and programme presence offices) in the Americas and Caribbean region. Specific reporting and working relationships aiming at the accomplishment of the set deliverables will be indicated at the time of contracting for a specific assignment in the area of expertise.

When demand arises in a particular administrative area, pre-selected consultants will be call upon to provide demand-driven services. The range of tasks for the consultants include provision of technical advice, operational services, training and capacity development activities, on-site support, analysis and mapping of administrative procedures, diagnostic missions, among others.

III. Eligibility criteria

Competencies	<ul style="list-style-type: none"> • Demonstrates commitment to UN Women’s mission and vision; • Strategic strong technical capabilities in the area of application; • Strong reporting and writing abilities; • Ability to work in a team, develop synergies and establish effective working relations; • Proficiency in IT skills; • Sensitivity and adaptability to culture, gender, religion, nationality and age; • Openness to change and ability to receive/ integrate feedback; • Ability to accommodate additional demands on short notice; • Familiarity with RBM (result based management).
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Education	Advanced university degree (Master's degree or equivalent (*)) in Business Administration, Procurement, Logistics, Finance, Accounting, Human Resources and/or a closely related discipline.
	(*) A first-level university degree in combination with 7 years of qualifying experience may be accepted in lieu of the advanced university degree.
	Professional license and or certifications such as CPA, CIPSS are <u>an asset</u> .
Experience	Minimum 5 years of progressively responsible experience in the area of application at national and/or international levels.
	Experience in design, formulation, coordination, implementation and/or evaluation of projects and/or programmes is <u>an asset</u> .
	Experience with UN financial, human resources, procurement and other UN operational rules, regulations and related procedures as well as automated systems is an asset.
	Working experience in the United Nations is an asset.
Language	Written and spoken English and Spanish.
	Working ability in Portuguese and /or French is an asset.
Core values/ Guiding principles	<p>Integrity: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.</p> <p>Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.</p> <p>Cultural sensitivity and valuing diversity: Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity</p>

IV. Submission details

The consultant should identify the administrative area that best fits his/her range of experience and expertise. If applicable, it is possible to select more than one administrative area. Experts interested in providing training consultancy services in their areas of expertise will need to provide information about their training background.

Applicants will be screened against general criteria listed on point III – Eligibility Criteria.

All submissions should be emailed to **programme.one@unwomen.org** with subject line indicating the reference according with your selected administrative area of interest as the following example: **Area 1 PROC – Consultants Pool. Otherwise application will not be accepted within this call.**

Note: *It is a requirement that interested persons submit an application for each thematic area of interest.*

Interested consultants must provide the following:

- Curricula vitae and contact information for professional references including name, position title, organization, telephone, and email address.
- Short letter of interest describing qualifications, availability and preferences in terms of areas of work or assignments.

Deadline:

Applications will be received until July 3rd, 2016 (24:00 hours, Panama local time). However interested applicants are strongly encouraged to submit their applications as soon as possible.

Consultants will be selected in accordance with UN-Women Rules and Regulations. Only short listed applications will be considered and contacted.

This call does not entail any commitment on the part of UN-Women, either financial or otherwise. UN-Women reserve the right to accept or reject any or all applications without incurring any obligation to inform the affected applicant/s of the grounds.