



TERMS OF REFERENCE

Development of a UNCCD corporate gender policy

Consultancy Reference: CCD/20/ERPA/43

Background

The objective of the United Nations Convention to Combat Desertification (UNCCD) is to combat desertification and land degradation and to mitigate the effects of drought in affected countries around the world, particularly in Africa, through effective action at all levels. Established in 1994, the UNCCD is the sole legally binding international agreement linking environment and development to sustainable land management.

In 2017, by decision 30/COP.13, Parties to the UNCCD adopted the Gender Action Plan (GAP)¹ recognizing that all aspects of the Convention have gender dimensions and calling for further mainstreaming of gender equality into policies and activities addressing desertification/land degradation and drought (DLDD), notably in the context of the UNCCD 2018–2030 Strategic Framework. In 2018, the UNCCD secretariat joined the UN System-wide Action Plan (UN-SWAP) for Mainstreaming Gender Equality and the Empowerment of Women, which defines commonly agreed standards and coordinated approaches for the UN system to reach its gender mainstreaming goals and to measure progress systematically.

The UNCCD GAP and the UN-SWAP provide the overall objectives and general principles for integrating gender equality and women's empowerment into the work of the Convention secretariat and the Global Mechanism (GM), and for supporting Parties to advance gender mainstreaming at the national level. With the aim to ensure effective implementation toward the objectives of the GAP, in line with the principles of the UN-SWAP, the secretariat and the GM are currently checking whether their capacities, policies and practices are adequate to support the inclusion of gender equality in their activities. A survey on internal capacity for gender mainstreaming was recently carried out, and a gender audit will be conducted in the coming weeks. These two activities are meant to assess the extent to which the UNCCD staff has the capacity to recognize and bring forth gender issues in their work, and to clarify how gender equality is currently taken into account in the planning, policies, programs, structure and processes as well as the budget of the secretariat and the GM. They will also identify related gaps and challenges.

The first UN-SWAP Performance Indicator requests each participating entity to have an: “Up to date gender equality policy, including gender mainstreaming and the equal representation of women, policies and plans implemented”, which is yet to be prepared for the UNCCD secretariat, covering also the GM. The results of the gender capacity assessment and the gender audit will provide the starting point for the development of such policy. For ensuring that the policy will be operational and achieve what it plans to achieve, also an implementation plan including accountability for follow-up, timelines, resources, and capacity development, will be developed as part of the policy. This corporate gender policy will be aligned with the UN-SWAP and established through a participatory internal process that will be supported by an external expert as a consultancy. The terms of reference for that consultancy are outlined in this document.

¹ UNCCD Gender Action Plan, https://www.unccd.int/sites/default/files/documents/2018-01/GAP%20ENG%20%20low%20res_0.pdf



Objectives of the development of a UNCCD corporate gender policy

Gender equality is universally recognized through the Convention on the Elimination of all Forms of Discrimination against Women as a human right, and ensuring this right is the primary purpose of gender policies in the UN system, including that of the UNCCD. The development of the UNCCD corporate gender policy will focus on supporting more effective operations of the secretariat and the GM through enhanced gender mainstreaming.

More specifically, the development of the UNCCD corporate gender policy will seek to

- Identify clear outcomes – including a brief results framework and implementation plan –related to the actions on the secretariat and the GM in the field of advancing gender equality;
- Translate gender-related objectives into practical approaches to be used across the work of the secretariat and the GM;
- Define the institutional mechanisms and processes needed for the implementation of the gender policy, which may include corporate approaches and procedures, capacity development, knowledge building, communication, partnerships, and monitoring and evaluation;
- Improve the capacity of the secretariat and the GM staff to engage in, and be accountable for, applying the principles and practice of gender equality in their work

The development of the UNCCD corporate gender policy will include the establishment of a detailed, scheduled and budgeted implementation plan.

Consultant tasks

The consultant will be expected to carry out the following main tasks:

1. Review of background documentation. This will include the current and previous UNCCD plans, frameworks, approaches and guides on gender equality, results of the gender capacity assessment and the gender audit, annual UN-SWAP reports, general strategic planning documents and related reporting, and relevant documentation on main UNCCD processes and projects.
2. Liaison with the UNCCD gender team, consisting of representatives of all units, on the policy development process as well as the draft content of the policy and implementation plan. The gender team will serve as the primary advisory committee and “sounding board” for the process of developing the policy and the implementation plan.
3. Interviews with selected UNCCD staff
4. Organization of workshop(s) and/or training on the content of the corporate gender policy and the implementation plan, involving either all UNCCD staff or specific groups. The process of developing the policy is an opportunity to engage the management team as well as the overall staff to consider what gender equality means for their own work. Broad participatory approach will be applied throughout the process, as it will be critical for the buy-in and effective implementation.
5. Drafting of the policy document, including the implementation plan, and completion of the document through a consultative process and in line with the UN-SWAP principles.

The policy document will include at least the following components:

- Introductory and background information for the UNCCD corporate gender policy, such as the GAP objectives and UNCCD participation in the UN-SWAP.
- Presentation of the context and the specific aims of the policy: why it is important for the secretariat and the GM, and how it will support the achievement of the GAP objectives
- The directives that are established through the policy and the actions for their implementation, including at least in the following areas:
 - Integration of gender equality into the UNCCD strategic planning process
 - Secretariat and GM -wide alignment with the UN-SWAP Performance Indicators
 - Equal representation of women and organizational culture



- The approach for allocating resources to (1) ensure internal capability to meet the corporate gender policy aims, and (2) programmatic activities focusing on gender issues. The policy will also outline the mechanism for tracking these resources.
- Description of the shared accountability for achieving the planned results of the corporate gender policy.
- Procedures for the follow-up, monitoring and evaluation of progress made in implementing the policy, possibly in connection with the monitoring and evaluation of the GAP.

Requirements

The incumbent to be selected should meet the following requirements:

- Advanced university degree (Master's degree or equivalent) in a field relevant to the assignment, for example in gender studies, development studies, international relations or other relevant public administration or social science subject.
- Extensive expertise in programme planning and management concerning gender equality in an international context; work experience on gender equality in the UN system will be an asset.
- Experience in monitoring and reporting against indicators on gender equality; good knowledge of the UN-SWAP will be an asset.
- Experience in making presentations and conducting training on gender equality.
- Proven excellent communication and writing skills in English.

Contractual terms

The incumbent will be guided and supervised by the Chief of the External Relations, Policy and Advocacy (ERPA) unit of the UNCCD, with the support of the UNCCD focal points and the gender team.

Due to the COVID-19 situation, the consultancy will be home-based. The consultant will need to ensure that s/he has a well-functioning internet connection that enables regular online exchanges. The duration of consultancy is 30 working days, starting as soon as possible, with the aim to complete the policy document by the end of the year.

Submission of the application

Applications should be submitted by e-mail to staffing@unccd.int with a UNCCD Personal History Form² and cover letter, specifying the reference number): **CCD/20/ERPA/43**.

The **deadline for applications is 20 October 2020**. Only applications submitted by the deadline will be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat or Global Mechanism. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

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² UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>