



## UNDP APCR TERMS OF REFERENCE

<b>Title:</b>	Officer in Charge, Gender Team, Asia Pacific Regional Centre
<b>Type of Contract:</b>	Individual Contractor
<b>Duration:</b>	20 February - 7 September 2012 with maximum of 136 working days
<b>Duty Station:</b>	Bangkok, Thailand with travel on demand as requested by country offices and other clients

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### Background

The UNDP Asia Pacific Regional Centre, established to serve countries of Asia and Pacific, is a regional hub for development knowledge and expertise, providing policy advisory and capacity development services to UNDP Country Offices, host Governments and Civil Society Organizations in the region. Under the guidance of the Regional Bureau for Asia and the Pacific and the Bureau for Development Policy, the Regional Centre offices in Bangkok and Suva manage the majority of the regional/sub regional projects.

The Centre houses and implements Regional Programmes that further undertake trans-national research, pilot initiatives and advocacy relevant to the Millennium Development Goals (MDGs) and the broader Millennium Declaration, with overarching goal of halving poverty by 2015. This includes the Asia Pacific Gender Mainstreaming Programme (APGMP).

The APCR provides policy advisory, programme and knowledge services to 25 UNDP Country Offices in the Asia-Pacific region in the areas of Democratic Governance, Conflict Prevention & Recovery, Energy & Sustainable Development and Capacity Development, Poverty reduction & the Achievement of the MDGs, Gender and HIV/AIDS.

The Bureau for Development Policy (BDP) is responsible for articulating UNDP's global development policy, using evidence gathered through country applications, regional experiences and global interactions. Driven by demand, and working through the Regional Bureaux and the RSC, BDP provides the global tools, analysis and capacities that country offices need to make a real difference in UNDP's practice areas. BDP supports the practice management structure, through the RSC-level with a dedicated Practice Leader (PL) for each practice/thematic area including Gender Equality and Women's Empowerment. The PL coordinates the regional and community of practice with the global practice, regardless of funding source, to promote consistency and coherence within the practice.

### **Objectives of the Assignment**

The OIC coordinates the work of the Gender Team and manages its activities with a view to meet agreed on deadlines on the basis of the approved work plans. The Officer in Charge coordinates the work of the Gender Team for during the period of the Gender Practice Leader's maternity leave. The Officer in Charge ensures that the Gender Team continues to perform the following main functions:

- Provision of Advisory Services (Policy Advisory/Programme Development/Technical Support) and any delegated Regional Programme implementation functions;
- Support to Regional partnerships development and coordination;
- Practice Management and Coordination;
- Policy Development;
- Quality control and assurance; and
- Knowledge Management.

The OIC reports to the Head of the Regional Centre in Bangkok and the Director of the Gender Team in New York.

### **Scope of Work**

The scope of work in this assignment is to:

- Co-ordinate and manage the Gender Team's delivery of policy advisory services, programme and technical support services to Country Offices for programme development and implementation;
- Directly deliver policy advisory services, programme and technical support services to Country Offices for programme development and implementation;
- Effective Management of the Asia-Pacific Gender Mainstreaming Programme and relevant parts of the Global Programme;
- Effective Management of the Gender Equality Fund;
- Manage implementation of the 2012 Gender Team annual work plan and results framework for March to end August 2012, including delivery of specific outputs;
- Effective financial management of Gender Team resources;
- Promote effective implementation of the practice functions including quality standards, creation and sharing of knowledge products, promotion of networks and communities of practice;
- Maintain and strengthen partnerships with key regional institutions, other UN agencies and civil society; and
- Contribute to global policy development, including preparations for the new corporate Gender Equality Strategy.

### **Duration of Assignment, Duty Station and Expected Place of Travel**

**Duration of assignment:** 20 February 2012 - 7 September 2012 with maximum of 136 working days

**Duty station:** Bangkok, Thailand

**Travel:** On demand as requested by country offices and other clients.

### **Deliverables/Output**

- 1) Implementation of the deliverables outlined in 2012 Gender Team annual work plan and results framework for March to end August 2012.
- 2) Directly deliver the following specific outputs:
  - a. Implementation of the deliverables outlined in the Asia-Pacific Gender CoP Action Plan for the period.
  - b. Integrate gender relevant data and analysis into UNDAFs and CPAPs in priority roll-out countries.
  - c. Mapping and analysis of Women's caucuses in the region.
  - d. Gender mainstreaming initiatives in 2 practice areas
  - e. At least half of advisory services requests to country office clients
- 3) Annual Regional Gender Steering Committee Meeting (2011 period) successfully completed.
- 4) Final report on 2011 Gender Equality Fund drafted and approved.
- 5) Report on implementation of the APRC Gender Parity Strategy 2011-2012 drafted and approved.
- 6) 2012-2013 APRC Gender Parity Strategy drafted and approved.
- 7) Finalise all corporate reporting for Q.1, Q.2 and prepare drafts for Q.3
- 8) Complete mid-term reviews of Gender Team staff RCAs.
- 9) Coordinate and manage the preparation of the 2012 Annual Community of Practice Event.
- 10) Contribute to UNDP knowledge base through:
  - a. Contributing to all relevant knowledge network discussions during the period
  - b. Uploading knowledge products created and resources gathered during the period to relevant websites such as SNAP and Teamworks.

### **Provision of Monitoring and Progress Control**

The OIC will report to the Head of the Regional Centre and the Director of the Gender Team.

### **Degree of Expertise and Qualifications**

- A Master's degree in a development related area - Gender, Public Policy, Development Management, International Relations, etc.)
- 10 years of overall relevant professional experience as well as a proven professional record in gender issues;
- Work experience from a developing country context is a necessity;
- A track record of extensive national/international working experience with increasing managerial responsibilities in the development arena and UNDP's practice areas;
- Experience in leading/managing knowledge product development and dissemination;
- Fluency (both written and verbal) in English. Working knowledge of another UN language desirable.
- Experience in the Asia-Pacific region desirable.

Please visit <http://www.undp.or.th/aboutus/jobs.html> to see full job descriptions. Interested persons should submit a detailed resume, and UN Personal History Form (P11) with a cover letter clearly stating the position title by **6 February 2012**. Women candidates are encouraged to apply. Kindly send the application to:

Procurement Unit  
G.P.O Box 618, Bangkok 10501 or email to: [rcb.procurement.th@undp.org](mailto:rcb.procurement.th@undp.org)  
Only shortlisted candidates will be notified

**Please be noted that the closing date is extended  
from 6 February 2012 to 9 February 2012.**