



Terms of reference

Job Title:	Consultant
Type of Contract:	Special Service Agreement
Duty Station:	Jakarta, Indonesia
Contract Duration:	2 months (24 May 2010- 23 July 2010)
Title of Project:	Process Documentation of CBO project in Indonesia in 6 project districts

Introduction

UNIFEM is the women's fund at the United Nations. It provides financial and technical assistance to innovative programmes and strategies that promote women's human rights, political participation and economic security towards the advancement of gender equality. Within the UN system, UNIFEM promotes gender equality and links women's issues and concerns to national, regional and global agendas by fostering collaboration and providing technical expertise on gender mainstreaming and women's empowerment strategies. Under the Strategic Plan for 2008-2011, UNIFEM focuses its activities on one overarching goal: to support the implementation at the national level of existing international commitments to advance gender equality. In support of this goal, UNIFEM works in the following thematic areas:

- enhancing women's economic security and rights,
- ending violence against women,
- reducing the prevalence of HIV and AIDS among women and girls, and
- advancing gender justice in democratic governance in stable and fragile states.

Programme background

In Indonesia, UNIFEM supports both the government and civil society partners in the following areas for the advancement of gender equality and women's empowerment.

- Development of institutional capacities within government and civil society to formulate and implement laws and policies to eliminate discrimination and promote gender equality in such areas as access to justice, and ending gender based violence, .
- Transformation of institutions to make them more accountable to gender equality and women's rights.
- Promotion of women's effective leadership and meaningful participation in democratic governance.

- Empowering migrant women, to participate in development processes, and advocate for gender responsive policies and programmes

UNIFEM has been working in Indonesia since 2001 and one of the strongest initiatives in the country has been building up and strengthening of community initiatives. These initiatives have been so successful in promoting safer migration channels for women migrants, empowering them on their rights and in handling cases of abuse of rights, that other stakeholders have started replicating them.

At this stage of the programme, UNIFEM would like to document the process of building of these initiatives, the contributing factors and the strengths and challenges in this approach to community empowerment.

Duties and Responsibilities

- Design a methodology for process documentation of the CBO initiatives of UNIFEM
- Travel to the project sites in East Java Province: Districts Malang, Blitar; Central Java : Cilacap, Banyumas; West Java: Kuningan, Cirebon and collect information based on questionnaire
- Meet key stakeholders to gather information on different facets of the project- CBO members, head of village, women members of CBO, community radio station coordinators, academics in Brawijaya University, officials at district levels of the project sites, officials of BNP2TKI, staff of UNIFEM, ILO, NGOs like TIFA Foundation
- Record the objectives of CBO formation, enabling factors in the formation of the CBO, activities and achievement of the CBOs, challenges faced by the CBOs and perspectives of different actors. The documentation should address the need for replication and upscaling of this initiative, the strengths of replication and upscaling of this initiative.

Deliverables

1. A plan with methodology for conducting the process documentation including time and travel plan- by 31st May 2010
2. Meeting schedule with key stakeholders- by 4th June 2010
3. First draft of the document- 30th June 2010
4. Second draft of the document- 23rd July 2010

Qualifications

- At least Bachelor Degree in Social Science, or any related field.
- Minimum five years experience in development project/programme implementation and management preferably the project/programme in relation to gender, migration and human rights.
- Excellent computer skills.
- Fluency in written and spoken English and Bahasa Indonesia is required.

- Prior experience doing process documentation and similar writing will be an advantage

Vacancy Announcement : Closing date : 16 May 2010

Qualified applicants please send your application letter stating the position with updated CV to : chaitawat.boonjubun@unifem.org or info.th@unifem.org , by mail to: UNIFEM East and Southeast Asia Regional Office, 5th Floor, United Nations Building, Rajdamnern Nok Avenue, Bangkok 10200 Thailand.
Please note that only short-listed candidates will be contacted.