



## TERMS OF REFERENCE

<b>Position:</b>	Consultant to provide technical support on the implementation of UN Women Programme/Projects on HIV & AIDS in East and Southeast Asia sub-region
<b>Period:</b>	Tentatively 1 April – 31 July 2012
<b>Duration:</b>	Approximately 80 working days
<b>Location:</b>	Home based and international travel , if and when required by UN Women
<b>Supervision:</b>	Programme Officer – Regional Thematic Working Group Support

### Background

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system, which focused exclusively on gender equality and women's empowerment: Division for the Advancement of Women (DAW), International Research and Training Institute for the Advancement of Women (INSTRAW), Office of the Special Adviser on Gender Issues and Advancement of Women (OSAGI) and United Nations Development Fund for Women (UNIFEM)

Grounded in the vision of equality enshrined in the UN Charter, UN Women, among works for the:

- Elimination of discrimination against women and girls;
- Empowerment of women; and
- Achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

### UN Women's Approach to HIV & AIDS

UN Women brings gender equality and human rights perspectives to its work on women and HIV and AIDS, spearheading strategies that make clear links to underlying factors such as violence against women, feminized poverty and women's limited voice in decision-making. UN Women has contributed to integrating gender aspects into the plans and policies developed by national AIDS councils in more than 35 countries and regional programmes.

With an emphasis on reducing discrimination, UN Women highlights the contributions and priorities of women living with or affected by HIV and AIDS. In a number of countries, HIV-positive women have taken a leading role in advocacy by forming networks that provide a strong platform for their voices to be heard. UN Women provides technical support to enhance the leadership and participation of HIV-positive women in decision-making, and works to safeguard their rights to services, inheritance and property.

To ensure the need to address the persistent gender inequalities and human rights violations that put women and girls at a greater risk of, and more vulnerable to, HIV and AIDS and that threaten the gains that have been made in preventing HIV transmission and in increasing access to antiretroviral therapy, UN Women is implementing the following initiatives in collaboration with UNAIDS and bilateral agencies:



- Agenda for Accelerated Country Action for Women, Girls, Gender Equality and HIV which covers the following issues:
  - Issues 1: Knowing, understanding and responding to the particular and various effects of the HIV epidemic on women and girls,
  - Issue 2: Translating political commitments into scaled-up action to address the rights and needs of women and girls in the context of HIV and AIDS,
  - Issues 3: An enabling environment for the fulfillment of women's and girls' human rights and their empowerment, in the context of HIV and AIDS.
- UNiTE to End Violence against Women Campaign;
- Global Program focusing on promoting the leadership of HIV positive women's groups and gender equality advocates with support from European Commission;
- Intimate Partner Transmission of HIV in close collaboration with UNAIDS and ASEAN Foundation

### **Scope of Work and Specific Tasks**

In order to build on the achievements over the past years, UN Women East and Southeast Asia Regional Office requires the technical expertise from a consultant who will provide technical support to UN Women East and Southeast Asia Regional Office and key partners on the implementation of UN Women's Regional Programme on Intimate Partner Transmission (IPT) of HIV and AIDS, funded by UNAIDS, UN Women and the ASEAN Foundation with implementation in Cambodia, Indonesia, Lao PDR, the Philippines, Malaysia, Myanmar, Thailand and Vietnam; and other regional HIV/AIDS initiatives and events.

Programme	Tasks	Tentative timeline
<p><b>Regional Programme on Intimate Partner Transmission (IPT) of HIV/ AIDS implementation in Cambodia, Indonesia, Lao PDR, the Philippines, Malaysia, Myanmar, Thailand and Vietnam</b></p>	<p><b>Technical Support</b></p> <p>Provide technical guidance for implementation of the Regional Programme in accordance with the 2012 Work Plan, including: -</p> <ul style="list-style-type: none"> <li>- National workshops on CEDAW advocacy for positive women in Lao PDR, Myanmar, Malaysia and the Philippines in partnership with WAPN+, UN Women country offices, UNAIDS and other partners;</li> <li>- Follow up on the outcomes of each national workshop, including implementation of advocacy plans and strengthened partnerships/dialogue between positive women’s networks and women’s rights organisations, including CEDAW shadow reporting processes where applicable;</li> <li>- Preparation and implementation of a regional meeting on key affected women and girls in the ASEAN region, including a focus on IPT, and addressing needs and rights of these female populations through a human rights framework (including international HR frameworks such as CEDAW and regional ASEAN mechanisms);</li> <li>- Capacity needs assessment of the regional HIV Positive Women’s network to be implemented by WAPN+;</li> <li>- Technical inputs for the development of knowledge products under this Regional Programme to be disseminated within and beyond ASEAN, i.e. on the HIV/AIDS Data Hub (<a href="http://www.aidsdatahub.org">www.aidsdatahub.org</a>) and through other appropriate channels;</li> <li>- Provide technical feedback on the draft manuscript(s) of documentation of good/promising practices in ASEAN countries;</li> <li>- Prepare the final project report to ASEAN Foundation in collaboration with UNAIDS.</li> </ul>	<p>1 April – 31 July 2012</p>
<p><b>Technical support to regional HIV/AIDS initiatives and events</b></p>	<ul style="list-style-type: none"> <li>- Represent UN Women in the regional Interagency Task Team on Women, Girls, Gender Equality and HIV (IATT) and ensure ongoing communication and exchange between UN Women (regional, HQ and countries) and with key programme partners, including IATT members, regional NGO partners, UN agencies, multilateral organizations, women’s networks, and others involved in gender equality and HIV/AIDS initiatives in East and Southeast Asia;</li> <li>- When requested, participate in key regional and global venues where technical inputs related to the gender dimensions of HIV is necessary;</li> </ul>	<p>1 April – 31 July 2012</p>



Programme	Tasks	Tentative timeline
	- Facilitate building/strengthening regional networks of institutions, practitioners and experts in the area of gender equality and HIV/AIDS.	



**Expected Deliverables (Tentative dates):**

**Regional Programme on Intimate Partner Transmission (IPT) of HIV/AIDS**

- (i) Brief report (3 pages maximum) on recommendations to UN Women on follow-up actions upon completion of national workshops on CEDAW advocacy (“Know Your Rights”) training for HIV positive women (31 May 2012);
- (ii) Brief report (3 pages maximum) on recommendations to UN Women on follow-up actions upon completion of regional meeting on key affected women and girls in the ASEAN region, with a focus on IPT and addressing needs and rights of these female populations through a human rights framework (including international HR frameworks such as CEDAW and regional ASEAN mechanisms) (15 June 2012);
- (iii) Technical inputs/comments on knowledge products and the draft manuscript(s) of documentation of good/promising practices in ASEAN countries (31 June 2012);
- (iv) Final report for the regional programme (31 July 2012);

**Technical support to UN Women’s regional HIV/AIDS initiatives and events**

- (i) Mission reports of key regional and global meetings in which the consultant participates (31 July 2012)

**Time Scheduling**

This consultancy is tentatively scheduled to occur between 1 April – 31 July 2012. The consultant will mainly be home-based.

**Inputs**

UN Women will be responsible for:

1. Provide the relevant background documents to the consultant.
2. Provide the necessary briefing to the consultant.
3. Provide guidance and feedback to the consultant on a regular basis.
4. Provide appropriate workspace and internet access when the consultant is working on-site.
5. Administrative and operational support in respect of the Regional Programme on Intimate Partner Transmission.

**Reporting Practice - End of assignment**

Consultant to provide a comprehensive handover note with complete documentation in systematic electronic and paper filing upon completion of the assignment.

**Selection Criteria**

<b>Qualification, Skills, Experience and Role</b>
<p><b>Professional Requirements</b></p> <ul style="list-style-type: none"> <li>• Master’s level degree(s) or equivalent in relevant field, such as women’s studies, gender, health, public health, or social sciences; and</li> </ul> <p><b>Essential Experience</b></p> <ul style="list-style-type: none"> <li>• At least 7 years of experience in international development and public health;</li> <li>• Extensive experience in HIV/AIDS programming and gender;</li> <li>• Experience in Capacity Development – including planning &amp; implementation</li> <li>• Experience with data collection &amp; survey creation – need assessment and/or otherwise</li> <li>• Exceptional organizational skills, capability to maintain computer records and</li> </ul>



#### Qualification, Skills, Experience and Role

communicate via email or facsimile, ability to work independently in order to meet deadlines;

- Cross-cultural skills and ability to work smoothly with team members and stakeholders from different cultural backgrounds;
- Excellent spoken and written English skills

#### **Desirable Experience**

- Knowledge of UN Women or UN agencies management practices and familiarity with organizational development;
- Familiarity with the HIV, STIs and reproductive health; and
- Familiarity with the SEAP Region

**To APPLY:** Interested applicants are requested to submit the following to UN Women East and Southeast Asia Regional Office, Email: [hr.bangkok@unwomen.org](mailto:hr.bangkok@unwomen.org) , and copy to [inthira.tirangkura@unwomen.org](mailto:inthira.tirangkura@unwomen.org). The application deadline is **2400 on 7 March 2012.**

- Cover Letter and CV based on the above stated minimum requirements
- Proposed consultancy fee (daily rate)