

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

JPO/ Poverty Reduction

Sector of Assignment:

Gender

Country:

USA

Location (city):

New York

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Director, Gender Team

Content and methodology of supervision:

The JPO will report through the Poverty Reduction Cluster Leader to the Gender Team Leader. The JPO will be supervised on a day to day basis by the Poverty Reduction Cluster Leader. Supervision will be done on the basis of results oriented workplan, continuous informal discussions, on the job training, weekly/bi-weekly team meetings, and mid-year and annual review of staff member's performance as per UNDP's Results Competency Assessment.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

The JPO will be an integral member of the Gender Team and will work within the Poverty Reduction Cluster under the direct supervision of the Poverty Reduction Cluster Leader. The JPO will assist in overseeing the implementation of the Gender Equality Strategy 2008-2011 in the area of gender, economics, and poverty reduction. S/he will have the following responsibilities:

- Assist in the coordination of international/regional/national level research and pilot activities in the fields of gender-responsive budgeting, including gender and taxation, gender perspectives of international/regional/national trade agreements/policies, and the inclusion of unpaid work into national planning. (10%)
- Support activities to build capacity of UNDP staff to integrate gender perspectives into macroeconomic policies and frameworks, including the building of a community of practice on poverty/economics/gender expertise across UNDP country offices and supporting the development of toolkits, guidelines, and training. (10%)

- Support project management tasks, including establishing projects in ATLAS, drafting Terms of Reference for consultants, and overseeing consultant recruitment and contracts processes, and managing consultant workplans. (15%)
- Support proposal development, including drafting project documents and establishing and overseeing requests for proposals. (15%)
- Support resource mobilization efforts including preparing concept notes and project briefs. (10%)
- Support coordination of multi-agency and multi-donor processes. (5%)
- Contribute to the development of the Service Delivery Platforms in the area of gender and macroeconomics. (10%)
- Prepare speeches, talking points and other substantive briefs required by the Director, the Office of the Administrator and other Departments of UNDP on issues of gender, economics and poverty. (10%)
- Undertake gender analysis of programmes/projects in the area of poverty reduction sent to the Gender Team for review (Country Programmes, UNDAFs, CCAs). (10%)
- Other responsibilities as may be assigned (5%)

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Masters degree in economics or social sciences with an economics component.

Work Experience (at least 1 to 2 years relevant work experience):

At least 1 to 2 years relevant experience in development policy related work. Experience in programme/project formulation and/or policy issues is of strong value. Professional experience in a developing country is highly desirable.

Key Competencies of the assignment:

Sound conceptual and analytic capabilities. Good inter-personal and diplomacy skills. Experience in working in multi-cultural environments. Communication skills an asset. Full proficiency in English and excellent writing abilities. Knowledge of French or Spanish is an added asset. Technical knowledge and exposure in economics, social sciences and development. Some gender expertise would be of value.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

The JPO will have expertise in gender and economics, particularly the fields of fiscal space, gender-responsive budgeting, gender-sensitive macro-economic planning, gender and MDG-based planning tools and assessments. The JPO will be familiar with leading research in feminist economics, and the position will enhance the JPO's partnerships with global networks of feminist economists. The JPO will be able to effectively advocate for the integration of gender in macroeconomic planning and develop tools to accompany advocacy efforts. S/he will be able to contribute substantively to policy work and undertake rigorous gender analyses in the area of economic growth and poverty reduction. S/he will gain in depth knowledge of UNDP's approach to promoting gender equality and women's empowerment. S/he will have opportunities to see policy implementation through active engagement with UNDP's gender programme team at the HQ level, gender advisors at the regional level, and relevant gender focal points at the country office level.

VI. Background Information:

The United Nations Development Programme (UNDP) has a longstanding commitment to mainstreaming gender equality and promoting women's empowerment in its work. UNDP's work on gender is guided by the Beijing Platform for Action (BPFA), Convention of the Elimination of All Forms of Discrimination Against Women (CEDAW) and the frameworks provided by the Millennium Declaration and the Millennium Development Goals (MDGs). As the UN's lead development agency, with extensive field presence, UNDP has facilitated the integration of gender equality in the work of Country Offices through core and non-core fund investments and has initiated and implemented numerous innovative initiatives, some in partnership with UNIFEM, that support both government and civil society work on gender issues.

The Gender Team is at the forefront of UNDP's commitment to gender equality and women's empowerment. The Gender Team is part of the Bureau for Development Policy (BDP) which provides policy advice and technical support to all of UNDP's operations. The Gender Team works to implement gender equality as a core objective of UNDP through a two-pronged approach (i) mainstreaming gender in all core practices; and, (ii) dedicated interventions that empower women and promote gender equality. As such, the Gender Team has an important responsibility to work with the other thematic teams and practices of BDP: Democratic Governance, Poverty Reduction, Energy and Environment, Crisis Prevention and Reduction and HIV/AIDS.

The Gender Team is led by a Team Leader and supported by a Practice Manager. The Team is divided into three clusters: Poverty Reduction, Governance, and Gender Accountability. The JPO will be part of the Poverty Reduction Cluster comprised of three headquarters and two field-based policy advisors. The Gender Team has recently finalized the Gender Equality Strategy 2008-11 which was prepared in conjunction with the UNDP Strategic Plan 2008-11. The Gender Equality Strategy outlines gender dimensions of the four practice areas (Poverty Reduction and MDG Achievement, Democratic Governance, Environment and Sustainable Development, and Conflict Prevention and Recovery) and sets goals for achieving gender equality and women's empowerment. A copy of the strategy is attached.

The Gender Team is currently comprised of ten headquarters-based and six field-based policy advisors.

Please attach Organigramme

[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

The placement is in the Bureau for Development Policy at UNDP headquarters in New York City.