



Spotlight Initiative
To eliminate violence against women and girls

Initiated by the European Union and the United Nations:



TERMS OF REFERENCE	
Spotlight Programme Officer, Ministry of Human Services & Social Security	
Application Deadline :	February 22, 2021
Type of Contract :	Service Contract
Post Level :	Consultancy
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	March, 2021
Duration of Initial Contract :	10 months, until 31 December, 2021
Hiring Office:	United Nations Population Fund (UNFPA)

Background

The European Union and the United Nations have launched the Spotlight Initiative, a multi-year program aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices. It will follow a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women’s empowerment, as well as ending impunity for VAWG. In line with the principles of the 2030 Agenda for Sustainable Development, the Initiative will follow a human rights-based approach and take into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination and uphold the principle of “leaving no one behind.” The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls, in numerous countries globally, including Guyana. The initiative comes with the highest level of commitment globally and will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission.

The Guyana Spotlight programme provides a unique opportunity to address family violence as a major public health and development issue with significant ramifications at the individual, community and national levels. Under the leadership of the Government of Guyana and the UN Resident Coordinator’s office, the United Nations Population Fund (UNFPA), the United Nations Development Programme (UNDP), the United Nations Children’s Fund (UNICEF), the United Nations Entity for Gender Equality and the Empowerment of Women (UNWOMEN), and other UN organizations, will lead efforts to address five key priority areas that target family violence against women and girls in Guyana. These



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five priority areas of intervention, under the Guyana Spotlight programme are: (i) Sexual and Gender-Based Violence; (ii) School based Gender-Based Violence; (iii) Intimate Partner Violence; (iv) Incest/early sexual initiation/ teen and pre-teen pregnancies; (iv) forced sex by a family member or relative.

Duties and Responsibilities

Under the technical guidance of the UNFPA's Guyana Liaison Office and the direct supervision of the Ministry of Human Services and Social Security, the Spotlight Programme Officer within the Ministry of Human Services and Social Security will support the Ministry of Human Services and Social Security with the implementation of the Guyana Spotlight Initiative activities that relate to the mandate of the Ministry of Human Services and Social Security; providing the technical coherence leadership to support the Ministry with accelerated implementation of Spotlight activities as well as to support the Ministry with the integration of Spotlight activities into the strategic framework of the Ministry for sustainability purposes.

The incumbent will:

- Provide technical coherence, policy and programme support and guidance to the Ministry of Human Services and Social Security in an integrated and coordinated manner to aid the implementation of the Guyana Spotlight programme as well as the integration of Spotlight activities into the strategic framework of the Ministry.
- Provide guidance in response to identified capacity-building needs within the Ministry, in areas related to the Guyana Spotlight Initiative activities, and lead the coordination of technical assistance, mentoring, training and capacity development initiatives.
- Provide technical and programme support to the Ministry in leading efforts to sustain initiatives of the Guyana Spotlight programme during phase II of the Guyana Spotlight programme as well as after the Guyana Spotlight programme comes to an end.
- Provide coordination support within the Ministry of Human Services and Social Security, liaising with relevant departments within the Ministry, with other relevant Ministries, with relevant civil society organizations, and liaising with UN entities, as well as monitoring the Ministry's implementation plan for activities under the Spotlight Initiative.



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- Serve as the Ministry's focal point for all interventions under the Guyana Spotlight Initiative programme.

Reporting Mechanism:

The incumbent will report to the relevant officer within the Ministry of Human Services and Social Security and will receive technical support and guidance from UNFPA.

Competencies:

Behavioural Competencies:

- Demonstrated awareness and sensitivity regarding gender issues;
- Demonstrates integrity by modeling the UN's values and ethical standards;
- Advocates and promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without favoritism.

Functional Competencies:

- Robust knowledge and expertise of gender issues and human-based approaches, programming and communication;
- Proven skills in the areas of programme and project management, planning, organizing, implementation, and monitoring and evaluation;
- Ability to develop detailed operational plans and budgets and deliver on time and on target, with a careful attention to detail;
- Strong knowledge of Results Based Management;
- Ability to gather, analyze, and synthesize program performance data and produce analytical reports to inform management and strategic decision-making;
- Ability to lead formation of strategies and their implementation;
- Ability to build and sustain effective partnerships with UN organizations and main constituents, coordinate and advocate effectively, communicate sensitively across different constituencies, including Government and CSO stakeholders;
- Ability to negotiate and interact with donors, identify and analyze trends, opportunities and threats to fundraising;
- Ability to link knowledge management to key processes, including programming, results-based management, monitoring, reporting and evaluation;



- Demonstrated excellent written and oral communication and advocacy skills as well as familiarity with tools and approaches of communications for development;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills, with an ability to be culturally and socially sensitive as well as with an ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- Proactive, flexible, resourceful and able to work independently with limited supervision, with demonstrated creative problem solving;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities; and
- Responds positively to critical feedback and differing points of view.

Required Skills and Experience

Education:

- Master's degree (or equivalent) in social sciences, sociology, gender studies, sustainable development studies, public health, or related field; or
- A relevant bachelor's degree (or equivalent) with two additional years of qualifying experience.
- Programme and project management degree or certification would be an added advantage.

Experience:

- At least five (5) years of professional work experience in family violence, gender-based violence, gender equality programming, or other relevant programmes.
- Prior experience supporting the implementation of the GBV Essential Services Package will be a very strong asset.
- Technical experience in EVAWG will be an asset;
- Experience coordinating and liaising with government agencies and/or donors will be an asset;
- Experience working with civil society and community-based organizations will be an asset;
- Experience working in the field of knowledge management will be an asset.

Languages:

- Fluency in English is required.



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