



**UNDP APRC  
TERMS OF REFERENCE**

**Title:** Community Facilitator - Women's Representation and Political Leadership (International)  
**Type of Contract:** Individual Contractor  
**Duration:** Six months during February – July 2012  
**Duty Station:** Home based with no travel required

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**Background**

At the recently concluded annual face-face meeting of the UNDP Asia Pacific Gender Community of Practice (CoP), a polling of country level priority issues across the region was undertaken and increasing women's political participation and leadership was the most commonly identified issue. This was further reinforced at the Asian Elections Community of Practice within Democratic Governance, where there was an overwhelming demand to better understand and learn from countries that have implemented temporary special measures or gender quotas, the challenges encountered and strategies to overcome them, including alternative measures to consider beyond gender quotas. Concrete actions recommended fostering South-South exchange, as well as codification of knowledge in this thematic area of priority.

Emerging from the above, and under the leadership of UNDP Asia-Pacific Regional Centre (APRC), a Community of Practice for Women's Political Representation and Leadership in Asia and the Pacific is proposed to be developed with a focus on enhancing the individual and collective impact of professionals dedicated to increasing the numbers and the influence of women in political leadership positions in the countries of Asia and the Pacific.

The Community will tap into the various existing networks of specialists working in this area, bringing them together to collaborate on issues of strategic importance, both virtually for e-discussions and sharing of insights, and face-to-face for collaborative assignments.

This initiative is in alignment with priorities identified by the UNDP Regional Bureau for Asia and the Pacific (RBAP) under the Agenda of Change, which emphasizes that UNDP should be a world class organization. Building on notable successes in elements of knowledge management, RBAP is redoubling its efforts in the area of knowledge management from both the perspectives of collection and connection and has identified gender as a priority area for the establishment of fully functioning CoPs. Launching this external segment is part of an overall strategy to revitalize the Gender Community of Practice which also includes segmenting the CoP into internal and external groups with a core internal group focusing on

gender mainstreaming in UNDP's thematic areas of focus and implementation of the UNDP Gender Architecture. External segments will then be launched periodically based on thematic areas of focus prioritized by the community, starting with Women's Political Representation and Leadership. A series of collaborative actions will also be implemented by the CoP.

### **Objectives of the Assignment**

At the recently concluded annual face-face meeting of the UNDP Asia Pacific Gender Community of Practice (CoP), a polling of country level priority issues across the region was undertaken and increasing women's political participation and leadership was the most commonly identified issue. This was further reinforced at the Asian Elections Community of Practice within Democratic Governance, where there was an overwhelming demand to better understand and learn from countries that have implemented temporary special measures or gender quotas, the challenges encountered and strategies to overcome them, including alternative measures to consider beyond gender quotas. Concrete actions recommended fostering South-South exchange, as well as codification of knowledge in this thematic area of priority.

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### **Scope of Work**

Working under the supervision of the Gender Team Leader, Governance Team Leader, and Knowledge Management Team Leader, the incumbent will be responsible for creating, launching, managing and motivating the CoP for Women's Political Leadership comprised of parliamentarians, political party representatives, Election Management Bodies, government officials, representatives of civil society, youth, and international and regional experts. The

incumbent will also be responsible for integrating this external segment with the broader Asia-Pacific Gender CoP.

As a knowledge sharing platform, built around the idea and principles of networking and knowledge sharing, the Community Facilitator will be required to utilize all networking, facilitation of collaborative learning (both as approach and product), and outreach skills to build membership and stimulate knowledge sharing discussion and identify areas of collaboration and knowledge gaps within the Community. The Facilitator will be required to stimulate, foster and drive research in the Community, within a knowledge sharing approach and framework and will be expected to add both research and experiential-based learning to Community discussions, based upon both member driven lines of enquiry as well as areas of interest otherwise identified by the Community and through supplementary knowledge sharing efforts in the sector. The Community Facilitator will utilize networking and outreach skills to ensure that the community reaches critical mass and becomes self-sustaining through active member participation and increased growth also periodically capturing impact and results. The Community Facilitator with support from the KM team will also be responsible for the creation, drafting, editing and overall management of production of Community outreach, knowledge and communications products, based upon collaborative research and knowledge sharing within the Community. The Community Facilitator:

- Leads growth and development of the Community including: identifying potential members of the CoP, initiating engagement with the members, stimulating research/query lines; facilitating e-discussion on issues concerning the advancement of women's political representation and leadership, collaborative research and experiential knowledge exchange efforts; promoting knowledge-sharing among members; and soliciting new members
- Leads and manages knowledge sharing through the Community's electronic network mailgroup and webspace including: moderating messages; actively soliciting inputs and stimulating discussions; encouraging member participation; facilitating discussions; determining the most relevant knowledge for the Community's knowledge repository, webspace and seeking out new sources.
- Compiles and summarizes inputs and integrates in the final report; ensures and complements the quality of material posted on Community mailgroups and webspaces
- Advises and supports the Gender & Governance teams on emerging and ongoing areas and issues of concern to the Community and relevant entry points for Collaboration at the country level strengthening policy and advisory support for National and sub-National instruments and mechanisms for increasing women's political participation.
- Promotes networking within the Community; monitors performance of Community, captures impact and feedback from members and provides recommendations to the development of knowledge sharing processes and for the future continuity of the CoP.

Integrates the Womens' Political Representation and Leadership Community into the broader Asia-Pacific Gender CoP and supports facilitation, through activities outlined above, related to the broader community, where relevant.

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

Duration of Assignment: Six months during February – July 2012

Duty Station and Expected Place of Travel: Home based with no travel required

### **Deliverables/Output**

1. Community launched with defined membership and promotional materials.
2. Consolidated summary of e-discussions contributing towards the two knowledge products commissioned as part of these discussions which include, "Alternative Pathways for Women into Politics" and "Political Equality Action Plan for Women."
3. Community Action Plan/Strategy for increasing Women's Political Participation and Leadership in the Asia-Pacific.
4. Report on the Asia-Pacific CoP on Women's Political Participation and Leadership – Activities & performance
5. Documenting After Action Review – capturing members feedback & impact, reflections on the knowledge sharing process and suggestions for next steps

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

The consultant will report to the Gender Team Leader, Governance Team Leader, and Knowledge Management Team Leader, in a matrix arrangement.

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

- Masters degree in relevant field such as Gender Studies, Development Studies, International Relations
- Expertise in gender & governance issues in developing countries
  - 3- 5 years of experience in analytical work and providing advice to development partners and/or governments on gender and governance, preferably in the areas of women's political participation and leadership.
  - Demonstrated experience of facilitation and coordination of knowledge sharing and collaborative learning /research
  - Experience in facilitating networking and knowledge sharing within diverse groups of stakeholders (face-to-face or virtual forums) in related areas Demonstrated experience in publication and/or production of outreach, knowledge or communications material of high quality in terms of clarity, conciseness, presentation, insight and readability
  - Experience in Asia and Pacific is an asset
  - Experience in working with senior government officials
  - Excellent writing skills
  - Good command of English both written and spoken.

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 **31 January 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 31 January 2012 to 7 February 2012.**

