



DATE: 14 Dec 2010

**UNITED NATIONS DEVELOPMENT FUND FOR WOMEN  
VACANCY ANNOUNCEMENT No. \_\_\_\_\_**

**Position Information:**

Job Code Title:	International Gender and Statistics Adviser
Organizational Unit:	UNIFEM (part of UN Women) Afghanistan Country Office
Type of Appointment:	Special Service Agreement ( <b>International</b> )
Duration:	Four months
Number of Position(s)	One (1)
Duty Station:	Kabul, Afghanistan
Closing Date:	31 Dec 2010

***Note: UNIFEM Afghanistan reserves the right to select one or more candidates from this vacancy announcement. We may also retain applications and consider candidates applying to this post for other similar positions with UNIFEM Afghanistan at the same grade level and with similar job description, experience and education requirements.***

**UNIFEM Mission Statement**

UNIFEM (part of UN Women) is the women's development fund at the United Nations. Established in 1976, it provides financial and technical assistance to innovative approaches aimed at fostering women's empowerment and gender equality. Today the organization's work touches the lives of women and girls in more than 100 countries. UNIFEM (part of UN women) also helps make the voices of women heard at the United Nations — to highlight critical issues and advocate for the implementation of existing commitments made to women.

**Organizational Context**

UNIFEM (part of UN Women) is dedicated to advancing gender equality and women's empowerment in Afghanistan. Staff and consultants of UNIFEM (part of UN Women) Afghanistan Country Office (ACO) are expected to contribute to a professional working environment in which the strengthening of national capacities and human potential is prioritized. Respect for diversity and human dignity is required, as is the active pursuit of a collaborative and inclusive approach to both internal and external stakeholders, including colleagues and partners.

UNIFEM (part of UN Women) has been actively involved in working to institutionalize gender equality in Afghanistan. Placing the advancement of women at the centre of all of its efforts, UNIFEM (part of UN Women) ACO's approach to this objective has been through an integrated program of institutional capacity building and technical support to ministries, gender mainstreaming across government and in the justice sector, supporting economic empowerment initiatives for women, promoting women's engagement in peace building, advocating for elimination of violence against women, and legal and justice reform.

UNIFEM (part of UN Women) has been actively supporting the Government of Islamic Republic of Afghanistan (GOIRA) in establishing a sound data system for gender sensitive planning, and

policy and decision making. In 2009, under the leadership of the Ministry of Women's Affairs (MOWA) and the Central Statistical Organization (CSO), UNIFEM (part of UN Women) assisted the government in publishing a handbook on Women and Men in Afghanistan, containing baseline statistics on gender. UNIFEM (part of UN Women) also assisted the CSO in mainstreaming gender into the National Risk and Vulnerability Assessment (NRVA) analysis and report writing and also conducted a training for government statisticians who are involved in the NRVA statistical collection and analysis. With the completion of the report on the NRVA, and considering that there have been a number of new statistical information that have been gathered after this publication, UNIFEM (part of UN Women) is again assisting GOIRA in updating this publication.

Furthermore, UNIFEM assisted the Central Statistical Organization in conducting a survey on women and men in decision making in Afghanistan. The survey has been completed and the draft of the report has been prepared. However, there is still a need to deepen the analysis of the data and improve the current draft of the survey report.

In 2011, the Government of Afghanistan is set to undertake the pilot national census. Since the national census is the major source of demographic, social and economic statistics, and considering the unique factors in Afghan society that make women invisible in the process of census enumeration, it is imperative that interventions be systematically designed and implemented to ensure that its results would accurately capture the data that will enrich the existing body of information on the situation of women in the country.

UNIFEM (part of UN Women) will also lead the pilot implementation of NAPWA in the Province of Dai Kundi. An important aspect of this piloting is the development of capacities among institutions to collect, process and use gender sensitive information to inform planning, programming, decision making and advocacy.

In view of the above, UNIFEM Afghanistan Country Office is contracting the services of a Gender and Statistics Adviser to update the statistical handbook on women and men in Afghanistan, refine the draft report on the survey on women and men in decision making, and provide technical guidance in mainstreaming gender into the NRVA and the piloting of the national census.

#### **Functions / Key Results Expected**

Under the direct supervision of the Unit Manager of the ACO's Institutional Capacity Development Unit, the Gender and Statistics Specialist will be mainly responsible for polishing the analysis and report of the Survey on Women and Men in Decision Making and for serving as prime technical support to the process of developing the updated statistical handbook on women and men in Afghanistan. The Gender and Statistics Specialist will be based in Kabul and may be allowed to do some aspects of the work on a home based arrangement as identified below.

- 1. Refinement of the Report on the Survey on Women and Men in Decision Making –**  
The purpose of this activity is to ensure that the quality of the draft report on the Survey of Women and Men in Decision Making is improved according to standards acceptable to UNIFEM. In this connection, the Gender and Statistics Specialist will:

- Review the tabulated data sets for the survey and validate the facts presented in the report;
- Draw up additional analysis from the current data presentation;
- Develop recommended graphs, tables, or charts that will make the report more understandable and interesting to lay readers;
- Review and refine the current draft of the narrative report to incorporate new findings, analysis and recommended graphs, charts or tables as well and polish the narrative style of the report; and
- Confer with UNIFEM and CSO on their views about the recommended revisions and take their suggestions as may be suitable to the desired improvement of the report.

Outputs – *Edited narrative text of the report; statistical charts, graphs, and tables; additional analysis in text form*

Duration - *three weeks*

2. **Updating of the Statistical Handbook on Women and Men in Afghanistan** – This activity aims to produce an updated version of the publication entitled, “Women and Men in Afghanistan, Baseline Statistics on Gender”, using all available data that surfaced after its maiden publication in 2009. The main responsibilities of the Specialist are:

- Review the current copy of the statistical handbook on women and men in Afghanistan, with special attention to the sections on data gaps and recommendations. This review should result in the identification of specific areas that need focused attention during the updating process.

Output – *list of data/statistical gaps for special research and focus on the data collection*

Duration– *one week*

- Compile all the statistics and data available in the website as well as those that will be collected by the CSO and MOWA and undertake an analysis of such data from a gender perspective. The results of this analysis should be cross analyzed with the previous data in the current version of the statistical handbook to identify the updates that have to be proposed and adopted for the said handbook.

Output – *English data/statistical analysis*

Duration – *two weeks*

- Based on the comparison of statistics from the current version of the handbook, write a draft textual narrative of the updated analysis and produce tables, charts, and graphs that will illustrate the changes noted between the old and new statistics and data.

Output – *first draft of English textual/narrative analysis, table, charts and graphs*

Duration – *one week*

- Based on the review and comments of CSO, MOWA, Interim Advisory Committee and UNIFEM, undertake the revision and adjustment of the draft narrative, tables and graphs and prepare the second draft. The second draft will be reviewed again and the same process will be repeated to come up with the final manuscript that is ready for lay out and publication.

Output – *second draft of English textual/narrative analysis, tables and graphs incorporating the comments from concerned parties*

Duration – *one week*

- Review the lay out and manuscript to ensure that data, statistics and tables were correctly packaged in relation to each other and that no information from the final draft has been inadvertently deleted or misplaced.

Output – *certificate of acceptability of the English manuscript or lay out for publication*

Duration – *one week (home based during the 11<sup>th</sup> week of the consultancy)*

- Certify to the accuracy of the analysis and quantitative computation of the statistics.

Output – *certificate of accuracy of computation and statistical analysis.*

Duration – *one week (home based, during the 12<sup>th</sup> week of the consultancy)*

**3. Mainstream gender into the National Census and NRVA 2010** – The Specialist will serve as lead technical backstop of ICDU in mainstreaming gender into the NRVA and the national census. As such, s/he will:

- Lead ICDU in assessing the status of the Census and NRVA and identify strategic entry points for gender mainstreaming;
- Based on instructions of the ICDU Unit Manager and in cooperation with the members of the ICDU team, undertake activities that will ensure the mainstreaming of gender into the processes, methodologies, capacity development, etc. of the NRVA and the pilot Census;
- Provide advice on how to address issues and obstacles to the mainstreaming of gender into the Census and the NRVA; and
- Prepare report on the results of the ICDU efforts on gender mainstreaming into the Census and NRVA.

Output – assessment report, list of strategic entry points for gender mainstreaming, gender mainstreaming action plan, technical advice, and implementation report

Duration – *three weeks*

**3. Capacitate local agencies in Dai Kundi on gender and statistics** - Within the context of the piloting of NAPWA implementation in Dai Kundi, the Specialist will build basic skills for collecting, processing and using gender sensitive statistics to selected local agencies in Dai Kundi. S/he will:

- Assess the potentials for strengthening the collection, processing and use of gender sensitive statistics;
- Undertake a briefing to concerned statistical staff on the importance of sex disaggregated statistics and the approaches to process and disseminate them for the use of various stakeholders

*Output – report on the potential of Dai Kundi agencies to collect, process and use gender sensitive statistics; report on the briefings undertaken and recommendations to sustain the development of commitments and capacities for gender sensitive statistics in the province*

*Duration – three weeks*

3. **Performance of other related tasks.** The Specialist will perform other related tasks as may be identified by UNIFEM in the process of developing the above outputs.

## Key Results

The key results of the consultancy are:

- Manuscript of the report on the survey on women and men in decision making
- Manuscript on the updated statistical handbook on women and men in Afghanistan

## Competencies

### Core Values and Ethics

- Demonstrate cultural sensitivity and able to work in a multi-national environment
- Support the Organization's corporate goal
- Comply with UNIFEM rules, regulations and code of conduct
- Demonstrate integrity

### Teamwork

- Build effective client relationships and partnerships
- Interact with all levels of staff in the organization
- Excellent interpersonal skills
- Build and share knowledge
- Provide guidance and support to others
- Apply existing knowledge to work
- Make valuable practice contributions

### Communication

- Excellent oral and written skills
- Listen actively and respond effectively

### Task Management

- Plan, prioritize and deliver a variety of tasks on time
- Exercise sound judgment/analysis
- Develop creative solutions

### Learning

- Promote learning environment in the office
- Provide constructive coaching and feedback for others

### Technical/Functional

- In-depth knowledge of program management and implementation
- Knowledge of UNIFEM business, operations and programming cycle (preferred)
- Background in statistical analysis of socio- economic sectors with emphasis on gender dimensions

## **Qualifications**

- Master degree on statistics or related professions such as demography;
- Minimum of five years of extensive professional experience and track record in the collection, processing and analysis of statistics from a gender sensitive perspective;
- Experience in working with government agencies on gender and/or statistics;
- Knowledge of the statistical environment in Afghanistan;
- Excellent technical writing and editing skills; and
- Ability to deliver outputs on time, handle multiple tasks and work under stressful situations.

### **Language Requirements:**

- Fluent in English language. Strong, confident command of both written and oral English.
- Knowledge of local languages, Dari and Pashto, an asset.

### **Computer Skills:**

- High level of proficiency in computer systems, internet navigation and various office applications.

## **Submission of Application**

The application process comprises a one-page cover letter explaining the interest and suitability for this position as well as the UN P-11 (CV). Interviewing will follow for short-listed candidates. All interested candidates should apply online through the mentioned link:

<http://jobs.undp.org>

Please note that applications received after the closing date will not be given consideration. Only

short-listed candidates whose applications respond to the above criteria will be contacted for an interview.

**Qualified female candidates are highly encouraged to apply.**