

16500 - Consultant: Gender and Statistics Advisor - Home based

Job ID/Title : 16500 - Consultant: Gender and Statistics Advisor

Application Deadline : 17-May-10

Type of Contract : SSA

Post Type and Level : International Consultant

Duty Station : Home based

Languages Required : English

Duration of Initial Contract : Four months

Background:

UNIFEM is dedicated to advancing gender equality and women's empowerment in Afghanistan. Staff and consultants of UNIFEM 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 has been actively involved in working to institutionalize gender equity in Afghanistan. Placing the advancement of women at the centre of all of its efforts, UNIFEM 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 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, in partnership with the Ministry of Women's Affairs (MOWA) and the Central Statistical Organization (CSO), the government published a handbook on Women and Men in Afghanistan, containing baseline statistics on gender. With the completion of the report on the National Risk and Vulnerability Assessment (NRVA), and considering that there have been a number of new statistical information that have been gathered after this publication, UNIFEM 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 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 and refine the draft report on the survey on women and men in decision making.

Description of Responsibilities :

Under the direct supervision of the ACO's Institutional Capacity Development Unit Manager, 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 may be tasked to travel to Kabul at least once during the entire duration of the contract for purposes of refining the quality of the outputs or for reasons that the ACO may determine as compelling to warrant such travel.

- 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 - One month

- 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– three weeks

- 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 – three weeks

- 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 – two weeks

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

- 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

- 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.

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)

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.