

**Proceso de Selección Modalidad SC-Service Contract**  
*SC/48 | 2020*

Proyecto N°97842: "Win Win: Gender Equality Means Good Business"

Términos de Referencia: "National Private Sector Specialist"

**I. Información General**

Título del cargo: *National Private Sector Specialist*

N° de posición en Atlas:

Supervisor: *Coordinadora de ONU Mujeres en Chile*

Fecha estimada de inicio del contrato: *enero del 2021*

Duración del contrato: *6 meses.*

Nivel de Remuneraciones: SC/L *SB5* [Link a escala salarial](#)

Jornada Laboral:  Parcial *detallar jornada* |  Completa

Lugar de Desempeño: *Oficina de ONU Mujeres, ubicada en Dag Hammarskjöld 3241, Vitacura. Región Metropolitana*

Elegibilidad: Esta posición se encuentra abierta para ciudadanos nacionales; o extranjeros con visa y/o permiso de trabajo vigente al momento de postular a esta vacante.

Las condiciones contractuales, beneficios y modelo de contrato se encuentran disponibles en este [Link](#)

**II. Postulación Electrónica**

Aquellos candidatos interesados en participar de este proceso de selección, deben enviar los siguientes documentos por email a la dirección [vacantes.cl@undp.org](mailto:vacantes.cl@undp.org) indicando en el asunto "Postulación SC /48/2020"

1. Carta de presentación dirigida al PNUD en Chile, en la cual el/la postulante indica su interés, competencias y motivaciones para el cargo al que postula.  
*Máximo 1 página tipo carta, tamaño de texto 12.*
2. Formulario de Antecedentes Personales P11. Completar el formulario, ingresando toda la información en los campos registrados y enviar firmado. [Link](#)
3. Declaración Jurada completa y firmada [Link](#)  
*Si el candidato es funcionario público, se permite participar del proceso de selección y en caso de ser seleccionado debe renunciar a su cargo previo a la emisión del contrato con PNUD. Si el candidato es extranjero, debe poseer visa y/o autorización para trabajar en Chile al momento de postular a esta vacante, si no cumple con este requisito no será considerada la postulación. Acompañar la declaración jurada con copia de la visa y/o permiso de trabajo vigente.*

**La Fecha límite para recibir postulaciones es: jueves 10 de diciembre de 2020**

**Importante:** Sólo se reciben emails hasta 10 MB de tamaño, se agradece enviar sólo lo indicado en los puntos anteriores (Carta de Presentación, Formulario P11 y Declaración Jurada). No se aceptan postulaciones impresas en papel, presenciales o por correo postal.

Santiago, 26 de noviembre de 2020



### III. Contexto Organizacional y Antecedentes del Proyecto

*PNUD es el organismo principal de Naciones Unidas para el desarrollo, que cuenta con una posición única para ayudar en la implementación de la Agenda 2030 y los Objetivos de Desarrollo Sostenible (ODS) a través del trabajo en más de 170 países y territorios. La Agenda 2030, aprobada por la Asamblea General de Naciones Unidas en septiembre de 2015, se puso en marcha en enero de 2016 y orientará las políticas y la financiación del PNUD durante los próximos 15 años.*

*El PNUD presta apoyo a los gobiernos para que integren los ODS en sus planes y políticas nacionales de desarrollo. Esta labor ya está en marcha, mediante el apoyo a muchos países para consolidar los progresos ya alcanzados en virtud del marco de trabajo del período 2000-2015, los Objetivos de Desarrollo del Milenio.*

*UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.*

*UN Women - in partnership with the International Labour Organization (ILO) and European Commission - is proposing the regional programme "Win-Win: Gender Equality Means Good Business" to contribute to the economic empowerment of women, recognizing them as beneficiaries and partners of growth and development, by increasing commitment of private companies to gender equality and women's empowerment and strengthening companies' capacities to implement these commitments. The action will ultimately contribute to the achievement of gender equality through enabling women's labour force participation, entrepreneurship, economic empowerment and thus their full and equal participation in society.*

*The guiding platform will be the Women's Empowerment Principles (WEPs). The WEPs are a set of Principles for business offering guidance on how to empower women in the workplace, marketplace and community. Coordinated by UN Women and the UN Global Compact, the Principles emphasize the business case for corporate action to promote gender equality and women's empowerment and are informed by real-life business practices and inputs gathered from across the globe.*

*Targeting women led enterprises and networks, multi-national companies, and relevant stakeholders in Europe and selected Latin American and Caribbean countries, the project will promote business links, joint ventures and innovation between women from both regions, while supporting inter-regional dialogue and exchange of good practices to increase the capacity of the private sector more broadly in the implementation of gender equal business.*

*It thus aims to support businesses, employers, workers and trade unions to address gender inequality faced by women in the working environment. Where relevant, the programme will adopt the intersectionality perspective to address specific challenges faced by afro descendant and indigenous women. Special attention will be given to identify opportunities to increase the economic empowerment of migrant and refugee women.*

*The programme will be implemented in 6 Latin American and Caribbean countries: Argentina, Brazil, Chile, Costa Rica, Jamaica and Uruguay. It will also have a regional component under the responsibility of UN Women Brazil CO.*

*Under the overall supervision of the Regional Programme Coordinator based in Sao Paulo and the daily supervision of the Country Programme Coordinator in Chile, the National Private Sector Specialist - Chile is responsible for the coordination and implementation of the regional programme at country level. S(he) will work in close coordination with partner agencies and EU delegations, which will guide and provide input for the performance of the programme at country level. National Specialists will maintain the Programme Coordinator based in Sao Paulo and the UN Women supervisors at country level informed on programme*



*implementation to coordinate with them on synergies to be built with other relevant initiatives implemented by relevant stakeholders.*

#### **IV. Objetivo General del Puesto**

*UN Women in Chile seeks to hire the services of a National Private Sector Specialist to Lead implementation and closure at country level of the "Win-Win: Gender Equality means Good Business" programme; Outreach and build partnerships with country key stakeholders and Advocate support and facilitate knowledge building and management.*

#### **V. Funciones y Resultados Esperados**

- 1. Lead implementation and closure at country level the "Win-Win: Gender Equality means Good Business" Regional Programme:*
- Support the analysis and research of the political, social and economic situation in the country to identify opportunities and partners to advance in regional programme strategic planning;*
  - Elaborate and implement country level work plan of the regional programme following the approved programme document and in close dialogue with the Brazilian Private Sector Specialist;*
  - Identify key partners and organize inception workshops to engage them in the programme and get inputs to finalize country level workplan;*
  - Prepare country level inputs for elaboration of documents to be consolidated by the Regional Programme Coordination and presented to management instances (Executive Steering Committee, Regional Technical Advisory Group, ILO programme Unit, National Technical Advisory Group),*
  - Prepare country periodic narrative progress reports;*
  - Record and maintain documents on relevant programme activities, issues, risks and risk mitigation plans;*
  - Participate in the design and formulation of programme initiatives, translating UN Women's and EU Delegation regional programme's priorities into local interventions and ensuring substantive rigor in the design and application of proven successful approaches;*
  - Facilitate the collaborative relationships with EU Delegation, Global Compact, IDB and ILO at country level, government partners, NGOs, experts, ensuring timely and efficient delivery of activities and organizes periodic consultations with key stakeholders and women leaders to gather inputs on programme design, as necessary;*
  - Finalize country strategy documents, proposals, briefs, policy dialogue and other documents related to the project. Provides programme development advisory services related to women's economic empowerment (WEE), serves as an expert resource to partners and identify programmatic areas for support and interventions;*
  - Outreach private sector companies and employers' organizations to promote WEPs signature and reporting and identify HeforShe champions at country level;*
  - Support the strengthening of national women's machineries capacities to convene private sector and other partners at the national level;*
  - Contribute to guide the research agenda and the elaboration of training materials for the country avoiding all duplication of efforts and to catalogue, leverage and promote existing quality research ;*
  - Manage the implementation of programme activities through monitoring and reporting according to Results Based Management requirements (RMB) and in accordance to the Programme and Operations Manual (POM);*



- *Identify key partners to co-finance and co-organize workshops and trainings based on methodologies and tools developed by the regional programme at country level;*
- *Organize National Technical Advisory Committee meetings, in coordination with ILO and EU Delegation at country level, aligned to the Regional Technical Advisory Committee;*
- *Elaborate terms of reference (ToRs) for hiring consultants and other services.*

## *2. Outreach and build partnerships with country key stakeholders*

- *Provide inputs for the Regional Coordination to develop a win-win partnerships strategy involving private sector companies, finance institutions, multilateral organizations, businesswomen, entrepreneurs, relevant national authorities and sub-national governments and implement it;*
- *Engage in high level dialogue at country level with private sector companies, finance institutions, multilateral organizations and its networks to create and/or strength commitment regarding corporate practices on gender equality;*
- *Provide inputs for mapping activities and to connect and match business interests of European and LAC networks of women entrepreneur and business women to exchange experiences and strength each other business;*
- *Develop strategy, build partnerships and coordinate efforts to design and put in place the impact investment facility;*
- *Develop and implement partnership and resource mobilization strategy to build and sustain the impact investment facility, based on existing experiences and guaranteeing its innovative aspect;*
- *Provide inputs for the development of methodologies, tools and knowledge products to strength companies' capacities to implement WEPs and create a non-discriminatory workplace;*
- *Provide inputs to the Regional Coordination to determine programmatic areas of cooperation, based on strategic goals of UN Women, EU Delegation and ILO country and region needs and priorities and develop the relevant partnerships;*
- *Build partnerships at country level and provide information on private companies engaged in the programme to identify possible areas of cooperation, especially potential contributions to the impact investment facility;*
- *Develop resource mobilization materials, such as concept notes and project profiles for to promote social impact facility and other initiatives proposed in the scope of the programme.*

## *3. Advocate support and facilitate knowledge building and management*

- *Lead advocacy and knowledge building at country level;*
- *Manage advocacy strategies and support relevant, high-impact advocacy activities and campaigns with key partners and their implementation;*
- *Collect knowledge on current and emerging trends by gathering relevant information on programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices;*
- *Contribute to accomplish an updated databased of relevant women's business networks after the initial mapping;*
- *Contribute to knowledge networks and communities of practice, facilitating the knowledge exchange of companies to take up effective gender equitable business practices and guide development of incentives for companies to enjoy recognition of their advances;*
- *Represent the project in meetings and policy dialogues on issues related to WEE;*
- *Coordinate exchange of information and knowledge products internally and externally of the programme at country level;*
- *Provide inputs and build partnerships at local level to the communications associate in the organization of major advocacy campaigns, events, trainings, workshops and knowledge products;*
- *Contribute for the elaboration and implementation of knowledge management strategy;*

- *Contribute to organization of activities to promote exchange of experiences between national and regional corporate commercial associations, chambers and networks and advocate for implementation of WEPs;*
- *Build partnerships and provide technical support for the organization of EU/LAC bi-regional policy dialogues on gender sensitive private sector in close dialogue with EU Delegation, ILO and connecting to G7 proposal and other EU initiatives.*

*Key Performance Indicators*

- *Timely and quality implementation of Programme at country level against set workplans, timelines and budgets, in line with the programme document*
- *Quality and timely reporting*
- *Excellent relations with partners and stakeholders*
- *Regular and timely monitoring of activities*
- *Enhanced best practices and lessons learned documented and circulated*
- *Increase in resources mobilized to co-finance programme activities and to fund the impact investment facility*
- *Increase awareness of UN Women and European Union at country level*

## **VI. Competencias Requeridas para el Puesto**

Habilidades Blandas:

*- Demostrar interés en el trabajo de las Naciones Unidas y del PNUD en particular, así como también compromiso con los valores, misión y visión de la Organización.*

*Core Values:*

- *Respect for Diversity;*
- *Integrity;*
- *Professionalism.*

*Core Competencies:*

- *Awareness and Sensitivity Regarding Gender Issues;*
- *Accountability;*
- *Creative Problem Solving;*
- *Effective Communication;*
- *Inclusive Collaboration;*
- *Stakeholder Engagement;*
- *Leading by Example.*

*Please visit this link for more information on UN Women's Core Values and Competencies:*

*<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>*

Habilidades Técnicas:

- *Ability to support design, implementation, monitoring and evaluation of development programmes and projects;*

## **VII. Calificación Académica y Experiencia Requerida**

Formación Académica	<i>Master's degree or equivalent in public administration, law, economics, human rights, gender equality, management, social sciences or other related areas is required.</i>
Experiencia Profesional	<i>At least 9 years of progressively responsible experience at the national or international level in design, implementation, monitoring and evaluation of development programmes and projects; Experience working with gender equality and women's human rights, preferably related to economic empowerment of women; Experience working in private sector companies` environment and corporate management practices and policies; Experience working with Results Based Management principles and approaches; Supervisory or leadership experience is an advantage; Experience working with economic empowerment of women is an advantage;</i>
Idiomas	<i>Fluency in English and Spanish is required; Working knowledge of Portuguese and/or other official UN language is an asset;</i>
Otros requisitos	<i>Previous experience working in the UN system is an advantage. Excellent communication skills;</i>

#### VIII. Criterios de Evaluación de Antecedentes

Finalizado el proceso de postulación, los antecedentes serán examinados por una comisión evaluadora formada por representantes de PNUD y del Proyecto.

Los criterios de evaluación que utilizará la comisión evaluadora son:

Criterio	Indicadores	Puntaje Máximo
Formación Académica	<i>Master's degree or equivalent in public administration, law, economics, human rights, gender equality, management, social sciences or other related areas is required.</i>	15
Experiencia Profesional	<i>At least 9 years of progressively responsible experience at the national or international level in design, implementation, monitoring and evaluation of development programmes and projects;</i>	20
	<i>Experience working with gender equality and women's human rights, preferably related to economic empowerment of women;</i>	20
	<i>Experience working in private sector companies` environment and corporate management practices and policies;</i>	15
	<i>Experience working with Results Based Management principles and approaches;</i>	15
	<i>Supervisory or leadership experience and communication skills;</i>	10
Idiomas	<i>Fluency in English and Spanish is required Note: this point will be evaluated during the interview</i>	
Otros requisitos	<i>Previous experience working in the UN system is an advantage.</i>	5



Total	100
<p>Sobre la base de los resultados obtenidos en la evaluación realizada por la comisión evaluadora, se conformará una lista corta con un mínimo de 3 candidatos que superen el puntaje de corte de 80. puntos, ordenados de manera descendiente desde el candidato con mayor puntaje. Los candidatos de la lista corta participarán en una segunda etapa de entrevistas. PNUD se comunicará sólo con los candidatos seleccionados para la entrevista. Los candidatos seleccionados para la entrevista, deberán enviar copia digital de sus credenciales académicas por mail a <a href="mailto:vacantes.cl@undp.org">vacantes.cl@undp.org</a>.</p> <p>Al momento de la evaluación de antecedentes, la comisión evaluadora podrá agregar otros criterios de evaluación si lo estima conveniente, como así también requerir opcionalmente evaluaciones o test de conocimientos técnicos o de idiomas.</p>	

<b>IX. Criterios de Evaluación de la Entrevista</b>	
<p>Los candidatos de la lista corta, serán convocados oportunamente a una entrevista personal con la comisión evaluadora. La entrevista podrá realizarse de manera presencial o bien a través de algún medio electrónico (teléfono, Skype, videoconferencia, etc.)</p> <p>Los criterios de evaluación que utilizará la comisión evaluadora durante la entrevista son:</p>	
Criterio	Puntaje Máximo
<i>Conocimiento e interés en el trabajo de las Naciones Unidas y del PNUD en particular, así como también compromiso con los valores, misión y visión de la Organización.</i>	5
<i>Knowledge and interest in the work of the United Nations and UN Women in particular, as well as commitment to the values, mission, and vision of the Organization</i>	20
<i>Knowledge and experience at the national or international level in design, implementation, monitoring and evaluation of development programmes and projects;</i>	20
<i>Experience working with Results Based Management principles and approaches;</i>	20
<i>Social, leadership and teamwork skills</i>	20
<i>Oral expression skills: clarity in the expression of ideas and fluency in English and Spanish</i>	15
Total	100
<p>Al momento de la entrevista personal, la comisión evaluadora podrá agregar otros criterios de evaluación si lo estima conveniente, como así también requerir opcionalmente evaluaciones o test de conocimientos técnicos o de idiomas.</p> <p>Sobre la base de los resultados obtenidos en la evaluación de la entrevista y de las evaluaciones o test adicionales si los hubiere, la comisión evaluadora realizará una recomendación del o los candidatos idóneos para ocupar el puesto.</p> <p>PNUD realizará la verificación de referencias del/los candidato/s recomendado/s por la comisión evaluadora; según lo indicado en el Formulario P11.</p> <p>PNUD se comunicará sólo con los candidatos entrevistados para informar el resultado final del proceso de selección.</p>	



#### **X. Documentación a Presentar por el Candidato Seleccionado**

Finalizado el proceso de selección, el candidato seleccionado debe presentar la siguiente documentación a PNUD previo a la firma del contrato:

- Copia de la Cédula de Identidad y/o pasaporte vigente.
- Certificado de Antecedentes emitido por el [Registro Civil](#).
- Declaración Jurada completa y firmada (Anexo I) [Link](#).
- Certificado Médico que indique aptitud para trabajar.
- Certificado de afiliación emitido por su AFP.
- Datos bancarios para el pago de salario mensual.
  - Nombre del banco
  - Tipo de cuenta
  - Número de cuenta
- Formulario de Incorporación de Dependientes al Seguro Médico Cigna (opcional) [Link](#).

Si al momento de la firma del contrato, los datos de contacto (dirección, teléfono, email) han cambiado respecto del Formulario P11, se agradece notificarlos a la brevedad posible.