



UNDP Gender Equality Seal

Short Note on how to select candidates: where gender expertise is a requirement¹

Consultant and experts recruited by UNDP must have specific technical knowledge, of at least be familiar with UNDP gender equality and women's empowerment priorities.

Your own preparations for selection of a candidate should include understanding the gender equality dimensions of the job, and awareness of the UNDP Gender Mainstreaming Competencies.

Step 1. Preparation of the Terms of Reference

- Integrate the gender concerns into the background and purpose sections.
- Identify the technical competencies that would enable a candidate to perform those responsibilities well and look for evidence of them when candidates talk about their work experience.
- Identify the skills and experience. The specification of skills and experience is most important, and must include, at a minimum, demonstrable commitment to the issue and willingness to be guided. Is on-the-job training sufficient? Is a short-course or diploma sufficient? Is a degree or masters required? Must the training be in a particular area/sector? How many years of experience should the candidate have to perform accordingly to the identified duties and responsibilities involved in the post in terms of gender? (Three? Five? Ten?).

Step 2. Preparation of the panel

- Ensure that at least one member of the interview panel is a gender expert or at least have a panel member who is familiar with gender debates and analysis.
- All members of the interview panel should understand the guidelines below prior to the interview and agree on which questions they will give priority to. This is particularly advisable where interview time is limited.
- Seek to ensure gender balance and gender expertise on the interview panel.

¹ This Short Note has been produced by the UNDP Gender Team Seal with the purpose of helping Country Offices in meeting benchmarks of the programme. These are not official guidelines produced by UNDP OHR.



- Ensure that applicants are questioned on their gender equality knowledge and experience, probing as appropriate to ensure that the responses are adequate.

Step 3. Preparation of interview questions: some suggested questions to ask

- Please explain why you think gender is an important consideration in the context of the job that is advertised. Identify what you see as priority gender issues in this area of work. How you would go about addressing those issues on the job.
- Please give us an example of your experience working on gender. This would include:
 - What tasks/duties were involved?
 - What results/deliverables were achieved?
 - What difficulties they encountered and lesson learned?
- Are you aware of UNDP's Corporate Gender Policy? Please provide a brief overview (if necessary).
- A Path to Achieve Gender Balance in UNDP Gender Team 2012



Annex 1. Competencies

During the course of a four-year consultative process involved 134 Country Offices, eleven gender mainstreaming competencies were identified. These are:

Menu of competencies

1. Conceptual clarity on gender equality in general, and gender mainstreaming in particular;
2. Gender strategic thinking and building partnerships to setting up the Gender Equality Strategy agenda.
3. Advocacy skills to action to achieve the Gender Equality Strategy agenda with internal and external partners.
4. Gender analysis linked to sustainable and human development, and socio-economic and policy planning and programming;
5. Gender analysis linked Inclusive and effective democratic governance systems policy planning and programming;
6. Gender analysis linked to resilience, in particular the impact of economic, disaster and climate-related and political shocks and impedes sustainable development and durable peace.
7. Creating and seizing opportunities – organizational and project cycle entry points for gender mainstreaming²;
8. Team based leadership styles: effective gender mainstreaming has been linked to trust and confidence in the workplace.
9. Able to implementing human resources policies for gender equality and parity.
10. Conflict solving to manage gender barriers and gender blank behaviors within the CO and with our partners.
11. Personal communication to exchange information, and key ideas in a manner that engages the audience and helps others to understand and retain the GES messages about gender equality and parity.

² This is closely tied to the Logical Chain of project design, results-based planning and programme design, and UNDP's Results Framework.