

SAMPLE TERMS OF REFERENCE

UN GENDER THEME GROUP

1. Purpose:

The UN Gender Theme Group's purpose is

- to support the UN Country Team in strengthening the UN agencies coordination mechanism on promotion of gender mainstreaming in UN programmes/projects,
- gender mainstreaming into UNDAF planning, monitoring and reporting, and
- support national gender equality priorities and women empowerment strategies in the framework of CEDAW, MDGs, and UN SC Resolutions.

2. Membership:

- UN Women
- UNDP
- UNFPA
- UNICEF
- UNESCO
- UNAIDs
- UNODC
- WHO
- World Bank
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3. Partners:

National partners:

- Linear ministries
- Women's Committee or National Women's machinery
- Other interested organizations

International partners:

- OSCE
- ADB
- USAID
- JICA
- other interested organizations

4. CHAIR AND SECRETARIAT

The group will be chaired by UN Women/other, while the co-chair will be the hosting organizing, identified on the rotation basis among participating agencies. The Secretariat for the group will be provided by the agency co-chairing the UN Gender Theme Group.

5. TASKS AND RESPONSIBILITIES:

- Provide coherence within UNCT and ensure that each UN organization brings its comparative advantage in promotion of gender equality and women's human rights to joint efforts and to coordinated UNCT action on gender equality;

- Improved methodologies and tools for country gender assessment, to be used as tool in relevant UN programmes;
- Ensure that the objectives and priorities of UN joint programmes fully support national strategies in the framework CEDAW, Millennium Development Goals, Beijing Platform for Action, UN Security Council Resolutions and UNDAF at the country level;
- Undertake assessments of the contribution and impact of current UN programmes towards the CEDAW implementation, MDGs and provide recommendations;
- Strengthened coordination and information sharing between UN Agencies, government and civil society;
- Undertake assessments of current and evolving institutional frameworks, and forward suggestions on how capacity may be enhanced to promote national ownership, leadership and implementation;
- Initiate work towards joint programmes, and provide support to the development of the CEDAW reporting, MDG Progress Report, the MDG Campaign and UNDAF implementation and review, UN RC reporting.

The UN Gender Theme Group will hold meetings at least xxx times per year.

The national and international partners including National Women's Machinery, other ministries, parliament, gender equality NGOs, women's networks, women's groups, gender focal points of international organizations will be invited to participate in the expanded meetings. The UN Gender Theme Group will hold expanded meetings at least xxx times per year.

6. WORK PLANNING

Schedules, plans and additional relevant materials for each meeting will be prepared jointly by members of the UN Gender Theme Group under direct guidance of the Chairperson of the group. The UN Gender Theme Group will develop annual work plans based on national gender equality development priorities, participating agencies' priorities and UNDAF commitments on gender equality development and promotion. For each action or task under the work plan, the UN Gender Theme Group will identify a responsible participating agency and/or a responsible officer, as well as a timeframe for implementing the task.

7. REPORTING

UN Gender Theme Group will monitor the implementation of its activities, regularly inform and periodically (xxx times per year) report to the UN Country Team on group developments and decisions.