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ADVANCE HUMANITY

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TERMS OF REFERENCE (ToR)

TEMPORARY APPOINTMENT

Post Title:	Programme Specialist (Generation Unlimited & Youth Livelihoods)
Type of Contract:	TEMPORARY APPOINTMENT
Level:	NO-3
Duration:	12 months
Duty Station:	Brasília
Supervisor (title):	Chief of Education
Period of assignment:	December 2026 – December 2027
Funding Source (output/Outcome):	**0540/AO/07/002/003**

1. Context

Brazil's population has, approximately, 48 million young people aged 15 to 29, which represents one of the largest youth populations in the world. Despite recent progress, significant inequalities continue to affect their transition from basic education to the world of work. In 2024, 18.5% of Brazilian youth, equivalent to nearly 9 million young people, were neither studying nor working (Not in Education, Employment or Training; NEET). The situation is particularly challenging for young women, who are almost twice as likely to be out of education and employment as young men (24.7% compared to 12.5%). Adolescent girls and young women face intersecting barriers related to unpaid care responsibilities, discriminatory social norms, gender-based violence, early pregnancy and limited access to assets, networks, digital technologies and decent work opportunities. Addressing these constraints requires gender-transformative approaches that not only expand access to skills and employment opportunities, but also influence policies, systems and social norms that shape girls' economic inclusion, transition and empowerment.

Social and racial disparities are also pronounced: young people from low-income households, as well as Black and mixed-race youth, face disproportionately higher levels of exclusion and vulnerability. Gender gaps persist in the labor market, where young women continue to earn less than young men on average and remain underrepresented in higher-paying occupations and leadership positions. These challenges highlight the need for integrated policies and investments that expand access to quality education, digital and job skills, decent work opportunities, and social protection.

In UNICEF CPD (2024 -2028) the Goal Area 2 (education area) has three outputs, one of them being “promote a positive transition from school to work and income opportunities for young people, especially those in situation of greater social vulnerability, ensuring rights for lifelong learning, citizen participation, access to decent work and innovation”. At the same time, Goal Area 5 (Social Policy) has three outputs focusing on addressing poverty among children and adolescents; strengthening the provision of social protection for children and their families; and strengthening public spending on children and adolescents. Since 2020 Brazil Country Office works to develop and implement a multi-stakeholder partnership to build national and subnational sustainable policies and programs, with the national and subnational governments (states and municipalities), aimed to promote a positive transition from school to the world of work for youth in vulnerable situation, improving their training and connecting them to decent jobs and income opportunities, empowering adolescents and youth to lead change-making in their own lives and communities.

So that, the One Million Opportunities (1MiO) initiative, launched in October 2020 is a Public Private-Youth Partnership (PPYP) lead by UNICEF and aligned with the global Generation Unlimited (GenU) coalition. 1 MiO aims to offer skills development, employment, and livelihoods opportunities for young people aged 14 to 29 in vulnerable situations. This initiative develops courses and practical tools to support governments and employers in the recruitment and retention of 12 vulnerable youth profiles, with a particular focus on adolescent girls and young women. It addresses key barriers they face, including the disproportionate burden of balancing work, unpaid care and household responsibilities, limited support during pregnancy and motherhood, and persistent gender pay gaps compared to young men.

In five years, it has generated 1,312,307 opportunities (473,501 training; 838,806 job opportunities).

Actually, the initiative’s strategy focused on three core pillars:

- National Advocacy: supports the National Pact for the Productive Inclusion of Youth and the Alliance of Green Jobs, in coordination with the Ministry of Labor and Employment (MTE), the International Labor Organization (ILO), and the UN Global Compact. In addition, UNICEF has been working closely with the Federal Government to preserve the existing legal framework that supports youth employability, including advocating for the maintenance of Brazil’s Apprenticeship Law, which provides important pathways for young people to access training and decent work opportunities;

- Territorial Mobilization: partnerships with at least four states, 2.277 municipalities through the UNICEF Seal, eight Capitals through UNICEF City Agenda and social organizations to offer opportunities for youth;

- Skilling & Employability: through 1 MiO Platform, offers online courses (micro-certifications) in competencies (job skills, transferable skills, digital and green skills) and disseminates apprenticeships, internships, and formal job opportunities, for adolescents and young people, within public and private sectors (260 companies). UNICEF also provides ongoing technical assistance to local governments and companies to support the development and implementation of programmes aimed at recruiting, employing, and retaining young people in situations of social vulnerability.

UNICEF’s Youth Livelihood Strategy under the Strategic Plan 2026-2029 emphasizes that youth livelihoods are central to breaking intergenerational poverty, ensuring that investments in education, health and protection result in income, resilience and opportunity for young people and their children. The strategy focuses around three strategic pillars. **First, systems, policies and data:** supporting governments to embed youth livelihoods in national plans and budgets, strengthen school-to-work transition systems, align education and labour policies. **Second, skills and pathways, prioritizing pathways** by linking skills directly to jobs and income opportunities,

Third, entrepreneurship, income and economic inclusion. Key cross-cutting priorities include **centering adolescent girls and young women and tackling structural gender barriers;** embedding meaningful youth co-creation in programme and policy decisions. Brazil Country Office has been selected as **a catalyst country** for the first wave of the Economic & Social Policy–Generation Unlimited Livelihoods Integration in collaboration with the Gender Equality team.

In line with UNICEF's Gender Equality Action Plan (UGEAP) and Adolescent Girls Accelerator Strategy, adolescent girls are a strategic accelerator for achieving results across education, social policy, protection and economic inclusion. The Brazil Country Office seeks to strengthen gender-responsive and girl-centered livelihoods programming, ensuring that adolescent girls and young women are prioritized in policy reform, programme design, financing strategies, evidence generation and implementation support.

2. Purpose of the position

This position is intended to coordinate and strengthen the actions being carried out by the Brazil Country Office to promote the positive transition from the school to the world of work and sustainable livelihoods, of young people facing social vulnerability, with emphasis on advancing economic empowerment, in particular of adolescent girls and young women. This position will build on and advance these efforts addressing structural gender barriers and promoting gender-responsive policy and programme approaches, in alignment with, Generation Unlimited Strategy, the UNICEF Youth Livelihood Strategy and Adolescent Girls Accelerator Strategy. The position will work at the intersection between youth livelihoods, skilling, gender equality and adolescent girls' economic empowerment. It will build on the workstreams and commitments established under the 1 MiO initiative, while further reinforcing its strategic pillars and integrating focus on mitigating child poverty and strengthening sustainable livelihoods. In addition, the position will support the advancement of emerging agendas and current trends, in alignment with UNICEF Global guidelines and the Brazilian context.

Job organizational context:
Under the direct supervision of the Chief Education and the guidance of the Chief of Social Policy, the Specialist will provide technical assistance and support for programme management, implementation, monitoring and evaluation of activities related to skilling, employability and youth livelihood, with a particular focus on adolescent girls' transitions from learning to earning. Additionally, the Specialist will provide guidance and assistance to 1 MiO team, in partnership with its supervisors.

3. Key Expected Results

3.1 Programme Development and Management

- Participate in the regular management meetings of the Education and Social Policy areas and in their respective Working Groups;
- Organize the agenda for the weekly meetings with the 1 MiO team, aimed at following ongoing actions and defining next steps;

- Coordinate planning, design and the implementation of the skilling, employability, and youth mobilization components foreseen in the AWP addressing social norms, care responsibilities and financial exclusion, contributing with technical and professional assistance for the development and management of ongoing programmes and actions, using a results-based management approach;
- Coordinate integrated approaches to sustainable youth livelihoods, integrating skills development with labour market programmes for strengthened financial inclusion, involving relevant stakeholders and integrating relevant policies around education, skilling and labour.
- In collaboration with the social protection team, develop strategies for strengthening social assistance approaches to support adolescent girls in their transition from education to sustainable livelihoods with referrals to relevant social services, strengthening the capacity of social assistance units to address gender barriers and mitigate social exclusion for vulnerable adolescent girls.
- Ensure that all major livelihoods strategies, partnerships, policy engagements and programme investments are informed by gender analysis and include measurable objectives and targets for adolescent girls and young women.
- Monitor the progress of the implementation of ongoing programmes and projects through data collection and analysis, suggesting, based on this, actions and measures that need to be taken to ensure the effective advancement of the work and the protection of adolescents' and youths' rights;
- Stay attentive to social, political, and economic trends and dynamics in the country and their implications for Education in Brazil and for the productive inclusion of young people through sustainable livelihood approaches, especially suggesting advocacy actions and institutional engagement when appropriate;
- Prepare action plans for new or ongoing projects as needed, in line with available resources and timelines, and in dialogue with the teams involved;
- Propose and promote adjustments or changes to action plans already underway, should project monitoring indicate the need for such modifications.
- Work collaboratively with the youth & adolescents' area, with the aim to optimize strategies, funds and results achievement.
- Guarantee the application of the LGPD in relation to the data of adolescents and young people, as well as people and partners of the 1Mio initiative.

3.2. <u>Optimum Use Of Program Funds</u>

- Monitor the allocation and disbursement of grants according to the plan as agreed with the Chiefs, ensuring that funds are properly used within their validity period and that they generate the expected results for UNICEF and its donors;
- Support the team by providing suggestions and recommendations for the optimal use of resources throughout implementation. Ensure programme efficiency and delivery through transparent approach to programme planning, monitoring and evaluation.
- Support the team in all HACT procedures with implementing partners, such as organizing and conducting programmatic visits; creating PDs; uploading documents into systems; approving items in systems, etc., with the objective of ensuring that the initiative's implementation achieves the highest possible level of quality and efficiency.

3.3. Programme Monitoring and Evaluations

- Coordinate consistent and transparent monitoring and evaluation practices, in collaboration with the Chief of Education, the Chief of Social Policy, the Monitoring and Evaluation (PM&E) Officer, and the Chiefs of Zone Offices, with the aim of improving the quality of programme implementation, as well as its results and impact.
- Ensure monitoring systems collect and analyses sex-, age- and vulnerability-disaggregated data and generate evidence on outcomes for adolescent girls and young women.
- Undertakes programmatic visits to monitor and assess programme implementation and decides on required improvement action.
- During the monitoring of IPs, LTA contracts, and LVPs, guide the work of those involved**,** providing clear instructions on necessary adjustments and corrections;
- Support the development of investment cases, cost-effectiveness analyses and evidence products that demonstrate the social and economic returns of investing in adolescent girls' livelihoods and economic empowerment.
- Collaborate in internal UNICEF office meetings for programme and project review and evaluation, as well as in regular meetings with government counterparts, UN Agencies, donors, and other institutional partners;
- Collaborate in the preparation of interim and final reports for the BCO, the Education and Social Policy areas, the 1 MiO initiative and its respective projects, for internal use or for GenU, HQ, donors and other partners.
- Ensure the timely preparation of midterm and annual programme status reports.

3.4. National and Local Capacity Building/Sustainability

- At the national level, work alongside the Chief of Education, the Chief of Social Policy, the Deputy Representative, and the Representative to strengthen the engagement of the private sector, UN agencies, the federal government, and civil society organizations in youth productive inclusion initiatives, including the 1 MiO (GenU) initiative, jointly building capacities and promoting the institutional environment needed to generate opportunities for adolescents and young people in vulnerable situations in scale;
- Support the federal government in strengthening the legal framework that ensures rights related to skilling and productive inclusion for adolescents and youth;
- Support, together with the Chief of Education, the Chief of Social Policy, the Chiefs of the Zonal Offices in strengthening the commitment and concrete action of subnational governments, companies, and civil society organizations in policies and programmes for the productive inclusion of young people.
- Provide technical support, evidence, and international best practices to government authorities to develop and/or strengthen the implementation of sustainable training and employability programs for young people in situations of social vulnerability.
- Provide technical leadership on adolescent girls' economic empowerment within national and subnational policy discussions related to education, skills, labour markets, social protection and productive inclusion.
- Support the strengthening and consolidation of the institutional capacities and partnerships of national and local stakeholders.

- Conduct policy analysis from adolescent's and youth's rights perspective and advocacy at national policy debates.

3.5. Partnership, Coordination and Collaboration.

- Work collaboratively with other colleagues in the Education and Social Policy sections**,** who lead initiatives that interface with 1 MiO, as well as with other UNICEF programme areas and zonal offices, in order to advance the activities planned in the AWP and achieve the best results to promote a positive transition from the school to the world of work.
- Support the Chief of Education, the Chief of Social Policy, the Chief of Zone Offices and the PFP team in resource mobilization efforts with the private sector, foundations, institutes, NatComs, and GenU, by participating in planning meetings, preparing proposals and presentations, and taking part in meetings to present and discuss proposals.
- Collaborate closely with the Communication section**,** based on the previously agreed workplan, to ensure the best possible visibility for the 1 MiO initiative, its donors, and governmental and institutional partners, as well as to give visibility to studies, evidence, and priority demands of adolescents and young people in situations of greatest social vulnerability.
- Maintain close collaboration with GenU team, Livelihood team and teams from other Country Offices.
- Coordinate donor visits, participate actively in regular online meetings with donors, as well prepare reports for donors.

4. Qualifications of a Successful Candidate

Education: An advanced university degree (master's degree) in one of the following fields is required: Social Sciences, Economy, Government, Public Administration, Public Policy, Social Policy, Social Development, or another relevant technical field.

Experience: Five years of relevant professional work experience in educational, sociocultural, and economic context of Brazil with ability to lead complex negotiations with stakeholders from both the public and private sectors, demonstrating resilience and strategic engagement to achieve positive outcomes while prioritizing the rights and well-being of adolescents and youth.

- Knowledge of legislation related to technical and vocational education and training (TVET), employability, and income generation programmes in Brazil and internationally.
- Strong project management skills. Solid experience in the design and/or implementation of policies and programmes focused on education and skills development, employability, income generation and livelihood opportunities for adolescents and young people in situations of social and economic vulnerability.
- Strong experience designing and implementing gender-responsive livelihoods, employability, entrepreneurship, financial inclusion or economic empowerment interventions for adolescent girls and young women.

Desirable:

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- .Experience generating evidence, conducting policy analysis or developing investment cases related to youth livelihoods, gender equality or economic inclusion is an asset.
- Strong understanding of adolescent girls' economic empowerment, gender-responsive programming and structural barriers affecting girls' transitions from school to work.
- Knowledge of contemporary learning approaches and tools for the education and skills development of adolescents and young people.
- Demonstrated ability to apply gender analysis and equity-focused approaches to livelihoods, skills development and labour market programmes
- Proven ability to work collaboratively with teams across different locations and with diverse technical expertise (education, social policy, public administration, procurement, etc.).
- Excellent writing and communication skills, along with the ability to manage competing messages and priorities across multiple audiences.

6.Language Requirements

Fluency in English and Portuguese required. Knowledge of Spanish will be considered as an asset.

7.Competencies of a Successful Candidate (Based on UNICEF professional competency profile)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Competencies

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)
- Nurtures, Lead & Manages People (1)