



Terms of Reference (TOR)

for

co-Facilitators

of the

Women's Major Group (2018-2020)

to United Nations Environment Programme

Version April 2018

The Women's Major Group (WMG) to the United Nations Environment Programme (UNEP or UNE) is the focal point for UN environmental policies. The WMG-UNEA's responsibility scope covers the UN Environment Assembly and related meetings, regional consultative meetings (RCM), and the environmental interlinkages to the 2030 Agenda and the High Level Political Forum. In addition, the WMG-UNEA aims to cooperate closely with other Women's Major Groups and Women's constituencies linked to other UN policy processes.

A self-organized elections process is due every two-years and selected nominees will serve for a two-year period, on a voluntary basis.

1) Criteria for WMG co-facilitators

Organizations should have:

- A mission focused on achieving women's human rights, women's economic and/or social development, and/or women and the environment/sustainable development, and respect for planetary boundaries and Mother Nature.
- Staff with relevant expertise in gender equality, women's human rights, economic, social, environment and sustainable development and/or related thematic issues.
- A national and/or regional/international scope of activities related to women's human rights and gender equality.¹ If a national organization, must show capacity to handle regional networks.
- Proof of their independent juridical personality and non-profit and/or tax-exempt status in a State Member or Observer of the United Nations.
- Demonstrated (net)working relationships with national, regional or global organizations or networks involved in environment and women's human rights and gender equality.

¹ UNEP Stakeholders engagement policy



- Demonstrated national/regional constituencies of women/gender experts and or organizations, preferably including of traditionally under-represented groups.
- An established office or address (called e.g. headquarters), with an executive officer.
- Governance statutes which are transparent and accessible and if a network organization preferably a democratically adopted constitution.²
- In case of network organization, the organization shall have procedures that give authority to speak for its members through its authorized representatives.³
- Interest and capacity to coordinate development of position statements, strategies, relevant meetings and delegate activities to WMG members.
- Sufficient (financial/human) resources for its representative to be able to engage in the policy process for at least 2 years. At least one staff person should be able to dedicate at least 20-30% of their time to participate in and lead Women's Major Group work. Depending on time of the year, there might be less or more work.
- Experience in proposal writing and fundraising and a willingness to fundraise on behalf of the Women's Major Group.
- Experience advocating for women's human rights, gender equality and/or economic, social, environment, and sustainable development in relevant global and/or regional policy processes⁴

Procedures to avoid conflict of interest:

- 1) *Organizations that do not or have not shown alignment with the 'WMG Principles & Values Statement' will not be eligible in the elections process. See document here: https://docs.google.com/document/d/19O32x_yd6U_-5ZWCYPpyloEhHVHND_55YtyTQaixaX0/edit?usp=sharing*
- 2) *New organizations to the WMG can be visited by members of the WMG core group.*
- 3) *WMG can request financial and activity reports from applicant members*

² ECOSOC Resolution 1996/31

³ ECOSOC Resolution 1996/31

⁴ UN processes on Post2015, Post Rio+20 (SDGs, Financing for SD etc.) as well as experience in other relevant processes such as CPD, CSW, UNFCCC, UNCBD and regional UN processes



For further information please refer to the '**WMG Principles & Values Statement**' (See https://docs.google.com/document/d/19O32x_yd6U_-5ZWCYPpyloEhHVHND_55YtyTQaixaX0/edit?usp=sharing)

2) Balanced distribution of co-facilitators: Geographic distribution / Thematic representation

The WMG strives to have regional representation and thematic diversity by bringing together organisations that have:

- Global policy process expertise⁵
- Regional expertise
- Relevant thematic expertise⁶
- Organisational expertise (e.g. networking, advocacy, outreach, grassroots, capacity building)

3) Co-facilitators responsibilities:

- **Consult** with national/regional women's networks working on environmental issues to prepare written inputs for UNEP policy processes
- **Ensure** that the **principles and values of the WMG** are respected in all publications, statements and other communication given on behalf of the WMG (https://docs.google.com/document/d/19O32x_yd6U_-5ZWCYPpyloEhHVHND_55YtyTQaixaX0/edit?usp=sharing)
- **Organize**, manage and disseminate data and information on the WMG and UNEP/UNE

⁵ UN processes on Post2015, Post Rio+20 (SDGs, Financing for SD etc.) as well as experience in other relevant processes such as CPD, CSW, UNFCCC, UNCBD and regional UN processes

⁶ Gender Equality, Sexual Health and Reproductive Rights (SRHR), Peace & Rule of Law, Energy, Forests & Biodiversity, Oceans & Seas, Climate Change, Food Sovereignty, Energy, Education, Decent Work, Finance, Trade and Investment, Social Justice and Social Protection, Technologies, & ICT.



- **Identify participants** and consult with the Women's Major Group members and allied networks to for UNEA-related global and/or regional events;
- **Facilitate the participation** of Women's Major Group members and organise side events in UNEA and other related global and/or regional processes;
- **Work in collaboration** with other Major Group representatives to ensure continued space for civil society engagement in the UN Environment Assembly and other related processes, as necessary;⁷
- **Serve on** UN Environment's Major Groups Facilitating Committee⁸
- **Fundraise** on behalf of the Women's Major Group;
- **Provide strategic** direction and guidance to the Women's Major Group through an inclusive, consultative and transparent process, of decisions surrounding WMG positions on all UN Environment Assembly decisions

5) Process for Nominations, Selection and Ending of Facilitator position⁹

The WMG aims at a balanced distribution of co-facilitators as much as possible, bringing together organizations that have expertise in relevant international and regional policy processes, thematic debates as well as organizational skills.

An organization nominates a person(s) for the function of co-facilitator and this person(s) has the responsibility of fulfilling the relevant ToR; each nominee will indicate if it is global, regional or global and regional, along with their organization's thematic focus area. If an organization is not complying with the ToR, the co-facilitators will decide if the organization needs to step down. It is up to the group to decide if they call for special elections or wait to the next period of elections.

The WMG can elect 2 official co-facilitators, and 2 alternates – who should also get access to all relevant UNEP/UNE documents - out of the nominated organisations. Ideally, one of them will be based in Nairobi and capable of following intersessional meetings.

⁷ UNE's Major Groups and Stakeholders page can be retrieved at <http://web.unep.org/about/majorgroups/>

⁸ See guidebook at <http://wedocs.unep.org/bitstream/handle/20.500.11822/7449/->

Handbook_for_Stakeholder_Engagement_at_UNEP-

2015Handbook_for_Stakeholder_Engagement_at_UNEP.pdf?sequence=3&isAllowed=y

⁹ *Proposed is a slate nomination and election process that will produce balance between regions, themes and types of organizations.*



In total, we ideally strive to have 2 co-facilitators, representing different regions and themes.

Among the co-facilitators, there should be:

- Thematic balance, addressing social, environmental and economic pillars
- Institutional and leadership continuity (co-facilitators may be re-elected for another term, up to 2 consecutive terms). If there are no candidates that full-fill the criteria, former co-facilitators can run for the position again even if after 2 consecutive terms.

End/
