

**Multi-Sectoral Gender Based Violence Response at the District Level in Nepal**  
**Joint Project funded by the UN Trust Fund in Support of Actions to Eliminate Violence against**  
**Women**

**Terms of Reference**  
**Project Coordinator**

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV/AIDS, and every girl and woman is treated with dignity and respect.

Together with co-implementing agencies, UNICEF and UNIFEM, UNFPA has received funding from the UN Trust Fund to improve multi-sectoral gender based violence response at the district level in Nepal together, which was endorsed by the Ministry of Women Children and Social Welfare.

The project aims to increase the utilization of GBV prevention and protection services by women, men and children in Mahottari, Kapilvastu, Surkhet and Kanchanpur districts for the improved protection status of women/girls as well as supportive attitude by all community members for prevention management of GBV. This will be achieved through increasing the availability of comprehensive GBV services and awareness and knowledge women, girls and their families (including men and boys) on services. A community-based multi-sectoral gender based violence (GBV) response mechanism will be set up and sustained by local service providers (health care, psycho-social, para-legal, legal services and police), whose capacity will be built in order to address the needs of GBV survivors competently. District and national level officials will be trained on GBV issues for them as duty-bearers to ensure and sustain such increased and improved services. The links between different service providers, survivors and local administration will be supported to improve accessibility and utilization of services for survivors. Through information, media campaigns, and sensitization events survivors and their communities will be empowered to break the silence and to demand and seek help and in the process become part of the fight to end gender based violence.

The project will be jointly managed by UNFPA, UNICEF and UNIFEM in close collaboration with MWCSW. UNFPA is the lead agency in the joint project, including the administrative agent. Close coordination among the UN agencies, government and donors will be essential to the project implementation.

In order to successfully carry out the planned activities within the stipulated three year timeframe of the project, UNFPA is recruiting a Project Coordinator.

Under the overall supervision of the Deputy Representative and the direct supervision of the Gender Programme Manager, the Project Coordinator will manage the joint project.

## **Duties and Responsibilities**

- Manage and oversee the UNFPA components of the project and coordinate with UNICEF and UNIFEM;
- Collaborate and coordinate with the Ministry of Women Children and Social Welfare, including the Department of Women Development, National Women's Commission, and other relevant government agencies;
- Provide support to the Project Steering Committee and the Project Management Committee established by MWCSW and perform secretariat duties;
- Coordinate closely with four district level coordinators and provide guidance;
- Facilitate coordination from the central level with relevant district authorities, including the District Women Development Office, Health Offices, District Public Health Offices, Local Development Offices and Chief District Offices, as well as local health service providers and NGOs;
- Ensure activities are coordinated with regular government programmes and other relevant civil society partners in the district,
- Coordinate with the UNFPA district programme units, as well as field offices of UNICEF for programme implementation where appropriate;
- Conduct monitoring and supervision visits to the field and report on progress;
- Closely work with the UNFPA Gender Team to ensure strong linkage with UNFPA core activities in the Country Programme and other co-financing projects;
- Closely work with the Monitoring and Evaluation Team on programme monitoring and evaluation activities;
- Ensure quality of project reports and that they are submitted on time, including UNFPA reports to the donor and implementing partner reports to UNFPA;
- Manage the financial administration of the project in close consultation with the administration and finance teams of UNFPA;
- Manage the bidding and contracting processes for the identification of the implementing partners;
- Conduct an assessment of the implementing partners including programme and management (logistics and financial) components;
- Develop a capacity-building plan to address the gaps identified through the assessment;
- Advocate for UNFPA's mandate issues in relevant forums;
- Other relevant tasks requested by the Deputy Representative.

## **Qualifications and Experience**

The Project Coordinator must have a thorough understanding of gender issues, particularly gender based violence as well as field dynamics, excellent management, co-ordination, inter-personal, as well as monitoring skills, a broad development perspective, networking capabilities, strategic thinking abilities, and ability to work in team. Specific qualifications include:

- Advanced degree in women's studies, social work, international relations, social sciences or other relevant field;
- At least five years of experience in coordination and/or management of complex projects;
- Knowledge and work experience of gender issues and particularly gender based violence
- Experience in a gender focused organization;
- Knowledge of key UNFPA mandate issues including reproductive health and gender;
- Familiarity with the UN system and working methods desirable;
- Ability to establish effective working relationships in a multicultural team environment;
- Ability to work under pressure and to complete tasks within tight deadlines;
- Fluent in English and Nepali;

## **CORE COMPETENCIES:**

- Integrity/Commitment to UNFPA's Mandate/Valuing Diversity;
- Working in Teams;
- Communicating Information and Ideas/Knowledge Sharing;
- Self-management/Emotional Intelligence and Conflict Management/Negotiating and Resolving Disagreements;
- Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence;
- Appropriate and transparent decision making and sound judgement.

## **FUNCTIONAL COMPETENCIES:**

- Advocacy/Advancing a policy-oriented agenda/Creating Visibility for the Organization;
- Results-based programme development and management;
- Leveraging the resources of National Governments and partners/Building strategic alliances and partnerships;
- Innovation and marketing of new approaches;
- Resource mobilization;
- Organizational Awareness;
- Job Knowledge/Technical Expertise