



TERMS OF REFERENCE

Job Title: **GBV Project Coordinator**
Band/Peg: SB 5 Peg I
Duty Station: Kathmandu

Major Activities/Expected Results

Ensures effective implementation of programme strategies:

- Thorough analysis and research of the political, social and economic situation in the country related to gender equality and reproductive rights.
- Constant monitoring and analysis of the programme environment, timely readjustment of programme interventions.
- Identification of programme risks and updating the status of these risks. Develop contingency plans as necessary.

Ensures effective management of the GBV Prevention and Response Project

- Assumes responsibility for planning, implementation, management, and coordination aspects of the GBV Prevention and Response Project.
- Develop research, monitoring and evaluation plans and facilitate in effective application of RBM tools and monitoring achievement of results. Ensure that an integrated M&E framework for the project is available and that timely monitoring of project activities takes place.
- Maintains a detailed overview of work plan implementation, next steps and requirements, and follow up as necessary with project team members to ensure smooth implementation and to remove obstacles.
- Leads the yearly planning, analyze trends and recommend appropriate actions for improved effectiveness of the programme; Ensure close collaboration and coordination of all IPs.
- Lead programmes/projects appraisal and evaluation according to results-based management requirements.
- Responsible for the timely preparation and quality control of all substantive technical reports, briefs and required documents. Ensure timely production and submission of all progress reports by all members of the project team and implementing partners.
- Conduct field visits to supervise, coordinate and monitor field level activities.
- The UNFPA Representative/Gender Programme Officer may assign any additional responsibility that might be deemed appropriate for the implementation of UNFPA support in the district and region.



Communication, Advocacy, and Knowledge Management

- Contributes to the design and implementation of behaviour change communication campaigns by providing inputs to and implementing specific and targeted IEC/BCC interventions on gender equality and women's empowerment issues for the prevention and response to GBV.
- Provides technical support to central level government ministries/departments and local bodies and agencies to plan and implement GBV prevention and response project.
- Establishes a central level coordination mechanisms to ensure effective coordination of partners on GBV prevention and response.
- Leads the action research component of the project and liaise with the district and regional office and stakeholders for development of tools to conduct research.
- Contributes to knowledge creation by continually documenting lessons learned, good practices, and replicable strategies, and actively shares this knowledge. Ensures documentation and dissemination of project results
- Shares knowledge products with UNFPA regional and district level officers and provides technical support upon request of the GBV project officer and Community Mobilization Officer based in the districts
- Support partners and stakeholders in capacity development activities to enhance knowledge and skills in results based management, results based reporting and budgeting, and systematic quality assurance.
- Maintains productive and professional relation with other development partners at the central level.

Collaboration with the Gender team

- Ensures that project plans are consistent with the project results and the Country programme results and resources framework
- Works closely with gender team in preparing monthly, quarterly, biannual and annual monitoring reports
- Liaises closely with the UNFPA team on GBV Prevention and Response to ensure timely and high quality implementation of project activities, sharing of knowledge and information, proper monitoring, and adjustments to project strategies based on learning as the project proceeds.
- Provides technical input within UNFPA as well as for central level government ministries/departments and local bodies and line agencies on integration of gender, GBV prevention and response
- Provides technical input to the base line/end line and other surveys and closely monitors the survey; liaises with the research agency for the delivery of quality baseline survey report.



Financial and Human Resources Management

- Take the lead on the management of the project through technical monitoring and administrative and financial supervision ensuring the proper application of a monitoring system to track progress on program results and indicators.
- Takes leadership in project staff management and ensures a fair, inclusive and equitable working environment within the project;
- Prepares annual project budget, timely review, analyze and accommodate necessary revisions;
- Monitors project expenditures and takes necessary action to ensure that expenses stay within acceptable limits;
- Takes leadership in project staff management and ensures a fair, inclusive and equitable working environment within the project;
- Ensures regular assessment of staff and partners' development needs, coach and capacitate them for effective execution;
- Provides coaching and mentoring to project staff and other relevant personnel to strengthen their skills and job performance.

Education and Experience:

- Advanced degree in Gender, Social Studies, Development Studies, Psychology or other related field.
- Seven years of progressively relevant experience at national level in leading teams and in programme planning, management, monitoring and evaluation, in a related field.
- Excellent knowledge of the government system and its functions, particularly related to GBV.

Required Competencies:

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationship
- Communicating for impact

Functional Competencies:

- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions;
- Ability to implement new systems and affect staff behavioural/ attitudinal change;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Good planning, goal setting and prioritization skills;
- Ability to lead and inspire team and partners toward shared goals;
- Good inter-personal and diplomacy skills;
- Capacity to write clearly and concisely;
- Ability to take decision under pressure and to deal with matters that are politically and cultural sensitive;
- Ability to work across multi-cultural context and build partnership to ensure achievement of results in a post conflict environment;
- Demonstrates sensitivity, discretion, tact and courtesy in relation to development principles, implementing partners, and national and international personnel of varied nationalities and backgrounds;
- High level of proficiency in computer systems, internet navigation and various office applications.
- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programmes
- Internal and external communication and advocacy for results mobilization