



## TERMS OF REFERENCE

Job Title: **GBV Project Coordinator**  
Band/Peg: SB 4/Peg II  
Duty Station: Kathmandu

### Major Activities/Expected Results

#### **Technical Support**

- Under the supervision of the Gender Programme Officer, takes the lead on implementation of the Gender Based Violence and response project and related activities and initiatives.
- 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
- Maintains a detailed overview of work plan implementation, next steps and requirements, and follows up as necessary with project team members to ensure smooth implementation and to remove obstacles.
- Prepares timely donor reports, and acts as focal point for donor counterparts
- Provides technical support to central level government ministries/departments and local bodies and agencies to plan and implement gender, GBV prevention and response
- Reviews district work plans and ensures the relevant components are consistent with the project results and the Country programme results and resources framework
- Facilitates the development of work plans with central level Implementing Partners (IPs) to provide technical support in the GBV prevention and response project; assesses progress and follows up to ensure timely implementation, and review project progress in annual review meetings.
- 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.
- 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
- Closely supports the action research component of the project and liaises with the district and regional office and stakeholders for development of tools and conduct research.
- 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.
- Works closely with the country office gender team in preparing advocacy materials for the integration of GBV prevention and response in government regular programmes.

#### **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.
- Attends/engages with central level coordination mechanisms to ensure effective coordination of partners on GBV prevention and response.
- Contributes to knowledge creation by continually documenting lessons learned, good practices, and replicable strategies, and actively shares this knowledge
- Maintains productive and professional relation with other development agencies at the central level



### **Monitoring and Evaluation**

- Prepares and implement a joint facilitative supervision and monitoring plan with central level implementing partners, in line with project objectives.
- Supports central level IPs in the development of a monitoring checklist and tools and its implementation;
- Assists gender team in preparing monthly, quarterly, biannual and annual monitoring reports
- Analyzes trends and recommend appropriate actions for improved effectiveness of the programme;
- 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.

### **Education and Experience:**

- Advanced degree in Gender, Social Studies, Development Studies, Psychology or other related field.
- Five years of progressively relevant experience at national level 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 Skill Set:**

- 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