Terms of Reference

SC Post: Programme Coordinator, Bajura
Organization: UNFPA
Band/ Peg: SB 4/II
Type of Contract: Service Contract
Duty Station: Province 7
Duration: 1 year (possibility of renewal)

SCOPE OF SERVICES:
The Programme Coordinator, Bajura will be based in the field and will be responsible for liaising with selected municipalities and UNFPA implementing partners (IPs) to oversee the implementation of UNFPA supported programme activities in line with the 8th Country Programme (CP) 2018-2022. S/he will advocate for and facilitate advancing the national commitments to implement the Programme of Action of the International Conference on Population and Development (ICPD) and the 2030 Agenda on Sustainable Development at local level in close collaboration with relevant partners. Under the direct supervision of Regional Development Coordinator (RDC), the incumbent will:

A. Policy advocacy and partnerships
   - Support policy and advocacy work to advance the implementation of the ICPD agenda and facilitate the integration of ICPD priority issues in relevant development and sectoral policies, plans and budgets at sub-national level;
   - Undertake periodic environmental scanning of the local context for informed policy, planning and strategic partnerships;
   - Build strategic alliances with civil society organizations, youth networks, media and journalists to raise awareness and create an enabling environment for advancing the ICPD agenda and SDGs;
   - Promote coordination and collaboration with UN sister agencies and other development partners through engaging in information sharing and joint initiatives where they add value.

B. Programme management and coordination
   - Contribute to programme design and planning and oversee the implementation of programme activities under the 8th CP at sub-national level by concerned partners as per approved work plans;
   - Strengthen the capacity of local government authorities and UNFPA IPs to ensure the timely delivery of results under the 8th CP and efficient utilization of financial resources;
   - Facilitate coordination among all concerned partners including the local government authorities, IPs and external development partners to ensure coherence in programme activities;
   - Liaise with the IPs and relevant UNFPA regional and country office staff to accelerate implementation of programme activities through mobilizing technical and operational support and resources.

C. Technical assistance
   - Facilitate application of global policies and standards in the relevant substantive areas under UNFPA mandate and draw on good practices for optimal results;
   - Identify capacity gaps at local level in relation to advancing the ICPD agenda and delivering the transformative results under the 8th CP and suggest how best to bridge the gaps;
   - Contribute to capacity building initiatives including the roll out of guidelines, protocols and tools and support the conduct of training activities engaging relevant stakeholders;
• Assist in the integration of population dynamics in the development agenda through support for the collection, analysis and utilization of data for evidence-based planning and management of resources;
• Document lessons learned and any good practices and share with stakeholders and UNFPA staff.

D. Monitoring and evaluation
• Monitor implementation and progress including through regular field visits in line with the CP M&E Plan and the Results and Resources Framework and make suggestions for any improvement to the implementing partners, local government partners and UNFPA;
• Facilitate the local authorities to conduct periodic reviews of the programme implementation in close consultation with relevant IPs and stakeholders;
• Conduct financial monitoring of IPs ensuring compliance with UNFPA policies and procedures and support the IPs to ensure timely submission of relevant financial and narrative reports;

E. Humanitarian and other support
• Work closely with District Disaster Management Committees and relevant humanitarian actors along with other regular partners in case of emergencies and natural disasters;
• Coordinate through the UNFPA regional and country office and with other humanitarian agencies to streamline UNFPA’s emergency preparedness and response programme activities;

The Programme Coordinator may be required to perform any other duty that might be deemed necessary for the implementation of UNFPA CP at sub-national level. This will include supporting national and international missions; preparing documents and progress reports; and promoting visibility of UNFPA’s mandate.

QUALIFICATIONS:
• Advanced degree in Health (including Medicine) or Social Sciences, preferably in Management, Public/Business Administration, Public Health, Population or Development Studies etc.
• At least five years of progressive working experience at the community, district and national levels in programme planning, management, monitoring and evaluation, in a related field preferably within the UN system.
• Good analytical skills and ability to understand and adapt to complex socio-cultural backgrounds in terms of overall programming.
• Demonstrated leadership, facilitation and team working skills and ability to establish harmonious working relations with other UN agencies, I/NGOs and most importantly with the government counterparts and civil society organizations.
• Demonstrated capability and good understanding of UNFPA’s mandate in particular related to population dynamics, sexual and reproductive health and rights, and gender equality.
• Proficient in application of computer/office software packages (MS Word, Excel, and Power Point etc.).
• Experience of working in the UN will be an asset.
• Experience in office management and documentation.
• Excellent command of oral and written English and Nepali are essential, knowledge of other local languages will be an advantage.
• Willingness to travel frequently.
• Courtesy, tact and the ability to function in a multicultural work environment.
## REQUIRED COMPETENCIES:

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<th>Values:</th>
<th>Core Competencies:</th>
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<tr>
<td>• Exemplifying integrity.</td>
<td>• Achieving results,</td>
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<td>• Demonstrating commitment to</td>
<td>• Being accountable,</td>
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<td>UNFPA and the UN system,</td>
<td>• Developing and applying professional expertise/business</td>
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<td>• Embracing cultural diversity,</td>
<td>acumen,</td>
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<td>• Embracing change</td>
<td>• Thinking analytically and strategically,</td>
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<td>• Working in teams/managing ourselves and our relations</td>
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<td>• Communicating for impact</td>
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### Functional Competencies:
- 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
- Strategically positioning UNFPA’s mandate and programme activities
- Providing conceptual innovation to support programme effectiveness
- Strengthening the capacity of local implementing partners
- Facilitating quality programme results