Terms of Reference

SC Post:       District Programme Officers
Organization:  UNFPA
Band/ Peg:     SB 4/II
Type of Contract: Service Contract
Duty Station(s): Different possible locations in districts where UNFPA is present

Scope of services
The District Programme Officer is an expert that facilitates planning, designing, implementation, monitoring and supervision of UNFPA assistance in the district(s) including project/programme/ work plan/budget formulation and ensuring that UNFPA mandate is delivered at district level. Under the direct supervision of Regional Development Coordinator (RDC), the incumbent will:

A. Programme management and coordination
- Suggest possible UNFPA support at district level for inclusion in relevant budgets and plans in line with UNFPA mandate, policies and procedures;
- Strengthen the capacity of district agencies to formulate and implement population, reproductive health (RH) and gender sensitive plans through results-based management approach;
- Build capacity of implementing partners (IPs) to incorporate population dynamics, RH and gender issues in their regular plans;
- Support district agencies to prepare work plans and budgets, ensuring that activities are coherent with the Country Programme Results Framework;
- Facilitate coordination and implementation of programme activities at district level by partners as per approved plans (DDF, Red Book and otherwise)
- Facilitate local bodies to conduct periodic review of the programme implementation in close consultation with other IPs;
- Facilitate provision of technical assistance for the IPs in coordination with UNFPA Regional Support office, Country office and relevant GoN agencies;
- Facilitate to ensure coordination among IPs, district line agencies and development partners to assist IPs for mobilization of resources required for implementation of national and sub-national policies and strategies;
- Liaise between UNFPA Country Office (CO) through the RDC and district implementing agencies in all matters related to the assistance and other areas of UNFPA concern;
- Ensure transparency of UNFPA supported programmes by facilitating the IPs to conduct social/public audit; and other governance and accountability mechanisms;
- Support the development of District Profiles, annual reports of the IPs, and share updated district profile information and reports with Regional Support office and CO.
- Assist in other programme related duties as required by the RDC and CO.
B. Environmental scanning

- Maintain good relations with other development partners and UN sister agencies;
- Be well informed about ‘who is doing what’ in the district and share strategic information;
- Explore, negotiate and materialize opportunities for programme collaboration; and synergy
- Carry out/assist relevant assessments/studies including environment scanning on a regular interval for better positioning of programme interventions.
- Conduct regular environmental scanning and identify comparative advantages and risks to advance UNFPA mandates and adopt appropriate mitigating measures.

C. Advocacy and partnership

- Facilitate establishing horizontal linkages among partner institutions and explore/suggest ways to implement activities in an integrated manner to the actors;
- Assist in preparation for special advocacy campaigns and events, and perform advocacy;
- Build strategic alliance with civil society, media and journalists and disseminate information through them to build conducive environment to support the programme;
- Support in developing youth mobilization strategies at the district level in consultation with district stakeholders and UNFPA; and
- Utilize strategic opportunities for advancing ICPD agenda and other relevant development frameworks.

D. Technical assistance

- Provide technical inputs to local bodies and Line Agencies and IPs on integration of population dynamics, RH and gender issues in their regular development plans, including district periodic and annual plans;
- Contribute to review, preparation and roll out of training curricula, protocols, manuals, strategies and other relevant documents as required;
- Support capacity building of agencies in overall district process including planning, budgeting, monitoring (programme and finance) and evaluation;
- Facilitate capacity development of IPs on Population, RH and Gender and social inclusion;
- Assist integration of population variables in planning, collection, analysis and utilization of data for evidence-based planning and management of service delivery;
- Liaise with Regional Support office personnel to obtain relevant support; and
- Provide technical assistance to key government personnel to strengthen logistic management and supply chain mechanism.

E. Monitoring and evaluation

- Develop annual programme and financial monitoring plan in consultation with IPs.
- Monitor and evaluate programme progress and impact against the Country Programme Results Framework, and make suggestions to the district partners and UNFPA;
- Make regular joint field visits with the counterparts and Regional Support Team for supportive supervision regularly and provide feedback information to IPs and CO;
• Conduct regular financial monitoring of IPs ensuring compliance with UNFPA policies and procedures for implementing partners
• Support IPs and actively follow-up on submission of relevant financial and narrative reports
• Prepare monitoring reports in direct reference to the Country Programme Results Framework, analyze the trends and recommend appropriate action for improved effectiveness of the programme;
• Document lessons learnt and good practices and share these with stakeholders and RSO/CO;
• Follow up the recommendations and use of findings for planning purposes; and
• Ensure development and submission of quarterly Logistic Management Information System (LMIS) report to Logistic Management Division (LMD), and provide relevant RH commodities stock-out information to RSOs and CO.

F. Humanitarian and other support
• Work closely with District Disaster Relief Committee and Nepal Red Cross Society along with other regular partners in case of emergencies and disasters;
• Coordinate through RDC with CO and other humanitarian agencies to streamline UNFPA’s emergency response to the affected people;
• Prepare background documentation for meetings with donors and stakeholders in the area of population, RH and gender for increased collaboration and fund raising purposes for district level activities;
• Coordinate with local partner agencies of other UNFPA projects;
• Prepare documents, proceedings, proposals and consolidated reports as and when required by UNFPA Regional Support office, Country office and central level counterparts;
• Maintain impartiality, transparency and visibility of UNFPA activities; and
• Support national and international missions.

The District Programme Officer may be required to perform any other duty that might be deemed appropriate for the implementation of UNFPA support in the district.

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 of Nepal systems, civil societies and the communities.
• Demonstrated capability of good understanding of technical cooperation in Reproductive Health, Gender and Population programmes.
• Knowledge of computer and 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:

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