



Project Analyst – Empowered Women Prosperous Nepal (EWPN) Project

Job title:	Project Analyst
Level:	NOB
Position Number:	204756
Location:	Karnali Province (Duty Station- Surkhet)
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	Initially one year, renewal subject to satisfactory performance and funding availability

The Position:

Under the overall guidance of Gender Outcome Team Leader, and the direct supervision of the Project Coordination Specialist, the Project Analyst GBV is located in Surkhet, Karnali Province, Nepal. The incumbent will substantially contribute to the effective implementation of the Empowered Women Prosperous Nepal (Sashakta Mahila, Sambriddha Nepal) Project activities in the province.

How can you make a difference?

UNFPA is the UN's sexual and reproductive health agency, taking the lead in delivering a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. UNFPA's current strategic plan (2022-2025) focuses on three transformative results; to end preventable maternal deaths; end unmet need for family planning and end gender-based violence and harmful practices against women and girls.

UNFPA recruits principled and ethical staff with a firm belief in and commitment to upholding human rights and gender equality, who embody UN international norms and standards including zero tolerance to sexual exploitation and abuse, and who will defend these diplomatically and courageously.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results and who are true team workers; we recruit staff who are transparent, accountable, exceptional in how resources entrusted to us are managed and ensure value for money and are committed to delivering excellence in project results.

Job Purpose:

Advancing gender equality and promoting the empowerment of women and girls are key priorities that are built into corporate priorities in the UNFPA Strategic Plan 2022-2025.

UNFPA is a leading player in gender-based violence prevention and response in Nepal. The Country Office manages a portfolio of Gender-Based Violence (GBV) projects, focused both on multi sectoral essential response services and prevention of the gender-based violence in Nepal including policy reform.

UNFPA is implementing a four-year Joint Project (JP) entitled "Empowered Women, Prosperous Nepal (Shashakta Mahila, Sambriddha Nepal), in partnership with UNICEF,



UNWOMEN and ILO, financed by the European Union and in close coordination with the Government of Nepal. The project will be implemented in three provinces namely Madhesh, Karnali and Sudurpaschim provinces from 2023 to 2026. To ensure that women and girls enjoy their human rights, through an integrated gender transformative approach, this joint project seeks to address the formal and informal barriers that they have to face. UNFPA will be leading the work around gender based violence component including prevention, response and the policy reform and thereby contributing to advance gender equality and women empowerment.

The Project Analyst bridges the gap between the Field and the Kathmandu teams to ensure smooth operation of the Empowered Women Prosperous Nepal (EWP) Project both operationally and technically. S/he provides necessary guidance to the Program Assistant based in Karnali to ensure full policy compliance as well as cost effective, timely and high quality delivery of EWP's programmatic interventions.

Scope of Work:

1. Strategic Engagement and Technical Coordination

- Establishes and maintains strong working relationships with concerned Government counterparts at Provincial, and Local Government levels;
- Contribute to analyse and interpret the political, social and economic environment relevant to women empowerment with specific focus on GBV Prevention and Response, Policy Reform; and assist to identify opportunities for assistance and intervention in the province;
- Assist to advocate and support the engagement work at Provincial, and Local Government levels, ensuring that stakeholders are kept abreast of relevant developments in the project;
- Coordinates with other partner UN organizations of the EWP program for an integrated approach towards the successful implementation of the program in the province;
- Participates in relevant provincial and local government levels to ensure that technical GBV prevention and response issues are incorporated in the palika and province's development plans and policies;
- Addresses policy issues and provides substantive inputs to facilitate policy dialogue and the positioning of GBV issues within provincial and Local Government development plans;
- Participates actively in appropriate provincial, local government and other related GBV development coordination;

2. Programme Management, Monitoring and Reporting

- In collaboration with key government counterparts, NGOs, CBOs and other partners, support the effective implementation of the project in line with provincial and local government priorities and according to UNFPA programme mandate, policies and procedures;
- Support effective programme implementation by all implementing partners as per approved WP in the province, ensuring compliance with UNFPA programme and financial guidelines, provide on-site technical support as needed through supportive supervision;
- Reports on achievement of programme results, proactively measuring substantive progress and the effective utilization of financial and human project resources using



appropriate monitoring and measuring mechanisms and tools. Identifies bottlenecks, constraints and resource deficiencies and recommends corrective action;

- Creates and documents knowledge about current and emerging GBV issues, by analyzing programmes, strategies, approaches and on-going experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies;
- Undertakes regular monitoring visits, as well as joint visits with country office staff, donors, other partner UN organizations and implementing partners;
- Actively engages with other Partner UN Organizations of the EWPN project at the provincial level for smooth coordination and draw linkages wherever required.
- Oversees Implementing Partner performance at provincial, and local levels and provides assistance as necessary, escalating complex issues to the Country office as necessary;
- Collaborates with team members, programme partners, and sub-grantees to ensure safe implementation of programmes at the community level applying Do No Harm approach.

3. Administrative and Financial Management

- Support the preparation and management of annual work plans and programme budgets of all implementing partners in the province and ensures the timely and accurate reporting of financial information;
- Prepares and submits comprehensive field visit reports, quarterly technical and financial reports on the implementation status of the project in a timely manner, and in line with required quality standards;
- Provides evaluations of goods and services provided by vendors in support of programme delivery;
- Ensures that procured goods are distributed to implementing partners in a timely manner and appropriate inventory was undertaken, and manages assets that have been procured by the project and supplied to the implementing partners; ensuring that they are put to proper use;
- Proactively ensures that all activities remain aligned with the broader aims of the project.
- Supervise and provide guidance to the Program Associate based in Karnali to ensure smooth implementation of the programme.

4. Other:

- Perform any other duties as required by the Representative, Deputy Representative and Gender Outcome Team Leader and EWPN Project Coordination Specialist.

Qualifications and Experience

Education:

Advanced university degree in Management, Gender, Health, and/or other related social science disciplines.

Knowledge and Experience:

- At least 2 years of increasingly responsible professional experience at the national or international level in GBV coordination or protection work;
- Excellent writing and facilitating skills, with experience writing reports, newsletters and programme updates and situation reports;
- Client oriented and strong team work;
- Proficiency in current office software applications;



- Experience working with the United Nations is an asset;
- Practical experience in design, implementation, monitoring and evaluation of development projects;
- Strong English speaking, oral and writing skills, including proposal development and report writing;
- Previous experience with UNFPA/UN systems and procedures would be desirable;

Languages:

Fluency in English and Nepali.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	<p>Functional Competencies:</p> <ul style="list-style-type: none">• Delivering results-based projects• Internal and external communication and advocacy for results mobilisation• Providing conceptual innovation to support project effectiveness• Strengthening the capacity of local implementing partners• Facilitating quality project results
<p>Core Competencies:</p> <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact	

Disclaimer:

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