



Programme Analyst (GBV)

Job title:	Programme Analyst, Gender Based Violence (GBV)
Level:	NO-A
Position Number:	
Location:	Kathmandu, Nepal
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

Under the overall guidance of GBV Prevention and Response Team Leader, and the direct supervision of the Programme Specialist, GBV (Deputy Team Leader) based in Kathmandu, the Programme Analyst GBV is located in the Country Office, based in Kathmandu, Nepal. The incumbent will substantively contribute to the effective implementation of the second phase of the GBV Prevention and Response Project activities in the outlined provinces.

How you can 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 childbirth is safe and every young person's potential is fulfilled. UNFPA's current strategic plan (2018-2021) reaffirms its goal of universal access to sexual and reproductive rights, focusing women, adolescents and youth and focuses on three transformative results to be achieved by 2030: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices against women and girls. Advancing gender equality and promoting the empowerment of women are key priorities in the UNFPA Nepal Strategic Plan 2018-2021.

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, 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, exceptional in how resources entrusted to us are managed, and are committed to delivering excellence in programme results.

Job Purpose:

UNFPA is a central player in Gender-Based Violence prevention and response in Nepal. The Country Office manages a portfolio of Gender-Based Violence (GBV) programs, focused both on multi sectoral essential services and on prevention. This includes its flagship GBV Prevention and Response (GBVPR) project, jointly funded by the Governments of Norway and Switzerland; and 3 shorter-term GBV Response to COVID-19 projects supported by the EU, the Australia Department of Foreign Affairs and Trade and the DFID Multi Partner Trust Fund respectively. This position is intended to assist the country office in managing the second phase of the GBVPR project as well as to further enhance and grow UNFPA Nepal's programmatic and thought leadership in this area.



The Programme Analyst bridges the gap between the Field and the Kathmandu teams to ensure smooth operation of the Gender Based Violence Prevention and Response Project (GBVPR–II) both operationally and technically. S/he provides necessary guidance to the three Administrative and Finance Associates based in Kathmandu, Biratnagar and Dhangadhi to ensure full policy compliance as well as cost effective, timely and high quality delivery of GBVPR –II’s programmatic interventions.

Scope of Work:

Technical Support and Engagement

- Participate in the formulation of the country programme and project components by compiling and analyzing information relevant to the UNFPA’s role in the country, drafting project documents and work plans; and preparing tables and statistical data.
- Analyze and interpret the political, social and economic environment relevant to UNFPA activities on Gender and GBV, and identify opportunities for UNFPA assistance and intervention.
- In close collaboration with KTM and Provincial Teams, facilitate the fulfilment of UNFPA’s secretariat role in GBVPR II’s Steering Committee; PAC; PPSC and PMC meetings and is the focal point for following up on actions and recommendations from each oversight meeting
- Assess implications of new UNFPA/UN System policy developments and strategies on programme execution, and ensure their integration into programme implementation.
- Support proposal development and resource mobilization efforts for GBV and other programs under Gender and Harmful Practices, and closely collaborate with the Humanitarian Team to bridge the gap between humanitarian and ongoing GBV programming
- Assist in advocacy and resource mobilization through establishing and maintaining a network of donor and public information contacts. Assist with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- Create linkages where possible, with other ongoing programs (gender, harmful practices, CSE, SRHR) to ensure integrated efforts to enable outcome harvesting at a higher programmatic level.

Partner Management

- Establishing collaborative relationships with implementing partners (IPs), experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.
- Provide necessary oversight to the implementing partners through regular engagement and hand holding support to develop, implement and report on periodic work plans and budget expenditure;
- Lead the IP orientation process to ensure full understanding and compliance of UNFPA’s fiscal rules, policies and reporting requirements.
- Help organize periodic IP meetings, donor meetings and project oversight meetings.
- Maintain a paper trail of the decisions stemming from the various meetings and follow up actions undertaken.
- Ensure value for money through due diligence and rigorous quality assurance of the program’s finance and budget expenditure.



- Establish and maintain strong working relationships with concerned Government counterparts and IPs at the Federal level

Programme Management and Oversight

- Devise and operationalize regular channels of communication to bridge the gap between the field and Kathmandu based teams to ensure smooth operation of the programme both operationally and technically at all levels.
- Continuously evaluate project and programme activities against activity and workplans, establishing ways to systematically assess achievement and recommend corrective action as required;
- With the guidance of the Team Leader conduct field visits; participate in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Manage and provide technical guidance and support to the GBVPR AFAs based in Kathmandu and province 1 and 7 and establish close coordination with outcome 3 - Program Associate (G7) - providing necessary oversight as they conduct procedural and financial spot checks of implementing partners; also provide quality assurance through regular reporting and oversight of work plans.
- Assist in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning.
- Work in close collaboration with the Communications and Knowledge Management Specialist to support the implementation of the GBVPR Advocacy, Communications and Knowledge Management Strategy

Direct Supervision and Management Responsibilities

- Ensure full awareness and adherence to all organizational policies (travel, vehicle, procurement, human resources, etc.).

Qualifications and Experience

Education:

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

Knowledge and Experience:

- Professional experience in programme and project management of development and population projects
- 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:

Values:

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

Functional Competencies:

- Delivering results-based programmes
- Internal and external communication and advocacy for results mobilisation
- Providing conceptual innovation to support programme effectiveness
- Strengthening the capacity of local implementing partners
- Facilitating quality programme results

Core Competencies:

- 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

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary, health insurance and other benefits as applicable.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm> In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.