



## Provincial Programme Analyst, Gender-Based Violence (GBV)

<b>Job title:</b>	<b>Provincial Programme Analyst, GBV (2 positions)</b>
<b>Level:</b>	<b>NOB (ICS-9)</b>
<b>Position Number:</b>	<b>160463 and 160464</b>
<b>Location:</b>	<b>Province 1 (Biratnagar duty station) and Province 7 (Dhangadhi duty station)</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>Initially one year, renewal subject to satisfactory performance and funding availability</b>

### **The Position:**

Under the overall guidance of GBV Prevention and Response Team Leader, and the direct supervision of the Programme Specialist, GBV based in Kathmandu, with lateral supervision by the Regional Development Coordinator, the Provincial Programme Analyst GBV is located in Province 1 and Province 7, respectively. 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.

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:**

Advancing gender equality and promoting the empowerment of women are key priorities in the UNFPA Strategic Plan 2018-2021.

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) programmes, 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. Evaluations and reviews have shown positive results from the first phase of the project, and there is scope to consolidate and further expand the GBV portfolio through a second phase of the project. 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 Provincial Programme Analyst is responsible for the liaison, coordination, management, implementation, monitoring and reporting of the GBVPR project for realizing the expected project outputs in the focused districts and municipalities in the assigned province. S/he will focus on the management and harmonisation of GBV and gender interventions with local governance components, technical assistance, monitoring and supervision of Implementing Partners (IPs) at the local level, and will directly supervise and guide the Local Unit Programme Coordinators.

**You would be responsible for:****1. Strategic Engagement and Technical Coordination**

- Analyses and interprets the political, social and economic environment relevant to GBV Prevention and Response; and identifies opportunities for assistance and intervention in the province;
- Establishes and maintains strong working relationships with concerned Government counterparts at Provincial, and Local Government levels;
- Leads advocacy and engagement work at Provincial, and Local Government levels, ensuring that stakeholders are kept abreast of relevant developments in the GBVPR project;
- Coordinates advocacy on gender responsive budgeting and cost sharing strategies with Local Governments on key project outcomes;
- Keeps abreast of new Gender and GBV policy developments and strategies, analyzing policy papers, strategy documents, national and sub-national plans and development frameworks as well as their operationalization at provincial and Local Government level;



- Participates in relevant provincial fora, enhancing GBVPR dimensions to ensure that technical issues are incorporated in the province's development plans;
- Addresses policy issues and provides substantive inputs to facilitate policy dialogue and the positioning of GBVPR issues within provincial and Local Government development plans;
- Participates actively in appropriate provincial, local government and other related GBV development coordination fora;
- Close engagement with the UNFPA Regional Development Coordinator and the sub-regional team on project planning, implementation, administration and financial management;
- Coordinates and engages closely with Provincial and Local Government authorities for sustainability of the project outcomes;

## **2. Programme Management**

- In collaboration with key government counterparts, NGOs and other partners, provides substantive leadership and inputs into the implementation of the GBVPR project in line with provincial and local government priorities and according to UNFPA programme policies and procedures;
- Ensures quality of programme/project design incorporating lessons learned, newly developed policies and best practices, and establishing appropriate execution and monitoring mechanisms and systems;
- Oversees programme implementation by all IPs in the province, ensuring compliance with UNFPA programme and financial guidelines;
- Expedites and coordinates project implementation by: (i) Establishing collaborative relationships with the Provincial Planning Unit (PPU) and all IPs and (ii) Identifying and addressing capacity development needs of IPs;
- Advises and 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 and IPs to the GBVPR funded programme areas;
- Participate in joint preparedness and response actions in case of humanitarian crisis



### **3. Administrative and Financial Management**

- Oversees the preparation and management of AWP and programme budgets of all IPs 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, upon completion;
- Ensures that procured goods are distributed to IPs in a timely manner and appropriate inventory undertaken, and manages assets that have been procured by the GBVPR project and supplied to the IPs; ensuring that they are put to proper use;
- Proactively ensures that all activities remain aligned with the broader aims of the GBVPR project;
- Acquires knowledge and experience on the budgetary process of government. Support Provincial government in developing guidelines for conditional grant;
- Strengthen the capacity of Provincial and Local Government, including supporting government partners to receive on-budget, on-treasury project funds with progress and financial reporting;
- Monitor the financial management of hospitals, Provincial and Local Governments on conditional grants.

### **4. People Management & Leadership:**

- Exchanges relevant information and maintains an open line of communication with colleagues and his/her supervisor to ensure that synergies across programming activities are obtained;
- Manages and supervises the performance and development goals of the programme support staff and Local Unit Programme Coordinators to ensure optimal performance; identifies and remedies performance gaps;
- Oversees IPs performance at provincial, and local levels and provides assistance as necessary, escalating complex issues to the Kathmandu office as necessary;
- Undertakes capacity building among programme staff, IPs and counterpart government institutions on issues pertaining to GBV;
- Effectively represents UNFPA and collaborating Agencies at provincial levels as required;
- Actively participates in related GBV coordination meetings at provincial, national and local levels, as may be required;

### **5. Other:**

- Perform any other duties as required by the Representative, Deputy Representative and GBV Prevention and Response Team Leader. Deputize the Programme Specialist, GBV, as and when required.



## **Qualifications and Experience**

### **Education:**

Advanced University degree in Women's or Gender Studies, Public Administration, Social Work, other social sciences, public/community health, law as it relates to gender and GBV, and development or related field;

### **Knowledge and Experience:**

- Minimum 2 years' professional experience years (more than 2 years is an advantage) in programme/project management in the public or private sector (at national level)
- Knowledge and experience working on gender issues in development, particularly GBV prevention, response and referral pathways, including relevant international human rights standards;
- Experience in working with government institutions, NGOs and/or donor institutions.
- Understanding of cultural context and social norms influencing the incidence of gender based violence in either Province 1 or Province 7
- Knowledge of Federalism and governance systems in Nepal, with proven knowledge of experience in advocacy with governments and planning processes of local and provincial governments.
- Strong English speaking, oral and writing skills, including proposal development and report writing for complex programmes and interventions required;
- Understanding of male engagement and behaviour change approaches including familiarity with SASA! strongly preferred;
- Experience in utilizing any of the following international tools and systems: GBV Standard Operating Procedures; GBV Information Management System; IASC GBV Guidelines; IASC Gender Handbook; GBV Minimum Standards; GBV Coordination Handbook; WHO Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies; the global Essential Services Package for Women and Girls an added advantage
- Demonstrated management and oversight experience with capacity to lead diverse teams, strongly preferred;

### **Languages:**

Fluency in English and Nepali is required. Working knowledge of another UN language an asset.



## Required Competencies

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programmes</li> <li>• Internal and external communication and advocacy for results mobilisation</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	<p><b>Managerial Competencies:</b></p> <ul style="list-style-type: none"> <li>• Providing strategic focus,</li> <li>• Engaging in internal/external partners and stakeholders,</li> <li>• Leading, developing and empowering people, creating a culture of performance</li> <li>• Making decisions and exercising judgment</li> </ul>

## UNFPA work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

## Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus 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.