



Terms of Reference

SC Post:	Local Unit Programme Coordinator (7 Positions)
Organization:	UNFPA
Band/ Peg:	SB-5/Peg 1
Type of Contract:	Service Contract
Duty Station:	Province 1 (Udaypur, and Okhaldhunga) and Province 7 (Kailali, Bajhang, Bajura, Baitadi and Achham)
Duration:	1 year (possibility of renewal)

SCOPE OF SERVICES:

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 Local Unit Programme Coordinator will be based at district level and will be responsible for liaison and coordination with the local government and UNFPA Implementing Partners (IPs) at Palika level. S/he will be reporting to the GBV Provincial Programme Analyst; will oversee the implementation of GBVPR project activities at district level, and be responsible for establishing and nurturing strong working relationships with Palika officials and project stakeholders.

Under the direct supervision of the Provincial Programme Analyst, the incumbents will:

1. Policy advocacy and partnerships

- Support policy and advocacy work to advance the implementation of GBVPR Project and facilitate the integration of gender equality, women's empowerment and GBV priority issues in Local Government development and sectoral policies, plans and budgets;
- In collaboration with the Provincial Programme Analyst, conduct advocacy activities with Local Governments on cost sharing strategies for GBV service provision and prioritizing gender responsive budgeting at local levels;

- Undertake periodic environmental scanning of the local context for informed policy, planning and strategic partnerships on GBV prevention and response;
- Coordinate and promote the strengthening of the GBV referral pathways among service providers and IPs to ensure access to GBV prevention and response services;
- Build strong networks and relationships with civil society organizations, youth networks, media and journalists to raise awareness and create an enabling environment for advancing GBV prevention and response mechanisms;
- Promote coordination and collaboration with UN sister agencies and other development partners through engaging in information sharing and joint initiatives where they add value;
- Ensure coordination among Local Governments to promote intergovernmental collaboration and share the cost for shared services.

2. Programme management and coordination

- Coordinate closely with IPs in work plan and budget development and ensure project activities align with approved project outcomes and results framework;
- Contribute to programme planning and implementation of project activities at sub-national levels by concerned IPs as per approved work plans;
- Contribute to capacity building initiatives including the roll out of guidelines, protocols and tools and support the conduct of training activities engaging relevant stakeholders;
- Support IPs in organizing and coordinating training and dialogue events with project beneficiaries and monitor the quality of the training and information dissemination by IPs;
- Strengthen the capacity of Local Government authorities and UNFPA IPs to ensure the timely delivery of results and efficient utilization of financial resources, including supporting government partners receiving on-budget, on-treasury project funds with progress and financial reporting;
- 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;
- Identify capacity gaps at local level in relation to advancing the GBVPR project priorities and suggest how best to bridge the gaps.

3. Monitoring and evaluation

- Monitor implementation and progress including through regular field visits in line with the Project M&E Plan and the Results and Resources Framework, and make suggestions for any improvement to the IPs, local government partners and UNFPA;
- Facilitate with the local authorities to conduct periodic reviews of the programme implementation in close consultation with relevant IPs and stakeholders;
- Conduct financial and progress monitoring of IPs, ensuring compliance with UNFPA policies and procedures and support the IPs and local governments to ensure timely submission of relevant financial and narrative reports;
- Document lessons learned and any good practices and share with stakeholders and UNFPA staff.

4. Humanitarian and other support

- The Local Unit Programme Coordinator may be required to perform any other duty that might be deemed necessary for the implementation of the GBVPR project and UNFPA Country Programme at sub-national level. This will include supporting national and international missions; preparing documents and progress reports; and promoting visibility of UNFPA's mandate;
- 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 country office and with other humanitarian agencies to streamline UNFPA's emergency preparedness and response programme activities.

QUALIFICATIONS:

- Master's degree in Gender Studies, Public Administration, Gender Based Violence, Development Studies, Social Sciences or relevant disciplines.
- At least 7 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.
- Excellent command of oral and written English and Nepali are essential; knowledge of other local languages will be an advantage.
- 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.
- Willingness to travel frequently.
- Courtesy, tact and the ability to function in a multicultural work environment.

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"> • 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
<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 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment