**Terms of Reference**

**POSITION TITLE:** Field Sexual and Reproductive Health (SRH) Coordinator

**POST LEVEL**: Service Contract, SB3

**DURATION:**  one yearwith possible extension

**POSITION:**

**REPORTS TO:**

**Duty Station: (multiple duty stations) Uzhgorod, Lviv, Vinnytsia, Dnipro, Kyiv, Odessa, Kharkiv**

**Full/part time**: Full time

1. **The position:**

Under the supervision of UNFPA SRH progtamme manager and in close coordination with the International SRH Responce Coordinator, the Field SRH Coordinator contributes and provides support to the operation of the sub-national Working Group(s) on SRH and the UNFPA SRH Response Humanitarian Programme on regional level. For this purpose, the position holder cooperates with the local government, national and international non-governmental organisations and other humanitarian actors operating in the area of Health and SRH, provides programmatic and technical guidance for implementation of the interventions of UNFPA Ukraine in SRH sphere at the humanitarian and early recovery stages.

**II. Scope of Work**

Under the supervision of Sexual and Reproductive Health (RH) Programme Officer, the Field SRH Coordinator is primarily responsible for coordinating and monitoring the Sexual and Reproductive Health (SRH) interventions in the field along the development-humanitarian-peace building nexus. The Field SRH Coordinator will be the Focal Point for coordination, implementation, monitoring and reporting on SRH activities, including HIV and health system responce to GBV, in the field. The coordinator will support implementation of SRH initiatives as well as monitor and report on progress; with strategies to include advocacy for SRH services, ensuring quality of care for services offered through facilitation for capacity building, provision of SRH supplies, and monitoring of SRH activities.

The Coordinator may be called upon to identify and facilitate operational partnerships, propose SRH supplies needs, equipment and accessories periodically, and coordinate provision of such supplies to the partners. The Coordinator will advise accordingly on the integration of comprehensive health (SRH/HIV/GBV) services into primary health care. The Coordinator will work closely with the MCH and GBV focal points in government, implementing partners, development partners, civil society as well as sister UN agencies (e.g. UNHCR, UNICEF, IOM, WFP and WHO) to ensure improved SRH services to vulnerable groups to include internally-displaced people (IDP).

The technical and coordination work expected from the Field SRH Coordinator shall primarily be in line with Humanitarian operations response plan developed by Ukraine CO. More specifically the Coordinator will perform the following key functions:

**Support to the SRH coordination in the region(s)/SRH WG(s):**

* Support SRH WG under Health Cluster in establishing and managing effective coordination and operationalization of SRH -related interventions in designated regions(s), in line with UNFPA Guidelines and MISP;
* On behalf of the SRH WG Coordinator contribute to engagement of relevant humanitarian actors including the local government actors, international and national non-governmental organisations in the work of the sub-national SRH working group(s);
* Assist in promoting shared knowledge and understanding of the SRH related guiding principles and MSIP for effective SRH programme management and inter-agency coordination;
* Support the SRH WG in mapping and verifying the quality of locally available SRH services, ensuring access to SRH services and cross-referal with/to GBV services for survivors of violence in designated regions(s);
* Work with the local partners to the SRH WG and provide necessary support to enable data entry into the 5W and SRH Service Mapping;
* Contribute in the development of location-specific SRH coordination working group work plans
* Assist in developing strategy for effective communications with affected populations on SRH services, including access to services for vulnerable group of women adn girls;
* Assist in conducting of Rapid Assessments and responses initiated by the Health CLsuter and SRH WG, including by contributing to the assessment of capacity gaps that hinder quality and/or coverage of SRH services;
* Monitor the implementation and quality of SRH service provision, inlcduinng provided with UNFPA support to facilities and via mobile clinics in designated regions(s);
* Contribute in coordinating delivery of SRH trainings to all interested actors in designated region(s)
* Map actors who can support SRH-related interventions and identify gaps in designated regions(s);
* Prepare standard periodic reports and progress updates on on-going SRH working group for inclusion in SRH WG/Health Cluster updates, OCHA SitReps, Humanitarian Bulletins, UNFPA HQ internal and external meetings and advocacy, etc.

**Support to the UNFPA SRH Humanitarian Programme**

* Provide programmatic and technical support to implementation of the interventions of SRH humanitarian programme in the designated regions as required by the SRH Programme Manager;
* Provide technical support and coordinate the implementation of the Minimum Initial Service Package for reproductive health to reach people affected by the war consequences;
* Contribute to programme monitoring, evaluation, reporting and knowledge management and ensure programme visibility;
* Analyse programme implementation and provide regular updates to the SRH Programme Manager highlighting programme implementation progress, bottlenecks and possible solutions;
* Liaise and interact with all implementing partners at the regional level on all matters related to the programme implementation for the timely, successful and efficient implementation of all activities at the designated area;
* Contribute to establishing and/or strengthening partnerships with respective regional government authorities, humanitarian actors, UN agencies to ensure that SRH response is integrated into overall Health humanitarian response actions in the designated area;
* Ensure adequate communication, flow of information and technical expertise between the relevant local and international partners, including SRH WG in the field;
* On behalf of UNFPA liaise and interact with humanitarian partners in the designated area, work in close cooperation with the Protection, Health and other cluster partners to ensure that SRH response is integrated into overall humanitarian response actions;
* Ensure optimal communication flows within the SRH team, with the relevant personnel of the HCT/humanitarian clusters, UNFPA (as the lead agency for coordinating SRH in Emergency), partner organisations, government at the local level, national and international NGOs, academia and others;
* Support collection of data/evidence for monitoring program performance, identification of gaps and underserved target groups;
* In consultation with SRH Programme Manager, International SRH Responce Coordiantor prepare, update, implement and monitor the calendar activity plan for the programme based on the approved annual work plan(s);
* Ensure regular updates for implementation of the activities of SRH Programme and coordination with SRH partners at the designated regions, highlighting progress, bottlenecks and solutions;
* Conduct regular meetings with SRH Porgramme Manager, SRH Programme team, and country office;
* Ensure visibility of the programme activities through public relations, advocacy, working with the mass media and other communications activities;
* Contribute to drafting of progress reports required by UNFPA and donors, provide regular updates/briefs as required by UNFPA;
* Contribute to creation and sharing of knowledge by synthesising and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the country office, and drafting relevant materials for dissemination;
* Perform any other duties as may be required by UNFPA country office management.

**Qualifications and Experience:**

* Three years working experience in public health, health administration, public administration;
* Previous work experience on Sexual and Reproductive Health and training in MISP desirable;
* Previous humanitarian work experience will be considered as an advantage

Experience of working on similar positions with international organisations/projects will be considered as an advantage;

Knowledge of ATLAS system and/or UN procedures and working methods, particularly UNFPA policies and procedures will be an advantage;

* Proficiency in MS Office package, Google applications and teleconferencing tools;
* Strong interpersonal and organizational skills, ability to multitask and be detail-oriented;
* Good written and verbal communication skills.

**Education:**

At least Bachelor University degree in health sciences or public health, or equivalent qualifications.

**Languages:**

Fluency in English and Ukrainian.

| **Values:**   * Exemplifying integrity * Demonstrating commitment to UNFPA and the UN system * Embracing cultural diversity * Embracing change | Functional Competencies:   * 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 mobilisation |
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| **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 |  |