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**Terms of Reference**

**Programme Title:** GBV Response and Prevention Programme

**Post Title:** Coordination & Reporting Specialist

**Post Level: Service Contract,** SB4/Q3

**Position number:** 10XXXX

**Duration of the service:** one yearwith possible extension

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

Under the supervision of the GBV Programme Manager, the Coordination & Reporting Specialist develops and sustains coordination mechanisms and progress monitoring frameworks of the GBV Response and Prevention Programme.

**How you can make a difference:**

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people because these are the groups whose rights are often compromised. UNFPA has been active in Ukraine since 1997.

In accordance with the organisational mandate and national development priorities of Ukraine, UNFPA implements a country programme of technical assistance to Ukraine for 2018-2022. Among several priorities, the country programme seeks to contribute to the development of a robust national system of response and prevention of domestic and gender-based violence (GBV), establish functional intersectoral coordination and accountability mechanisms and enhance institutional capacities at the national and regional levels to ensure that majority of gender-based violence survivors seek and have access to good quality survivor-centred services, and Ukrainian society finds GBV unacceptable.

Since the start of the large-scale military invasion of Russia into Ukraine in February 2022, UNFPA implements a comprehensive nationwide Humanitarian Response Plan to provide life-saving GBV and SRH services to women and girls across Ukraine.

Through its GBV Response and Prevention Programme, UNFPA contributes to improving the protection and security of women and girls, and thus, their willingness to participate in community life, including in war-affected communities. Women’s engagement and empowerment in community dialogue, including in displacement, is essential for laying a strong foundation for recovery and sustainable peace and development.

UNFPA is seeking highly-motivated candidates who share our passion of making a sound contribution to creating a Ukrainian society free from gender-based violence. We need strong professionals who are innovative, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

The UNFPA GBV Response and Prevention Programme interventions cover all regions of Ukraine and focus on the delivery of the following outcomes:

1. Increased perception of the unacceptability of gender-based violence in Ukrainian society.
2. Improved equitable access of GBV survivors and people at risk to survivor-centred services.
3. Establishment of mechanisms of accountability to beneficiaries at the national and local levels.

Coordination & Reporting Specialist develops and sustains coordination and progress monitoring frameworks of the GBV Response and Prevention Programme, making a strong contribution to the achievement of all outcomes. Coordination & Reporting Specialist oversees the work of programme staff designated to support the Programme results-based management and reporting, ensuring quality control of data analysis and inputs to GBV Programme reports.

Coordination & Reporting Specialist works in a client, quality and results-oriented manner in close collaboration with GBV Programme Team members, all units of the UNFPA Country Office (CO) and UNFPA implementing partners (IPs) to exchange information and ensure smooth operation of the GBV Programme.

Coordination & Reporting Specialist plays a vital role in preparation of reports of programme progress tailored to the internal needs (CO/HQ) and external requirements (programme donors and government partners). S/he supports the Programme Manager by providing the information and recommendations required to make programmatic decisions.

**Major Duties and Responsibilities:**

* Develop GBV Programme implementation plan and conduct regular analysis of programme delivery status, highlighting variances both in programmatic targets and employed resources;
* Create and maintain programme reporting framework and inform programme team members, IPs and/or partners of upcoming milestones in reporting;
* Provide support for periodical reviews and quality assessments of programme planning, monitoring and reporting mechanisms and tools, identifying strengths and areas for improvement and suggest effective solutions;
* Coordinate implementation of HACT assurance activities (spot check, audit, micro-assessment, etc.) related to IPs that implement primarily interventions of GBV Programme;
* Ensure dissemination of lessons learned from evaluations, external audits and compliance reviews, and advise on incorporation into policy and guidelines;
* Coordinate registration of GBV projects with central and local government counterparts and the Cabinet of Ministers;
* Provide technical support to the GBV Programme staff at all stages of interventions implementation to ensure timely and quality results;
* Develop capacity of GBV Programme staff and stakeholders at all levels for better management of Programme resources and optimal delivery modalities;
* Analyse capacities of current or prospective IPs, identify capacity development needs, delivery risks and/or accountability issues, and provide recommendations to strengthen IPs’ contribution to effective implementation of GBV Programme interventions, in line with UNFPA policies and procedures;
* Monitor IP delivery of activities as per the agreed work plans and coordinate the preparation of work plan revisions and review of IP reports;
* Conduct monitoring visits, participate in review, steering and evaluation meetings and missions, analysing evidence to systematically assess the achievement of programme results;
* Coordinate preparation of quality outcome-oriented, evidence-based interim and completion reports on programme progress tailored to the requirements of CO/HQ, programme donors and government partners;
* Contribute to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, good practice of GBV Programme management;
* Manage and oversee the work of programme staff designated to support the Programme results-based management and reporting, ensuring quality control of data analysis and inputs to GBV Programme reports;
* Perform other tasks as requested by Programme Manager and UNFPA senior management.

**Qualifications and Experience:**

* Minimum 5 years of relevant professional experience in project planning, monitoring, coordination, results-based management, finance and/or other related fields;
* Experience of working with international organisations or multilateral technical assistance projects;
* Excellent analytical skills, ability to work with large sets of financial and programmatic data, identifying trends and making forecasts;
* Strong knowledge of outcome-oriented approach in project design, delivery and reporting;
* Excellent writing skills in English and Ukrainian, proven ability to present complex ideas in a coherent, clear and effective manner;
* Experience in handling web-based management systems;
* Proficiency in MS Office package, Google applications, advanced Excel and Google Sheets skills (e.g. pivot tables, functions, etc.);
* Familiarity with UN procedures and working methods, particularly with UNFPA agenda, policies and procedures will be a benefit;
* Knowledge of humanitarian-development nexus and/or areas related to the UNFPA mandate (gender-based violence, sexual and reproductive health, population and development, gender equality) will be a strong asset.

**Education:**

Master’s Degree in International Development, Management, Economics, Finance or in the area of social studies, gender studies or political science.

**Languages:**

Fluency in English and Ukrainian.

**Required Competencies:**

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| **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 mobilization
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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
 | **Managerial Competencies:*** 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
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Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_