**UNFPAlogo**

**Terms of Reference**

**Programme Title:** Cash and Voucher Assistance (CVA) Programme

**Post Title:** Programme Coordinator

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

**Position number:**

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

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

UNFPA Ukraine requires a Cash and Voucher Assistance (CVA) Programme Coordinator to support the roll out of the CVA programme in Gender Based Violence (GBV) and Sexual Reproductive Health (SRH). Under the overall supervision of the CVA Specialist, the CVA Programme Coordinator will work closely with the CVA Specialist and the GBV and SRH team to ensure the efficient roll out of the CVA programme with the partner/s building on close coordination ties with other stakeholders, and ensuring compliance to the agreed process, practical feasibility across the programme development and implementation of agreed activities.

**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 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.

UNFPA is seeking highly-motivated candidates that share our passion of making a sound contribution to creating a Ukrainian society free from domestic and 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 CVA Programme Coordinator will be responsible for the overall coordination and management of cash and voucher assistance activities in the project area. The Programme Coordinator will work closely with the project team, partners, and stakeholders to ensure timely and effective implementation of cash and voucher assistance activities.

The CVA Programme Coordinator will support the CVA Specialist to ensuring that CVA programmes are compliant with the technical guidance and financial and administrative policies related to CVA. S/he will ensure the CVA programme is accurately monitored as per agreed M&E framework with the partners and stakeholders with overall guidance from the CVA specialist.

The CVA Programme Coordinator will report to CVA Specialist with matrix management by the GBV and SRH programme managers in the country. Externally s/he will liaise with Implementing Partners, National Governments, line ministries and UN agencies.

**Major Duties and Responsibilities:**

**Strategic and scaled-up CVA programming**

Support the strategic and coherent use of CVA as part of gender-based violence (GBV) and integrated GBV/SRH programming.

Support the CVA Specialist for strategic partnerships with UN sister agencies, donors and relevant coordination bodies to build upon existing structures and reach appropriate scale, in collaboration with CO management.

Support the CVA Specialist for the development of CVA programming and support the technical teams to ensure that CVA is fully, effectively integrated into implementing partner workplan(s).

Coordinate with Operations and Finance teams to ensure relevant agreements with implementing partners and/or financial service providers.

**Technical Support and capacity-building**

Support the CVA Specialist for CVA assessments, planning and budgeting, implementation modalities and coordination in line with UNFPA’s CVA guidelines and relevant corporate policies and procedures.

Circulate relevant training opportunities and provide on-site capacity building, coaching and training in CVA for technical specialists (GBV, SRH, Humanitarian, Operations/Finance, etc.)

Support the CVA specialist to identify skill and knowledge gaps and help country offices to address these through training, recruitment, etc.

**Coordination**

Participate regularly in the national and sub-national Cash Working Group and technical task team meetings.

Support inter-agency coordination mechanisms on CVA such as a GBV and CVA task force.

Coordinate with the Humanitarian Office GBV & CVA Roving Specialist with regard to GBV risk mitigation in CVA / MPCA.

Support and collaborate with other business units and implementing partners to increase the use of CVA across UNFPA’s programming.

**Knowledge Management, Monitoring and Reporting**

Contribute to knowledge management products, programme development and resource mobilization.

Support the CVA Specialist for establishment of a sound monitoring process for CVA, with proper collection, use and monitoring of baselines, standards and indicators needed to measure and analyze performance.

Support the CVA Specialist to adapt global monitoring tools to the country context and share with UNFPA’s Regional CVA Community of Practice as appropriate.

Support the CVA Specialist for CVA-related internal and donor reporting requirements for the country office(s).

Support the use of UNFPA corporate tools and systems and policies.

The incumbent will carry out any other duties that may arise as needed by the supervising office, including undertaking technical support missions to the field locations.

**Qualifications and Experience:**

* Three to Five years of professional experience working on CVA programming in humanitarian or early recovery settings.
* Knowledge in set up, design, implementation, and monitoring of CVA.
* Understanding of gender and protection considerations in CVA.
* Demonstrated experience in coordination.
* Demonstrated experience in humanitarian programme management, in sectoral/ technical areas and/or in CVA.
* Expertise in gender, protection, GBV and/or health is an asset.
* Strong communications skills. Experience advocating for the use of CVA is an asset.

**Education:**

* Relevant post-graduate (Master’s or above) degree in international relations, humanitarian affairs, economic development, or social sciences.

**Languages:**

Fluency in English, 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:**   * Ensuring operational effectiveness and accountability for results * Advocacy/ Advancing a policy-oriented agenda * Delivering results-based programmes * Providing conceptual innovation to support programme effectiveness/evaluating the impact of UNFPA’s activities * Generating, managing and promoting the use of knowledge and information |
| **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 | |

Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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