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**Terms of Reference**

**Post Title: GBV Field Humanitarian Coordinator**

**Post Level: Service contract,** SB4/mid

**Duration of the service:** one year with possible extension

**Multiple Duty Stations:** Dnipro, Odesa, Poltava, Kyiv, Vinnytsia, Lviv

 Full time

**The position:**

Under the supervision of GBV Senior Coordinator and in close coordination with the National GBV Sub-Cluster Coordinator and GBV Programme Manager in Ukraine, GBV Field Humanitarian Coordinators are responsible for coordination of the sub-national GBV Sub-Cluster working group(s) and field humanitarian interventions of UNFPA GBV Response and Prevention Programme on regional level. For this, the position holder cooperates with the regional and local authorities, national and international non-governmental organisations and other humanitarian actors operating in the GBV-related area, provides programmatic and technical guidance for implementation of the interventions of UNFPA Ukraine in GBV response at the humanitarian and recovery stages.

**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 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 war in Ukraine on 24 February 2022, more than 10 million people had been forcibly displaced with more than 3.7 million fleeing to the neighbouring countries out of which the majority are women and children. GBV risks sharply increased due to military activities, massive displacement of population and deteriorating security situation in a country where prevalence of various forms of GBV was already high (the 2018 OSCE survey revealed two thirds of women experiencing either sexual, physical or psychological violence since the age of 15 years) before the war. With the growing number of reports and anecdotal evidence on conflict related sexual violence, threats of trafficking for sex, sexual harassment and other forms of violence, strengthening coordination for GBViE prevention and response was prioritized by the UNFPA, the lead agency in support of the GBV Sub-Cluster.

The Gender-Based Violence Sub-Cluster (GBV SC) was established in 2015 under the Protection Cluster to deal with Gender-Based Violence in humanitarian settings.

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

**Job purpose**

GBV Field Humanitarian Coordinator ensures coordination of implementation of the field interventions of GBV Response and Prevention Programme in the designated area, taking into account the humanitarian consequences of the ongoing war in Ukraine. At the same time s/he is responsible for close partnership with government and non-government local stakeholders at the designated area for effective GBV response by supporting GBV Sub-Cluster coordination at the regional level and ensuring visibility of UNFPA in designated area.

GBV Field Humanitarian Coordinator is a leading team member of the GBV Prevention and Response Programme and the GBV Sub-Cluster in a designated area, playing a vital role in coordinating GBViE prevention and response and smooth implementation of field programme activities. S/he ensures that all activities are carried out in accordance with UNFPA rules and procedures as well as donors’ requirements. S/he is responsible for contributing to the achievements of the programme’s objectives and quality management throughout the programme life cycle.

S/he works in a client, quality and results-oriented manner in close collaboration with all programme staff, different units of UNFPA Country Office (CO), implementing partners of UNFPA, as well as personnel of other UN Agencies, International and national NGOs, and other humanitarian actors to exchange information and to ensure effective GBViE coordination and smooth programme functioning in line with the approved programme work plan, indicators and milestones.

**Major Duties and Responsibilities**

***In the framework of the GBV Sub-Cluster***

* Support GBV Sub-Cluster in establishing and managing effective inter-agency and cross-sectoral GBV coordination and coordination and operationalization of GBV-related interventions in designated area(s), in line with the IASC GBV Guidelines and related tools and guidance
* On behalf of the GBV SC Coordinator contribute to promoting engagement of relevant humanitarian actors including the local government actors, international and national non-governmental organisations in the work of the sub-national GBV working group(s)
* Assist in promoting shared knowledge and understanding of the GBV guiding principles and globally-endorsed tools for effective GBV programme management and inter-agency coordination
* Support the GBV SC in mapping and verifying the quality of locally available GBV services, and in reaching agreement on the update of the GBV referral pathway(s) in designated area(s)
* Work with the local partners to the GBV SC and provide necessary support to enable data entry into the 5W and Service Mapping Tool
* Contribute in the development of location-specific GBV coordination working group work plans
* Contribute in developing strategy for effective communications with affected populations on GBV services, risk mitigation strategies, and to promote gender equality in designated area(s)
* Assist GBV Rapid Assessments and responses initiated by the GBV Sub-cluster, including by contributing to the assessment of capacity gaps that hinder quality and/or coverage of GBV prevention and response interventions
* Monitor the implementation and quality of GBV service provision in designated area(s)
* Contribute in coordinating delivery of GBV trainings to all interested actors in designated area(s)
* Map actors who can support GBV-related interventions and identify gaps in designated area(s)
* Ensuring a standardized approach to data gathering, with an emphasis on ensuring safe and ethical practices as promoted by the Gender-Based Violence Information Management System (GBVIMS), the Guiding Principles for Working with GBV Survivors, and the WHO Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies
* Assist in regularly updating an inter-agency M&E framework to guide work of GBV Sub-cluster and support accountability in designated area(s)
* Prepare standard periodic reports and progress updates on on-going GBV working group for inclusion in GBV SC updates, OCHA SitReps, Humanitarian Bulletins, Protection dashboard, UNFPA HQ internal and external meetings and advocacy, etc.
* Perform other tasks upon the request of the GBV SC Coordinator.

***In the framework of the GBV Programme***

* Ensure strong UNFPA field presence and impactful leading role in coordination of GBV response and prevention work, including GBViE amongst local and international actors, in designated areas;
* Coordinate programme and technical implementation of the field interventions of GBV Response and Prevention Programme in the designated areas;
* Ensure quality and accountability of the field interventions of GBV response and Prevention Programme, implemented by UNFPA Ukraine in the designated area;
* Contribute to programme monitoring, evaluation, reporting and knowledge management and ensure GBV Response and Prevention Programme visibility;
* Analyse programme implementation and provide regular updates highlighting programme implementation progress, bottlenecks and possible solutions;
* Liaise and interact with relevant implementing partners in the field on all matters related to the programme implementation for the timely, successful and efficient implementation of all activities at the designated area;
* Establishing and strengthening partnerships with respective regional and local government authorities, humanitarian actors, UN agencies to ensure that GBV response is integrated into overall humanitarian response actions in the designated area;
* Ensure adequate communication, flow of information and technical expertise between the relevant local and international partners, including GBV Sub-cluster partners in the field;
* On behalf of UNFPA, liaise and interact with all stakeholders in the designated area, work in close cooperation with the Protection, Health and other cluster partners to ensure that GBV response is integrated into overall humanitarian response actions;
* Ensure regular updates for implementation of the activities of GBV Response and Prevention Programme and coordination with GBV partners at the designated areas, highlighting progress, bottlenecks and solutions;
* Participate in regular meetings with a supervisor, GBV Programme team and country office;
* Ensure visibility of the field interventions, implemented within GBV Response and Prevention Programme of UNFPA Ukraine, 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.

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| **Qualifications and Experience****Experience:** * Minimum 3 years of relevant work experience in programme formulation, management, local governance, private sector development, coordination, advocacy or related field, preferably with an international organisation;
* Experience in coordination in humanitarian settings and/or GBV programme management;
* Strong knowledge of gender equality, gender-based violence, humanitarian coordination structures;
* Familiarity with UN procedures and working methods, particularly with UNFPA agenda, is an asset;
* Excellent interpersonal skills, sensitivity and diplomacy in oral and written communication;
* Diligence, attention to detail and excellent ability to multitask and prioritise workload;
* Agility and strong ability to work under tight deadlines;
* Good analytical skills, flexibility and willingness to learn;
* Strong proficiency in MS Office (Word, Excel, Power Point) and Google products (Drive, Calendar, Docs, Sheets), email applications.

**Education:*** Master’s degree or equivalent, preferably in Social Sciences, including Gender Studies, Political Science, International Relations Human Rights, International Law, public health or other studies relevant for UNFPA’s mandate.

Fluency in Ukrainian, Russian and English languages**Values:*** Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change

**Core Competencies:*** Achieving results
* Being accountable
* Developing and applying professional expertise/business acumen
* Thinking analytically and strategically
* Working in teams/managing ourselves and our relationship
* Communicating for impact

**Functional Skill Set**:* Advocacy/Advancing a policy-oriented agenda
* Leveraging resources of national governments and partners/building strategic alliances and partnerships
* Delivering results-based programmes
* Internal and external communication and advocacy for achieving results
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