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**Terms of Reference**

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

**Post Title:** Knowledge Management Associate

**Post Level: Service Contract,** SB3/Mid

**Position number:** 00157474

**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 Knowledge Management Associate provides technical and analytical support such as but not limited to:

* development and implementation of knowledge management strategy of the GBV Programme;
* collection, validation, analysis and dissemination of knowledge products developed by the GBV Programme;
* establishment and management of the GBV Knowledge Database;
* development of capacity-building packages for beneficiaries of GBV Programme streams (Government, municipalities, communities, corporate sector).

**How you can make a difference:**

UNFPA 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 has operated 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, the United Nations Population Fund, implements a country programme of technical assistance to Ukraine for 2018-2022. Among several priorities, the 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 to Ukraine in February 2022, UNFPA has implemented 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 that share our passion for making a sound contribution to creating a Ukrainian society free from domestic and gender-based violence. We need strong professionals who innovate, transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

Since 2015, UNFPA GBV Response and Prevention Programme strongly contributed to the development of the comprehensive national system for prevention and response to domestic and gender-based violence in Ukraine. It included support to national legal framework development, piloting models of specialised services for GBV survivors, enhancing the role of police in GBV response and setting up intersectoral response at national and community levels.

Following the successful completion of the previous phase, the current programme cycle, inter alia, focuses on knowledge sharing and scaling up of services across the country.

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.

The Knowledge Management Associate will collect, analyse and systematise knowledge products of the GBV Programme to ensure nationwide replication of the knowledge of effective response to domestic and gender-based violence in Ukraine, implementation of best models and practices, and development of opportunities for continuous capacity building for specialists.

**Major Duties and Responsibilities:**

**A. Managing Knowledge Products**

* Coordinate the formulation and implementation of a comprehensive GBV Programme knowledge management strategy, including lesson learning and dissemination;
* Collect, validate, analyse and systematise knowledge products (legal commentaries, manuals, guidelines, recommendations, job aids, information materials etc.) developed in current and previous phases of the GBV Programme;
* Support GBV Team members in the development of knowledge products (including online courses) to ensure their effective integration into the GBV Knowledge Database;
* Ensure that all knowledge products of the GBV Programme reflect UNFPA and GBV Programme corporate branding and visibility;
* Develop briefing notes, booklets, brochures, infographics and presentations on knowledge products of the GBV Programme;
* Establish, manage and continuously enhance the GBV Knowledge Database with a strong intuitive structure and user-friendly interface.

**B. Supporting Knowledge Transfer**

* Develop capacity-building packages for GBV Programme partners and beneficiaries (Government, municipalities, communities, corporate sector etc.);
* Support development of national institutional capacities for the professionalization of GBV service provision, including the development of knowledge management strategies, concepts for knowledge management systems and databases;
* Map GBV response and prevention work in Ukraine (by IOs and technical assistance projects) to identify synergies and knowledge-sharing opportunities;
* Support GBV Programme Manager in capturing, storing and disseminating GBV Programme-related knowledge with Government counterparts, donors, UN agencies and other stakeholders.

**C. Capacity Building**

* Develop guidance, presentations and training materials on effective knowledge management;
* Promote and support the training of GBV Programme Team, other UNFPA staff, IPs, programme partners and Government counterparts, as required;
* Perform other tasks as requested by GBV Programme Manager and UNFPA senior management.

**Qualifications and Experience:**

* At least three (3) years of relevant professional experience in the area of knowledge management, capacity development, development management in an international organisation or multilateral projects of technical assistance;
* Experience in designing, developing and managing knowledge management systems, programmes, and databases;
* Strong experience in collaboratively developing a range of knowledge products, from case studies to online courses, tailored to the needs of the target audience;
* Excellent analytical thinking and interpersonal skills;
* Proficiency in Ms Office package, Google applications, and teleconferencing tools;
* Experience in using knowledge management-specific platforms/applications will be a strong asset;
* Knowledge of areas related to the UNFPA mandate (gender-based violence, sexual and reproductive health, population and development, gender equality) will be a strong asset.

**Education:**

Bachelor’s Degree in Knowledge Management, Information Management, Development Management, International Development, Social Sciences, Public Policy, Political Science or related area.

**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 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
 | **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 of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_