



## Terms of Reference

**Programme Title:** EMBRACE (Enhancing National and Regional Mechanisms to Build Responsive, Accountable and Cost-Effective System of Gender-Based Violence Response and Prevention)

**Post Title:** GBV Programme Associate

**Post Level:** **Service Contract, SB3/Q3**

**Position number:**

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

**Duty Station:** Kyiv

**Full/part time:** Full time

### The position:

Under the supervision of GBV Coordination and Reporting Specialist, the GBV Programme Associate contributes to the development, enhancement and maintenance of GBV Response and Prevention Programme Assurance Frameworks, provides technical and analytical support such as but not limited to:

- Planning and setting internal control systems
- Programme monitoring and reporting
- Opportunities scoping.

### 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 safety and security of women and girls, and thus, their willingness to participate in community life, including in conflict-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.

GBV Programme Associate will contribute to the development and maintenance of robust GBV Response and Prevention Programme Assurance Frameworks, enhancing its capacity to make evidence-based decisions, report on progress and identify opportunities for sustainable operation.

## **Major Duties and Responsibilities:**

### **A. Planning and Setting Internal Control Systems**

- Create and regularly update programme implementation plan, highlighting variances both in programmatic targets and employed resources;
- Budget funds for UNFPA direct delivery and implementation by IPs in ERP system;
- Develop and regularly update comprehensive funds tracking system for in-depth analysis for each activity to inform timely programme decisions;
- Create and maintain schedule of 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 identifying strengths and areas for improvement and suggest solutions for addressing the weaknesses;
- Participate in the implementation of the GBV programme HACT assurance activities (spot check, audit, micro-assessment, etc.);
- Facilitate registration of projects with government counterparts and the Cabinet of Ministers;

### **B. Programme Monitoring and Reporting**

- Monitor IP delivery of activities as per the agreed work plans and provide support with 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;
- Develop quality outcome-oriented, evidence-based interim and completion reports on programme progress tailored to the requirements of CO/HQ, programme donors and government partners;
- Prepare thematic briefs, programme overviews, implementation status updates and programme presentations;

### **C. Opportunities Scoping**

- Map development sector actors landscape, identifying opportunities for synergies and/or funds mobilisation;
- Research potential partners/donors, collect verified information about them in programme stakeholders database;
- Support Programme Manager in drafting project proposals, developing activity-based budgets, preparing overviews of institutional capacity to deliver change and drafting annexes for the project concept presentation;
- Perform other tasks as requested by GBV Coordination and Reporting Specialist, Programme Manager and UNFPA senior management.

**Qualifications and Experience:**

- At least 5 years of professional experience in project planning, monitoring, coordination, results based management, finance and/or other related fields;
- Experience of working with international organisation or multilateral technical assistance project;
- Excellent writing skills, proven ability to present complex ideas in a coherent, clear and effective manner;
- Strong knowledge of outcome-oriented approach in project design, delivery and reporting;
- Excellent analytical skills, ability to work with large sets of financial and programmatic data, identifying trends and making forecasts;
- Familiarity with UN procedures and working methods, particularly with UNFPA agenda, policies and procedures will be a benefit;
- Proficiency in Ms Office package, Google applications, teleconferencing tools; excellent Excel skills will be a strong asset;
- Knowledge of humanitarian-development nexus and/or areas related to the UNFPA mandate (gender-based violence, population and development, gender equality) will be a strong asset.

**Education:**

Bachelor Degree in International Development, Management, Finance or in the field of social or political studies.

**Languages:**

Fluency in English and Ukrainian.

**Required Competencies:**

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity</li><li>• Demonstrating commitment to UNFPA and the UN system</li><li>• Embracing cultural diversity</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Advocacy/ Advancing a policy-oriented agenda</li><li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li><li>• Delivering results-based programmes</li><li>• Internal and external communication and advocacy for results mobilisation</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results</li><li>• Being accountable</li><li>• Developing and applying professional expertise/business acumen</li><li>• Thinking analytically and strategically</li><li>• Working in teams/managing ourselves and our relationships</li><li>• Communicating for impact</li></ul>	<b>Managerial Competencies:</b> <ul style="list-style-type: none"><li>• Providing strategic focus</li><li>• Engaging in internal/external partners and stakeholders</li><li>• Leading, developing and empowering people, creating a culture of performance</li><li>• Making decisions and exercising judgment</li></ul>

Please apply [for the position](#) by November 8, 2023