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**Terms of Reference**

**Programme Title:** CRSV Advocacy and Outreach

**Post Title:**  Project Associate

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

**Position number:** 00188701

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

**Duty Station:** Kyiv

**Full/part time:** Full time

**The position:**

Under the supervision of the Programme Analyst (CRSV Prevention and Response), the Project Associate (CRSV Advocacy and Outreach) develops and sustains conceptual frameworks, implementation mechanisms within prevention and response interventions of UNFPA Ukraine Country Office with particular focus on advocacy and outreach in area of conflict-related sexual violence (CRSV).

**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. UNFPA’s strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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. Among several priorities of the country programme of technical assistance to Ukraine is to contribute to the development of a robust national system of response and prevention of domestic and gender-based violence (GBV), ensure access to quality sexual and reproductive health (SRH) services, enhance resilience and develop capacities of young people.

Since the start of the large-scale military invasion of Russia into Ukraine in February 2022, UNFPA has been working to sustain a comprehensive national system of response and prevention of domestic and gender-based violence in Ukraine, including conflict-related sexual violence, which encompasses provision of support to the Government of Ukraine to strengthen policy and legal framework, improve access of survivors to quality survivor-centred assistance and transform social norms that condone GBV in Ukrainian society. This is in particular done through the membership in the Inter-Agency Working Group to Respond to CRSV and Assist Survivors established to design, implement and monitor the Implementation Plan for the Framework of Cooperation on Prevention and Response to CRSV signed in 2022 between the Government of Ukraine and the United Nations. To further the Framework’s implementation, a comprehensive UN Joint Interagency Project bearing the title “Strengthening national and community-based CRSV prevention and response mechanisms in Ukraine through a survivor-centred multi-sectoral approach” (‘UNited Action to Empower Survivors of CRSV’ in short) is launched under the auspices of the UN Action against Sexual Violence in Conflict, chaired by the Office of the Special Representative of the Secretary General on Sexual Violence in Conflict. The project implementers are UNFPA, IOM, UN Women, UNODC, WHO, UNDP.

With respect to the mentioned above, UNFPA is seeking highly motivated candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

Project Associate (CRSV Advocacy and Outreach) supports implementation of the CRSV response interventions with particular focus on advocacy, outreach and awareness-raising that strategically aims at development of the robust, survivor-centred response and prevention systems in Ukraine.

Project Associate works in a client, quality and results-oriented manner in close collaboration with CRSV Response Team members, all units of the UNFPA Country Office, UNFPA implementing partners (IPs), as well as personnel of other UN agencies to exchange information and ensure smooth implementation of CRSV response interventions in line with the approved work plans, indicators and milestones.

Project Associate is one of the core project team members and plays a vital role to ensure that CRSV response is provided. S/he will support the Programme Analyst by providing information and recommendations required to make decisions for development and maintenance of the robust conceptual frameworks and implementation mechanisms around CRSV response contributing to the achievement of CO objectives and quality management throughout the project life cycle.

**You will be responsible for:**

● Contributing to the design of CRSV response projects and thematic interventions of the Country office (CO).

● Developing the implementation plans and detailed delivery plans for each component of the CO CRSV service provision mechanism, including in the frames of ‘UNited Action to Empower Survivors of CRSV’ project, under guidance and in close coordination with the Programme Analyst (CRSV Prevention and Response).

● Contributing to holistic implementation of the Framework of Cooperation on the prevention and response to CRSV between the UN and the Government of Ukraine, ensuring that the UN Joint Interagency Project’s activities are fully integrated into it.

● Collecting and systemizing data on the progress in developing CRSV prevention and response system.

● Developing and regularly update dashboards, analyzing emerging trends in CRSV response pathways and prepare analytical briefs.

● Documenting good practices, stories of change and effective models in setting up effective mechanisms of CRSV response at the national level and in target communities as well as globally.

● Recording insights on effective pathways for service provision to CRSV survivors in the CO analytical dossier.

● Developing implementation algorithms and SOPs for the CRSV response team, consultants, target communities and implementing partners.

● Ensuring effective synergies and coordination of interventions on developing CRSV response mechanisms with deployment of long-term support programmes and economic empowerment of CRSV survivors, in close cooperation with dedicated UNFPA’s staff members from GBV, SRH and Youth programmes.

● Coordinating development and implementation of comprehensive advocacy, outreach and awareness-raising strategies and campaigns to target key stakeholders, including government officials, community leaders, and international partners as well as educating and engaging communities and affected people about CRSV, its impact, and available support mechanisms.

● Managing and enhancing the organization’s presence on social media and other online platforms, ensuring consistent and impactful messaging around CRSV issues as well as collaborating with media outlets to promote accurate and sensitive coverage of CRSV issues, increasing public awareness and understanding.

● Organizing designated interventions, coordinate production of thematic videos, preparation of articles, presentations and media projects to ensure visibility of results and impact on the topic of CRSV.

● Actively engaging with a diverse range of stakeholders to build and strengthen partnerships for advancing CRSV response and prevention efforts, in particular with the Participating UN Organizations in frames of ‘UNited Action to Empower Survivors of CRSV’ project.

● Developing TORs to engage qualified consultants and providers to support effective implementation of CRSV-focused interventions.

● Liaising, interacting and coordinating cooperation with contracted consultants, implementing partners, target communities and relevant stakeholders on all matters related to implementation of the CRSV-focused intervention for the timely and effective achievement of planned results cost-effectively and sustainably.

● Developing thematic booklets, presentations, progress briefs and inputs to UNFPA newsletters.

● Providing comprehensive, outcome-oriented, evidence-based inputs to progress reports and other summary reports and position papers required by UNFPA and donors.

● Performing other tasks as requested by the Programme Analyst (CRSV Prevention and Response) and senior leadership.

**Qualifications and Experience:**

* Minimum 5 years of professional experience in administration and/or programme support service, including secondary data reviews, 3/4/5W reporting, gap analysis, database design, management, etc.
* Familiarity with Excel desktop publishing software, and basic website management. Knowledge of chart analysis/pivot tables is an advantage.
* Professional experience with GBV or any other aspect of protection in emergencies is an advantage.
* Understanding of the IASC cluster approach and national/global cluster information management principles and tools is an advantage.
* Some background in using geographic information system (GIS) software, particularly ArcGIS online, is preferred.
* Good research and analytical skills, ability to multitask and prioritize workload.
* Familiarity with UN procedures, policies, and frameworks will be a benefit.

**Education:**

Bachelor degree in information management, information & communication technology, electronic business management systems, social sciences or computer 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:**   * 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 |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_