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**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:** Project Associate

**Post Level: Service Contract,** SB3/Q1

**Position number:** 00178850

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

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

Under the supervision of the Field Coordinator, the Project Associate develops and sustains analytical frameworks and implementation mechanisms of the project “Cities and Communities Free from Domestic Violence” within the GBV Response and Prevention Programme.

**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.

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 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 UNFPA GBV Response and Prevention Programme presently covers 21 regions of Ukraine, including most affected by the armed conflict (Donetsk and Luhansk GCA), and focuses 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 to survivor-centred services.
3. Establishment of mechanisms of accountability to beneficiaries at the national and local levels.

Project Associate supports implementation of the project “Cities and Communities Free from Domestic Violence” that contributes to the achievement of the Outcome 2 with the strategic aim of developing robust, survivor-oriented GBV response and prevention systems in project communities.

Project Associate works in a client, quality and results-oriented manner in close collaboration with GBV Programme Team members, all units of the UNFPA Country Office (CO), UNFPA implementing partners (IPs), as well as personnel of other UN agencies to exchange information and ensure smooth implementation of “Cities and Communities Free from Domestic Violence” project in line with the approved work plans, indicators and milestones (Project Monitoring Framework).

Project Associate is one of the core project team members and plays a vital role in ensuring smooth planning, coordination and monitoring of “Cities and Communities Free from Domestic Violence” project interventions in target communities. S/he will be responsible for developing and maintaining robust analytical frameworks, contributing to the achievement of project objectives and quality management throughout the project life cycle.

**Major Duties and Responsibilities:**

* Contribute to the design of “Cities and Communities Free from Domestic Violence” project and project interventions;
* Develop the project implementation plan and detailed project delivery plans for each target community, in close coordination with the Field Coordinator;
* Collect and systemise data on communities’ progress in developing GBV response and prevention systems;
* Develop and regularly update project communities’ dashboard, analyse emerging trends in target communities’ change pathways and prepare analytical briefs;
* Document good practices, stories of change and effective models in setting up effective mechanisms of GBV response and prevention in target communities;
* Record insights on target communities’ pathways to developing municipal systems of GBV response and prevention in the project analytical dossier;
* Develop project implementation algorithms and SOPs for the project team, consultants, target communities and implementing partners;
* Ensure effective synergies and coordination of interventions on developing GBV response mechanisms, awareness-raising work, deployment of GBV prevention programmes and economic empowerment in target communities, in close cooperation with Field Coordinator, GBV Communications Associate, Project Coordinator on social norms change and Project Coordinator on economic empowerment;
* Coordinate implementation of interventions within the “16 Days of Activism against GBV” campaign in target communities;
* Organise designated project interventions, presentations and media events;
* Develop TORs to engage qualified consultants and providers to support effective implementation of project interventions;
* Liaise, interact and coordinate cooperation with contracted consultants, implementing partners, target communities and relevant stakeholders on all matters related to project implementation for the timely and effective achievement of planned results cost-effectively and sustainably;
* Develop project booklets, presentations, progress briefs and inputs to Programme Newsletters;
* Provide comprehensive, outcome-oriented, evidence-based inputs to progress reports required by UNFPA and donors;
* Coordinate production of project videos, preparation of articles and media projects to ensure visibility of project results and impact;
* Perform other tasks as requested by the Field Coordinator and GBV Programme Manager.

**Qualifications and Experience:**

* Minimum 3 years of professional experience in project planning, monitoring and delivery of development interventions preferably with an international organisation or multilateral technical assistance project;
* Sound experience of delivering social development projects at the community level;
* Knowledge of social protection, GBV response and prevention will be a strong asset;
* Strong ability to collect, validate and holistically analyse data from diverse sources, as well as present results of the analysis in visually compelling ways;
* Excellent writing skills and ability to concisely and clearly explain complex concepts and algorithms to diverse audiences;
* Proficiency in MS Office package, Google applications and teleconferencing tools;
* Familiarity with UN procedures and working methods, particularly with UNFPA agenda, policies and procedures will be a benefit.

**Education:**

Bachelor Degree in Public Policy, Political Science, International Relations, Law, Gender Studies, Social Sciences, Project Management or related areas.

**Languages:**

Fluency in Ukrainian and Russian, working proficiency in English is required.

**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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