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**Terms of Reference**

**Programme Title:** “Strengthen National and Local Capacities and Accountability to Sustain Gender-Based Violence Prevention and Response Services”

**Post Title:** Project Coordinator

**Post Level: Service Contract,** SB4/Q1

**Position number:** 00157373

**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 Project Coordinator contributes to the design, coordination, implementation and reporting on designated project streams within GBV Programme, including its humanitarian component. The Project Coordinator also contributes to implementation of UN Joint Programme of UNDP, UNFPA, UN Women and FAO “EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance”.

**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 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, 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 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.

Alongside this development work and driven by the humanitarian consequences of the armed conflict in eastern Ukraine, UNFPA participates in the development and implementation of the annual Humanitarian Response Plans (HRPs) of the United Nations Humanitarian Country Team in Ukraine to provide support to internally displaced persons (IDPs), returnees, host communities and people who remain in the conflict areas. More specifically, UNFPA mostly contributes to the work of health and protection clusters within the HRPs and leads the gender-based violence (GBV) sub-cluster.

Starting from September 2018, the Joint Programme of UNDP, UNFPA, UN Women and FAO “EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance”, funded by the European Union, is implemented in conflict-affected Donetsk and Luhansk regions (GCA). It aims to contribute to peace, economic revitalisation and reconciliation in Eastern Ukraine through social and economic recovery, with special focus on Government Controlled Areas (GCAs) of Donetsk and Luhansk regions.

UNFPA, jointly with other participating UN Agencies, supports the implementation of programme component 3 on enhancing social cohesion and reconciliation through promotion of civic initiatives.

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 transparent, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

The UNFPA GBV programme presently covers twelve regions of Ukraine, including most affected by the armed conflict (Donetsk and Luhansk), and focuses on the delivery of the following outcomes:

1. Further development of social and institutional environment that will contribute to zero tolerance and eradication of violence against women in Ukraine;
2. Ensuring that in Ukraine majority of gender-based violence survivors seeks and have access to good quality survivor centred services;
3. Contributing to building strong national (GoU) ownership over the existent GBV response mechanisms and frameworks in order to ensure sustainability.

Project Coordinator 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 to ensure smooth implementation of GBV Programme streams and interventions in line with the approved work plans, indicators and milestones (Project Results Framework).

Project Coordinator is one of the core programme team members and plays a vital role in ensuring smooth planning, coordination, and monitoring of programme activities in Donetsk and Luhansk regions. S/he ensures that all activities are carried out in accordance with UNFPA rules and procedures as well as donors’ requirements. S/he will be responsible for contributing to the achievements of programme’s objectives and quality management throughout the programme life cycle.

**Major Duties and Responsibilities:**

**A. Project coordination, implementation, monitoring and reporting**

* Coordinate implementation of humanitarian response stream of GBV Programme in the east of Ukraine;
* Coordinate development of municipal systems of GBV response and prevention in the east of Ukraine, including support capacity development of existent GBV service providers and expansion of the network of GBV specialised services;
* Conduct advocacy work with Programme partners and government stakeholders (national, regional and municipal level) to ensure sustainability of achieved results;
* Identify, suggest and implement innovative solutions to maximise impact of GBV Programme interventions;
* Contribute to design, coordinate and monitor delivery of projects on rapid deployment of GBV prevention and response services, addressing specifics demands caused by immediate and long-term aftermath of COVID-19 pandemic or other similar crisis situations;
* Ensure effective adjustment of interventions to COVID-19 response;
* Liaise, interact and coordinate cooperation with implementing partners and relevant stakeholders on all matters related to project streams implementation for the timely and effective achievement of planned results in cost-effective and sustainable manner;
* Analyse project implementation and provide regular updates to Programme Manager highlighting project streams implementation progress, bottlenecks and possible solutions;
* Prepare regular updates/briefs as required by GBV Programme Manager and UNFPA senior management;
* Provide comprehensive, outcome-oriented, evidence-based inputs to progress reports required by UNFPA and donors;
* Ensure visibility of UNFPA and GBV Programme through public relations, advocacy, working with the mass media and other communications activities.

**B. Contribution to inter-agency coordination and partnerships building**

* Support implementation of UN Joint Programme of UNDP, UNFPA, UN Women and FAO “EU Support to the East of Ukraine – Recovery, Peacebuilding and Governance”, ensuring smooth implementation of GBV programme activities according to the approved work plan; liaise and interact with all relevant programme partners at the regional and local level on all matters related to the programme implementation and contribute to the coordination of GBV prevention and response related activities in the assigned region within the programme;
* Contribute to establishing and/or 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 Donetsk and Luhansk regions (GCA);
* On behalf of UNFPA and GBV Sub-cluster, liaise and interact with humanitarian partners in Luhansk region, work in close cooperation with the Protection, Health and other cluster partners to ensure that GBV response is integrated into overall humanitarian response actions;
* Contribute to the agenda and work of UNCT as well as humanitarian coordination meetings, ensure that GBV response issues are adequately reflected and addressed;
* Ensure adequate communication, flow of information and technical expertise between the relevant local and international partners, including UNCT and GBV Sub-cluster partners in the field.

**C. Advocacy support and facilitation of knowledge sharing**

* Ensure awareness of GBV Programme counterparts about project priorities, strategies and approaches;
* Contribute to collection, development and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of GBV Programme and UNFPA country office, and drafting relevant materials for dissemination;
* Contribute to implementation of the communications strategy and plan;
* Perform other tasks as requested by GBV Programme Manager and UNFPA senior management.

**Qualifications and Experience:**

* Minimum 3 years of progressively responsible experience in project management, coordination and development work or related field preferably with international organisation or multilateral technical assistance project;
* Strong experience in design, delivery and monitoring of humanitarian-development nexus projects;
* Experience of coordinating humanitarian response interventions in the east of Ukraine will be a strong asset;
* Proven ability to organise workshops, seminars, conferences, involving national and regional stakeholders;
* Experience of establishing effective partnerships with relevant stakeholders from the governmental and non-governmental institutions involved into recovery issues at the national and sub-national levels;
* 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;
* Knowledge of humanitarian-development nexus and/or 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 Degree in Social Sciences, Project Management, International Development, Public Policy, Political Science or in the field of social studies, gender studies, public health, humanitarian affairs or related area.

**Languages:**

Fluency in English, Ukrainian and Russian.

**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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