**UNFPAlogo**

**Terms of Reference**

**Programme Title:** “Enhancing National and Regional Mechanisms to Build Responsive, Accountable & Cost-Effective System of GBV Response and Prevention”

**Post Title:** Results-Based Management Associate

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

**Position number:** 00157471

**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 Results Based Management Associate implements the daily activities and tasks related to the work of the programme, provides technical and analytical support such as but not limited to:

* collection, validation, analysis and dissemination of quantitative and qualitative data on results of GBV Programme streams;
* implementation of policies, tools, guidance and systems for results planning, monitoring and reporting;
* development of guidance and training materials on RBM systems and tools;
* preparation of data briefs and presentations on Programme results in visually compelling ways;
* review and quality assurance of results plans and reports;
* research on innovative methodologies for results measurement, monitoring, evaluation and reporting.

**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.

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 transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

The UNFPA GBV Response and Prevention 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. Functional intersectoral coordination and accountability mechanisms in GBV response and prevention established at the national and regional levels;
2. Communities in Ukraine have equitable access and benefit from survivor-centred GBV prevention and response services;
3. Increased capacity of Ukrainian women and men, girls and boys to recognise, report and act to prevent cases of GBV in their communities.

The Results Based Management Associate will strengthen outcome-oriented design of GBV Programme and its constituting streams and develop mechanisms, practices and tools for the Programme to better demonstrate impact of its interventions.

**Major Duties and Responsibilities:**

**A. Planning and Programme Streams Design**

* Develop monitoring and evaluation strategies and tools for GBV Programme and its constituting streams, integrating gender mainstreaming, accountability to affected population/beneficiaries and analysing effects of COVID-19;
* Support GBV Programme Team members in designing results focused interventions, embedding results based management principles and guidelines;
* Work with GBV Programme Team members to define the quality of outcome/impact evidence that will be needed from their streams/interventions and defining appropriate evaluations methods for integration into GBV Programme logical framework;
* Support GBV Programme Manager in drafting project proposals, developing robust theories of change, comprehensive MEL frameworks and identifying appropriate performance indicators for tracking results and monitoring critical assumptions;
* Research and report on alternative or complementary methodologies for results measurement, monitoring and reporting the impact of UNFPA’s work.

**B. Monitoring, Assessment and Reporting**

* Ensure that monitoring systems are implemented and data collections and analysis from all Programme streams are coordinates and standardised to feed into Programme performance monitoring;
* Collect, validate, process and analyse quantitative and qualitative data on planned and achieved results from GBV Programme Team and UNFPA IPs;
* Collect, analyse and consolidate scorecards from all capacity building activities implemented by GBV Programme to identify lessons learned and ways for improvement in capacity development work;
* Support evaluation of GBV Programme and its stream by contributing to drafting relevant TORs and implementation of various assessments, studies and surveys;
* Prepare analytical materials on impact and results achieved by GBV Programme, identifying gaps and challenges;
* Document best practice, stories of change and success stories of GBV Programme interventions (directly implemented by GBV Programme Team or in collaboration with IPs);
* Prepare presentations, summary reports and brief notes communicating results and impact of GBV Programme using visually compelling ways.
* Review advocacy efforts across United Nations agencies aimed at raising awareness of their work and impact, document best practices and analyse their applicability to UNFPA's mandate, in line with the strategic plan “Vocal and Visible” communication strategy.

**C. Quality Assurance and Capacity Building**

* Provide support for periodical reviews and quality assessments of the GBV Programme results planning, monitoring and reporting identifying strengths and areas for improvement and suggest solutions for addressing the weaknesses;
* Review for the compliance, completeness and accurateness of results planning, monitoring and reporting requirements of UNFPA HQ, RO, CO as well as donors of the Programme;
* Develop guidance, presentations and training materials on results planning, monitoring and reporting;
* Promote and support training of GBV Programme Team, other UNFPA staff, IPs, programme and cluster partners, Government counterparts and humanitarian partners, as required;
* Perform other tasks as requested by GBV Programme Manager and UNFPA senior management.

**Qualifications and Experience:**

* At least 3 years of relevant professional experience in project design, planning, monitoring, evaluation and results based management in international organisation or multilateral project of technical assistance;
* Sound knowledge of quantitative and qualitative methods of social research, including experience of developing and analysing evaluation surveys;
* Excellent skills in designing, using and managing M&E tools, including logframes, theories of change and evaluation methods;
* Strong ability to collect, validate and holistically analyse data from diverse sources, as well as present results of the analysis in visually compelling ways;
* Proven ability and strong track record in concisely communicating information and conveying key messages to diverse audiences;
* Proficiency in Ms Office package, Google applications, teleconferencing tools; advanced Excel skills will be a strong asset;
* 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 Monitoring and Evaluation, Statistics, Project Management, International Development or in the field of social science, gender studies, humanitarian affairs, political science 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 |
| **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 |

Please apply [Results-Based Management Associate, GBV, SB3/Mid](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=32239&SiteId=1&PostingSeq=1) by September 04, 2020