



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
PROJECT COORDINATOR

Position:	Local consultant: Project Coordinator
Hiring Office:	United Nations Population Fund (UNFPA) Namibia Country office
Number of position and level	One position, NOB Level
Background:	<p>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. In Namibia, UNFPA support to the Government is articulated in the current 6th Country Programme (CP), 2019-2023 extended to 2024 as aligned to the United Nations Partnership Framework, the Harambee Prosperity Plan, the Fifth National Development Plan 5.</p> <p>UNFPA Namibia country Office is implementing a project:” <i>Leaving No One Behind (LNOB) - Building back better from COVID-19: Restoring dignity and reshaping the future for women, girls, men and boys while mitigating Gender Based Violence (GBV) and negative Sexual and Reproductive Health (SRH) outcomes</i>”, supported by the Japanese Supplementary Budget. The project is being implemented primarily in Ohangwena, Omusati, Kunene, Zambezi, Khomas, Otjozondjupa, Erongo regions and in collaboration with Japanese International Cooperation Agency (JICA), Line Ministries and CSOs. Through the Japanese Supplementary budget UNFPA focusses on GBV prevention and response, livelihood support and provision of life-saving SRH services in the context of transitioning from COVID-19 and global inflation particularly for various vulnerable groups.</p>
Purpose of consultancy	<p>The consultancy aims to facilitate effective response to the 6th country programme outputs and particularly for the overall coordination of implementation of the Japanese Supplementary Budget funded interventions. The consultancy will contribute to effective coordination and facilitation of timely implementation of the project through multi-sectoral, rights-based interventions that prevent and mitigate the impact of GBV and other harmful practices, promote integrated sexual and reproductive health and rights (SRHR) and youth empowerment across the humanitarian-development nexus. The consultancy will also facilitate the provision of technical, advisory and administrative services, ensure close coordination and partnership with other UN entities operating in Namibia, international and national partners and civil society organizations on issues related to the promotion of gender equality, SRHR, and youth's empowerment; prevention of GBV, and other harmful practices addressed under the project.</p>
Scope of work (Description of services, activities, or outputs)	<p>A. Effective and efficient technical coordination on Gender, GBV and SRH issues</p> <ul style="list-style-type: none"> • Coordinate and provide effective management throughout all stages of the LNOB project to ensure delivery of results. • Facilitate coordination among all concerned partners including IPs and external development partners to ensure coherence in project activities; • Provision of technical and advisory services in support of project interventions • Ensure coordination with the regional and national platforms related to the project • Represent UNFPA in relevant coordination platform • Strengthen linkages of the project with existing programmes Gender, SRH and Data for development to ensure synergies and maximization of impact. • Provide technical support to the development of relevant advocacy and policy documents to address SRHR, GBV, Youth empowerment and broader gender issues. • Provide technical support and capacity building to partners, stakeholders and beneficiaries in line with project milestones.

	<p>B. Monitoring, Evaluation, Knowledge Management and Communication</p> <ul style="list-style-type: none"> • Contribute to planning, implementation and monitoring of project activities at national and sub-national levels by concerned IPs as per approved work plans; • Facilitate achievement of project results by ensuring that monitoring and oversight mechanisms are in place and implemented • Liaise closely with the IPs and UNFPA to ensure timely and high-quality implementation of project activities, sharing of knowledge and information, proper monitoring, and adjustments to project strategies based on learning as the project proceeds • Actively document promising practices, challenges, lessons learnt and innovation related to project • Participate in project related evidence generation interventions (studies, surveys, briefs etc.) and utilize data for evidence-based decision making and implementation • Support IPs in the country to prepare and submit technical and financial reports in conformity with guidelines and standards • Provide regular and comprehensive updates to UNFPA related progress in project implementation • Prepare analytical and project reports to be shared with the partners, donors and other relevant stakeholders. • Support sustainability, accountability and project visibility in alignment with UNFPA and donor <p>C. Effective administration, management and general support</p> <ul style="list-style-type: none"> • Coordinate regularly and closely with IPs in work plans and budget development and ensure project activities align with approved project outcomes and results framework; • Provide administrative oversight including ensuring awareness and adherence to organizational policies and procedures • Review and handle programme related correspondences, collect and prepare necessary information for reply/action, and draft responses to correspondences, • Organizing and coordinating administrative and logistical arrangements for meeting (including e-meeting), workshops, programme visits and courses in connection with the project • Ensure organizational equipment and assets are maintained and used in accordance with UNFPA policies and business practice • Liaise with the Operation and project team Manager to strengthen Country Office support to field offices and staff • Stand-in for other Programme CO team members on selected functions as may be required and carry out any other duties as may be required by UNFPA leadership.
Duration and working schedule:	<p>Expected to work for the period of 08 months - May 2023 – December 2023</p> <p>Full Time with a total of 8 hours per day commencing from 08h00 – 17h00 for 5 working days</p>
Place where services are to be delivered:	UNFPA, Namibia Office, with frequent travel to project regions and sites
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)	May 2023 – December 2023
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Project Coordinator is expected to provide monthly progress reports to the supervisor in a periodic format to be provided
Supervisory arrangements:	-The Project Coordinator will be under the direct supervision of the Gender Specialist with oversight support of the Assistant Representative and overall supervision of the UNFPA Representative, Namibia CO

-She/he is expected to work closely with the other programme and operation teams in UNFPA Namibia Country Office, other project staff, partners and stakeholders

Required qualifications, expertise, and competencies

The incumbent must meet the following minimum criteria:

Education: Master’s degree in gender, social work, sociology, psychology, nursing, health, population, demography, development, law and/or other related social science field.

Knowledge and Experience:

- At least 5 years of increasingly responsible relevant professional experience, including experience on design, implementation, monitoring and management of Gender, GBV, SRHR and Youth development programmes.
- Demonstrate knowledge of Gender Equality and GBV Guiding Principles, survivor-centred approach, research and good practices on prevention and response to GBV
- Demonstrate experience in leading capacity building initiatives in Gender, GBV, SRHR and Youth Development Experience in programme/ project management
- Excellent communication skills and experience with management of staff
- An understanding of the UN system in general, and especially UNFPA mandate will be an added advantage
- Demonstrated ability to coordinate and work in a team
- Commitment to UNFPA Values and Guiding Principles.

Languages:

Fluency in English (oral and written).

Required Competencies

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Functional Competencies:

- Providing coordination support
- Managing data
- Managing documents and partners
- Managing information and workflow
- Planning, organising and multitasking

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

Signature of Requesting Officer in Hiring Office:

Date:

