

Level: Consultant

Contract Type: Consultancy

Closing date: 20 December 2019 - 5:00pm (Fiji Time)

Duty station: Port Vila, Vanuatu

Duration of contract: 60 days (January 2020)

Job Title: Programme Specialist, Spotlight Initiative

The Consultant reports directly to the Gender Technical Advisor and working in close collaboration with the SRH Specialist.

UNFPA expands the possibilities for women and young people to lead healthy and productive lives. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV and AIDS, and every girl and woman is treated with dignity and respect. Advancing gender equality and promoting the empowerment of women is a key programme priority of UNFPA defined in the UNFPA Strategic Plan.

The Vanuatu country programme of the Spotlight Initiative will focus on eliminating intimate partner violence. Through a comprehensive approach, the Spotlight Initiative will focus its work on eliminating intimate partner violence through six key pillars: I) developing and implementing relevant legislation and policies, II) strengthening national and sub-national institutions, III) preventing violence through evidence-based programmes and campaigns, IV) ensuring the collection and use of prevalence and incidence data, V) establishing essential services for victims and survivors, and VI) partnering directly with women's movements and civil society.

The consultant will hold the lead responsibility for setting up and managing on going programme activities, research & networking, communications and monitoring and evaluation for the Spotlight programme in Vanuatu, including support for UNFPA in its lead technical role but also for other Recipient UN Organisations (RUNOs) namely UNDP, IOM and UNICEF.

S/he will be part of the UNFPA Vanuatu Programme team, which provides integrated programme and technical support within a systems strengthening approach fundamental to implementation of UNFPA's overall strategy in Vanuatu and the Pacific. Reporting to Gender Technical Advisor based in the Pacific Sub Regional Office in Fiji, the Programme Specialist will work with members of the Spotlight Initiative RUNOs as well as UN Women as an Associated Agency, UN Resident Coordinators Office as well as the National Steering Committee and Civil Society Reference Group, and Spotlight Initiative implementing partners.

Scope of Work

A. Programme Management and Technical Coherence

- Coordinate the development of partnership agreements, work plan development and implementation of pillar 3, 4 and 5 under UNFPA leadership

- Support and guide technical coherence and quality of programming across all Spotlight Initiative RUNOs including UNDP, UNICEF and IOM in accordance with the Vanuatu Country Programme Document;
- Gather inputs and contribute to the preparation of work-plans, periodic narrative progress reports and expenditures status reports for the Resident Coordinators Office (Fiji), Spotlight Secretariat and UNFPA;
- Establish systems for project planning, implementation and monitoring, in collaboration with joint programme partners;
- Monitor the allocation and disbursement of funds to participating partners;
- Support technical development of UNFPA staff;
- Record and maintain documents on Joint Programme activities, issues, and risks.

B. Coordination

- Work collectively with UN RUNOs to support Spotlight Initiative technical coherence and linkages with the UNWomen Pacific Partnership to End Violence Against Women and provide inputs to the development of partnerships and resource mobilization strategies.
- Technically support the Spotlight Civil Society Reference Group (technical and secretariat support)
- Convene and support the National Steering Committee meetings and ensure a high level of technical and secretariat support.
- Coordinate development and preparation of financial resources of the programme including budgeting and budget revisions, and expenditure tracking and reporting;
- Technically contribute to the Spotlight Steering Committee meetings

C. Advocate and facilitate knowledge building and management and communication

- Document the programme implementation process and products for UNFPA and other RUNOs where required;
- Contribute to the exchange of information and provide inputs to the development of knowledge products internally and externally of the joint programme;
- Ensure compliance with Spotlight Initiative communications guidelines and ensure that all Spotlight Initiative programming and activities are appropriated managed, branded and communicated
- Support development of communications materials which support the achievements of the Spotlight Initiative
- Support a platform for the sharing of knowledge and communications to ensure the highest level of coordination and standardised best practices
- Coordinate the organization of major advocacy campaigns, events, trainings, workshops and knowledge products working closely in partnership with other RUNOs.

D. Monitoring and Evaluation

- Gather and compile all information necessary for monitoring and reporting on the joint programme from the planning to the evaluation stages;
- Monitor the implementation of activities and the expenditure of funds; conduct regular monitoring visits, as required;
- Draft and provide inputs to annual and quarterly reports; coordinate the submission of implementing partner financial and narrative reports;
- Carry out monitoring missions to sites of field implementation periodically
- Support and deliver the mid-term evaluation of the Spotlight Initiative across all programme areas

- Provide inputs from joint programme activities and results to UNFPA Pacific Sub Regional Office and Resident Coordinator's Office (Fiji) reporting.

E. Administrative and Miscellaneous Duties (as appropriate subjected to have fully established office):

- Ensure full awareness and adherence to all organizational policies (travel, vehicle, procurement, human resources, etc.).
- Liaise with the International Operations Manager, Gender Technical Adviser and relevant technical units in the UNFPA PSRO to strengthen UNFPA support to country based office and staff.
- Ensure organizational equipment and assets are maintained and used in accordance with UNFPA policies and business practice.

Deliverables

1. Ensure National Steering Committee and the CSO Technical Reference group are established and there is an understanding of the roles and responsibilities of these governance structures supporting the Spotlight Initiative.
2. With the support of the programme associate and overall supervision of the PSRO Gender Technical Advisor, develop and finalise work plans with UNFPA implementing partners in accordance with the Spotlight Initiative
3. Ensure UNICEF, UNDP and IOM have established programmes and activities which are technically coherent across the Spotlight Initiative
4. Develop communications strategies, M&E guidance and systems and Governance structures to support strong and coherent implementation of the Spotlight Initiative both across Government and CSOs as well as within the RUNOs and Associated UN Agencies.
5. Provide technical guidance and assistance to the UNFPA and RUNO partners in the implementation of activities.
6. Development of partnerships across the donor, CSO, Government and UN agencies including participation in relevant coordination bodies, including the ERAW Task Force, RMNCAH Committee and the Gender and Protection Working Group
7. Final report to enable ongoing programme management at the end of the consultancy period.

Expected Travel

Port Vila, Vanuatu

Requirements and Qualification

Education:

Advanced university degree in social work or other social sciences, public/community health, gender, legal advice as it relates to gender and GBV, and development or related field;

Knowledge and Experience:

- At least 5 years of increasingly responsible relevant professional experience, including experience in Health system responses for GBV, GBViE programme implementation including review and facilitation of GBViE training with a focus on preparedness efforts.
- Knowledge of gender issues in development, particularly GBV, including relevant international human rights standards;
- Knowledge of reproductive health, HIV and protection issues in humanitarian and post-conflict recovery settings;
- Prior training in gender and GBV issues and their application in humanitarian, conflict, recovery and development settings;
- Knowledge or awareness of the barriers for women and girls to access justice as survivors of violence.
- Knowledge or capacity to acquire knowledge of health issues, and particularly sexual and reproductive health needs of women and girls to ensure support relevant and comprehensive policy development.
- Experience in utilizing the following international tools: GBV Standard Operating Procedures; GBV Information Management System; IASC GBV Guidelines; IASC Gender Handbook; GBV Coordination Handbook; WHO Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies;

Core Competencies

i) Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN system, embracing cultural diversity, Embracing change

ii) 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

iii) Required Skillset:

- Strong written and oral communication skills, particularly in relation to facilitation and advocacy;
- Analytical skills to support implementation of the GBV programme.
- Strong strategic thinking in order to support strengthening key relationships
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Internal and external communication and advocacy for results mobilization
- Strategically positioning UNFPA Programme

Languages:

- Fluency in oral and written English is essential.

Other Desirable Skills:

- Prior experience in Pacific
- Prior experience in the implementation of GBV programs
- Prior facilitation of consultations, coordination meetings and stakeholder meetings GBV with Government and civil society.

Inputs:

- Office space
- Laptop
- Travel costs within the Pacific to support the project implementation

How to Apply:

- Register your profile in the UNFPA Consultant Roster via <https://www.unfpa.org/unfpa-consultant-roster> and
- Submit cover letter/proposal stating how you meet the above criteria, CV and your consultancy daily fee by email to vacanciespsro@unfpa.org by 20 December 2019 with title: "Consultant- Programme Specialist, Spotlight Initiative".