



Vacancy Notice No. IC/2020- 010

Terms of Reference

Assignment Title:	National GBV Program Officer Consultant
Duration:	4 Months
Duty Station:	Sittwe with possible travel to Mrauk U, Myebon and Kyawktaw
Closing Date for Application:	21 October 2020 (5 pm Yangon Time)
Starting date of Assignment:	November 2020 (as soon as possible)

1. PURPOSE OF CONSULTANCY

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 UNFPA Strategic Plan (2018-2021).

UNFPA has launched the second phase of the “Women and Girls First” Programme (2019-2022), which is a large multi-year, multi-donor initiative, including EU, that provides knowledge and technical leadership in partnership with civil society organizations and a wide range of national stakeholders to advance: gender equality, improving sexual and reproductive health and rights (SRHR) services, responding to and preventing gender based violence (GBV) and integrating Mental Health and Psychosocial Support (MHPSS).

The consultant will provide technical, operational and coordination support to UNFPA GBV programme and GBV sub-sector in Central Rakhine. You will facilitate capacity building of various stakeholders in GBV prevention, mitigation and response, contribute to strengthening and expansion of partnerships and coordination mechanism in Central Rakhine, and support integration of GBV programming with other UNFPA mandate areas, such as, Sexual and Reproductive Health and Rights, MHPSS, and youth. The consultant will also support the delivery of remote GBV services in the context of COVID 19.



2. SUPERVISION AND WORKING ARRANGEMENT

The Consultant will work under the direct supervision of Gender Base Violence Programme Specialist in Sittwe.

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

The consultant would be responsible for:

A. Technical Support and Capacity Building

- Analyze and interpret the political, social and economic environment relevant to gender equality and women empowerment and identify opportunities for UNFPA assistance and intervention.
- Keep abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepare briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Contribute in the development/strengthening of GBV humanitarian/recovery coordination mechanisms in place at state level, including those related to COVID-19 response.
- Use and systematically apply standard guidelines and protocols such as IASC Guidelines for Integrating GBV Interventions in Humanitarian Settings, RH/GBV in humanitarian settings, and related instruments during assessment, planning and implementation of GBV programming.
- Disseminate and orient Government, UNFPA and implementing partners to use, adapt and apply standard guidelines and protocols in their respective programming.
- Support existing assessments on the GBV situation in that setting and/or engage the displaced, returnee and host populations in conducting relevant participatory analyses, rapid needs assessments, etc. of GBV, including during COVID-19 pandemic and beyond.
- Use this information to develop/update GBV action plans and help to bring innovations to programming in collaboration with various sectors/clusters and the network of partners within the Women and Girls First initiative.
- Support developing proposals and engage in resource mobilization efforts to support joint programming and strengthen coherence in programme delivery.
- Coordinate and facilitate relevant training sessions for intra-sectoral and multi-sectoral prevention and response actors for a stronger integrated rights-based approach as well as for better GBV mitigation and response during COVID-19 period.
- Provide technical support to the development of relevant advocacy and policy documents to address GBV and broader gender issues at the district level.
- Prepare periodic progress and annual reports (including financial reports and reports on distribution and use of assets, equipment and supplies) using UNFPA's Result Based Management approach, substantive analysis of related issues and way forward.



- Provide technical support as needed to implementing partners and to the Department of Social Welfare to undertake case management, referral, and psychosocial interventions for GBV survivors and contribute to strengthening local capacity to strengthen national mechanisms for human rights violations as these relate to women and girls and gender based violence.
- Oversee and provide these services and directly to survivors in identified cases which cannot be addressed by partners or state agencies, as the last resort of service provider.
- Support partners to integrate GBV and MHPSS into SRHR service delivery.

B. Partnerships and Coordination

- In coordination with Programme Specialist (GBV), support inter-agency GBV working groups (coordination groups) at state and lower levels.
- Liaise with GBV staff and gender advisers in other agencies and organizations (including governments, national and international NGOs and women's groups) for coherent GBV programme intervention.
- Implement agreed-upon GBV standard operating procedures, related policies and practices.
- Coordinate with GBV and protection actors to conduct emergency assessments, analyze results, and plan emergency response.
- Provide GBV and gender expertise to multi-sectoral assessments to ensure safe and ethical data collection, sharing, and risk reduction.

C. Monitoring and Evaluation

- Monitor implementation of Implementing Partners' work plans, identify opportunities to strengthen programme interventions, analyze factors affecting the achievement of results, recommend corrective actions and follows up on recommendations.
- In collaboration with the GBV working groups, review GBV incident forms and other relevant forms as needed for the setting.
- Train partner organizations and other sectors in following GBV guiding principles, referral pathways, psychosocial interventions, as well as sector-specific tools for GBV assessment, reporting, case management, and monitoring.
- Collect, compile, and analyze GBVIMS data to identify trends, patterns, and service gaps and prepare reports as specified under Information Sharing Protocols.
- Develop monthly reports that capture relevant information and that support the analysis and evaluation of program progress and outcomes.
- Collect and compile programme activity information, evaluating progress toward achievement of programme outcomes.
- Regularly and closely follow up with partners in the field and liaise with their Yangon counterparts in all aspects of planning, programming, implementation and review.



D. Programme Management

- Maintain awareness of budget and expenditures in order to manage programme within budget.
- Write monthly work plans, monthly reports, and other reports as needed or requested.
- Assist in writing program proposals and reports.
- Arrange for comprehensive and progressive gender-awareness training workshops with all staff of this organization.
- Build and maintain strong networks and buy-in for accelerated GBV response from government, non-government and development and humanitarian actors.
- Perform other duties as assigned by the supervisor.

4. DURATION AND WORKING SCHEDULE

4 months period (Nov 2020 to Feb 2021)

The consultant will be based in Sittwe. She/he is expected to travel to other locations/townships like Sittwe camps, Mrauk U, Myebon and KyawkTaw for program monitoring, assessments, training among other purposes.

5. MONITORING AND PROGRESS CONTROL

Under the overall guidance of GBV program Specialist based in Yangon, with direct supervision from the GBV Specialist in Sittwe, the consultant provides technical, and coordination support to UNFPA's integrated GBV/SRHR programme in central Rakhine State.

The consultant is required to prepare monthly work plan for his/her supervisor's prior approval and also have to submit a monthly progress report by the first week of the month after completion of one month of consultancy service.

The consultant will be in frequent communication with his/her supervisor and will submit monthly progress reports, as indicated above.

6. QUALIFICATIONS AND EXPERIENCE

Education:

- Advanced university degree in medical science, gender, public health or social sciences is highly desirable.
- Bachelor's degree in social work, development studies, medical studies, public health, humanitarian studies, or other social science and development related field is required.



Knowledge and Experience

- For those with advanced university degree, minimum two years of increasingly responsible relevant professional experience is required
- For those with Bachelor's degree, minimum four years of increasingly responsible relevant professional experience is required
- Strong commitment to the mandate of the UN and UNFPA in Myanmar
- Field experience addressing/integrating gender, and/or reproductive health issues in emergency and post conflict contexts
- Knowledge of and experience in addressing gender equality and women empowerment and protection issues in humanitarian and post-conflict recovery settings
- Excellent computer literacy (windows environment, MS office applications including Word, Excel and Power-point and Internet skills)

Languages

- Fluency in oral and written English and Myanmar is essential with ability to write clearly and concisely and to compose correspondence and documents in both languages.
- Knowledge of local languages in Rakhine State is an asset.

Other Required Skills

- Experience in application of conflict sensitivity and “do no harm” approaches in programming.

HOW TO APPLY

Applicants with the required qualifications and experience should submit the application, which includes following documents:

- a written letter of application (please indicate the vacancy number and consultancy title that your application letter).
- a curriculum vitae (CV),
- UN P11 form completed and signed by the applicant (<http://myanmar.unfpa.org/en/vacancies/un-p11-personalhistory-form>), education certificates and the names and contact information of three references.

Applications should be addressed to:

Email: hr.myanmar@unfpa.org

Attention: International Operations Manager,
Room A07, UNFPA, No.6, Natmauk Road, Yangon



Note:

UNFPA reserves the right to offer comparable positions to those qualified candidates that may not have been selected for the position which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate's educational backgrounds and work experience. Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews.

- (i) This vacancy is open to applicants of either sex.**
- (ii) UNFPA provides equal opportunities to all citizens in Myanmar. The conditions governing employment are defined in the Staff Regulations and Staff Rules of UNFPA.**
- (iii) There is no application, processing or other fee at any stage of the application process.**
- (iv) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**
- (v) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**