



Vacancy Notice No. IC/2022- 003
Terms of Reference

Assignment Title:	National Cash and Voucher Assistance Coordinator
Number of Posts:	One Assignment
Duration:	7 months with full time basis
Duty Station:	Based in Yangon (Potential travel to programme implementation sites across Myanmar)
Closing Date for Application:	17 May 2022 (5 pm Yangon Time)
Starting date of Assignment:	As soon as possible

1. PURPOSE OF CONSULTANCY

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. UNFPA's new strategic plan (2022-2025) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

Since 2016 as part of the Grand Bargain, UNFPA joined donors, other UN agencies and NGOs in its commitment to scaling up high quality, well-coordinated Cash and Voucher Assistance (CVA) that maximizes results for women, girls, and youth during crises, leaving no one behind. UNFPA issued corporate commitments and guidelines on CVA in 2021 and started to scale-up the integration of CVA across its different programmes. UNFPA is also uniquely positioned as both an operational UN agency, working closely with local and national partners, and as the coordination lead of the Gender-Based Violence Area of Responsibility (GBV AoR) and national GBV coordination groups to promote quality CVA.

In Myanmar, UNFPA has been including cash in its GBV and SRHR programming in the conflict-affected states for years. Following the military coup in 2021, UNFPA Myanmar has expanded the use of cash assistance due to the challenging operational context and the dramatic impact of the compounded public health and political crisis on the most vulnerable, including key population groups like sex workers. Leveraging its lead role of the GBV sub-cluster, UNFPA Myanmar has also been active on GBV risk mitigation in cash and vouchers programming through collaboration with the national cash working group and the biggest cash actors.

Under the overall supervision of the UNFPA Humanitarian Response Specialist, the incumbent supports the design, implementation, coordination, monitoring and evaluation of the UNFPA Cash and Voucher Assistance (CVA) programmes. The incumbent ensures that cash and vouchers are implemented according to standards and best practices. S/he supports the implementing partners in the implementation of CVA. The national CVA Coordinator supports the assessment of the opportunities and challenges for the CO on CVA according to contextual and programmatic changes, monitors the impact of programmes and documents best practices and successful outcomes. The incumbent will also represent UNFPA in the cash coordination platforms in country.

2. SUPERVISION AND WORKING ARRANGEMENT

The Consultant will report to the Humanitarian Response Specialist. The consultant will be based in Yangon, Myanmar and is expected to report to and work from the Country Office based on the reporting policy which may vary due to COVID-19 or other safety/security considerations

3. SCOPE OF WORK AND EXPECTED DELIVERABLES

Strategies, Policies and capacity-building

- Support the development and strengthening of UNFPA Myanmar CVA approaches, operational arrangements and procedures in country.
- Support and collaborate with technical colleagues to mainstream and increase the use of CVA in GBV in Emergencies, SRH in
- Emergencies, and access to dignity items, and other, in their relevant humanitarian-development programming and strategies.
- Provide ongoing CVA capacity building and coaching to technical specialists (GBV, SRH, Humanitarian, Operations/Finance, etc.).
- Identify opportunities and develop recommendations for a more systematic mainstreaming of CVA across UNFPA's programmatic interventions in the country.
- Assess the impact of UNFPA Myanmar CVA programmes, their technical strengths and weaknesses and generate data for evidence-based decisions.
- Support the Country Office with CVA-related donor reporting requirements, contribute to knowledge management products, program development and resource mobilization.
- Performing any other tasks and duties assigned by UNFPA.

Technical Support and Implementation

- Lead on the analysis and feasibility of using CVA, design, implementation, monitoring and evaluation of the CVA within programmes, as per context-specificities.
- Collate and review information on financial infrastructure and available delivery mechanisms and advise on related opportunities and constraints.
- Develop an action plan and timetable for all UNFPA Myanmar programmes using CVA.
- Coordinate and facilitate planning and budgeting for implementing partners work plan development.
- Provide CVA technical assistance and advice to implementing partners.
- Support the establishment of standardized data management, data sharing and data protection arrangements. And support on communication plans with beneficiaries.
- Together with the other technical colleagues involved, ensure adequate and timely follow up with implementing partners on activities implemented at the field level.
- Support the office's monitoring process for CVA, with collection, use and monitoring of baselines, standards and indicators to measure and analyze performance.
- Draft, review and provide technical feedback for CVA related reports and proposals.
- Lead on CO compliance with UNFPA CVA guidelines (risks analysis, data protection, CVA checklist, etc).
- Support with the documentation, application and dissemination of best practices and lessons learned.

Coordination

- Coordinate inter-agency activities on CVA, including representing UNFPA at the Cash Working Group meetings and help create linkages with sector/cluster plans and programmes, where applicable.
- Coordinate the work on GBV risk mitigation in cash programming more specifically through the lead of the GBV Sub-Cluster and in collaboration with the national Cash Working Group.

4. DURATION AND WORKING SCHEDULE

The consultant will be engaged full time for 7 months, starting from June 2022.

5. MONITORING AND PROGRESS CONTROL

The consultant will work under the direct supervision of the Humanitarian Response Specialist and also receive support from the regional CVA Specialist. The consultant will prepare monthly work plan to be approved by his/her supervisor and submit a monthly progress report by first week of each month for the previous month.

6. QUALIFICATIONS AND EXPERIENCE

Education

- **Advanced university degree** in sciences, business administration or any related field is highly desirable.
- **Bachelor's degree** social sciences, business administration or any related field is required

Knowledge and Experience

- Minimum four years' program/project management and/or coordination in humanitarian, early recovery or development settings with bachelors or two years' with Masters degree.
- Minimum of 2 years' experience implementing cash and voucher programmes with Bachelors or Masters.
- Solid knowledge of CVA concepts and approaches.
- Proven programmatic and implementation ability with strong conceptual and analytical skills for planning, monitoring, impact assessment & learning.
- Demonstrated experience in interagency coordination.
- Understanding gender and protection considerations in CVA is essential.
- Knowledge and experience with Gender equality/GBV programme or/and Sexual and Reproductive Health is an asset.
- Demonstrated experience in capacity-building and training is an asset.
- Fluency in oral and written English is essential.

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.



7. PAYMENT SCHEDULE

- Payment Schedule: Monthly basis at the end of each month upon submission of Certification of payment (COP), monthly report and a tracking sheet.
- Terms and conditions will be in accordance with UN individual consultant (ICs) procedures.

HOW TO APPLY

Applicants with the required qualifications and experience should submit the application by completing the google form in below link.

https://docs.google.com/forms/d/e/1FAIpQLSeZP-EGblhNHpnaimx1LyZQinfOe4in8Log-oCmwPrs5Lw1uQ/viewform?usp=sf_link

Note:

UNFPA reserves the right to offer comparable assignment to those qualified candidates that may not have been selected for this consultancy assignment 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) There is no application, processing or other fee at any stage of the application process.

(iii) 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.

(iv) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.