



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Post Number: 124165

Job Title: Gender Programme Specialist (Joint Programme Coordinator)

Post # of Supervisor: 4346

Supervisor Title/ Level: UNICEF Deputy Representative P5; and Head of UN Resident Coordinator Office P5,
Reason for Classification: UN-Joint position

Organizational Unit: Programme

Post Location: Kathmandu, Nepal

Job Level: NOC

Job Profile No.:

CCOG Code: 1L05

Functional Code: PMA

Job Classification Level: (For non GJP)

II. Organizational Context and Purpose for the job

Strategic context

SDG goal Area 5 on Gender equality is a key cross-cutting priority for the work of the United Nations globally, including in Nepal. To move the gender transformation agenda forward in Nepal, the UN in Nepal is partnering with the European Union in Nepal on an innovative Joint Programme on Gender Empowerment. The four-year UN-EU Joint Programme (JP) titled Empowered Women, Prosperous Nepal (Shashakta Mahila, Sambridhha Nepal) will be co-convened by the United Nations and the European Union and implemented by four UN agencies (UNICEF, UNFPA, UN Women, and ILO) in close coordination with the Government of Nepal, with UNICEF serving as the Lead Participating UN Organization (PUNO) for this Joint Programme. The joint programme will run from 2023 to 2026, in three provinces: Madhesh, Karnali, and Sudurpaschim.

The JP aims to address the formal and informal barriers that women and girls face in exercising their human rights. It strives to ensure that target groups are identified not only as action targets, but also as key contributors and empowered change agents. Women and girls, men and boys, people who are non-gender conforming, households, community actors / networks, formal institutions, relevant social, economic, and political actors in project intervention areas will be among the target groups. The programme has three goals:

- a) Engage men and boys, families, and communities to exhibit more gender-equitable behaviors, as well as support for good social and gender norms that promote Gender Equality and Women's Empowerment (GEWE), leading to increased agency and voice of women and girls.
- b) Assure equal access to economic, labor, and social rights for women, men, girls, and boys in all their diversity.

- c) Assist institutions in achieving gender equality in all spheres, in line with regional and global normative frameworks.

Purpose for the job

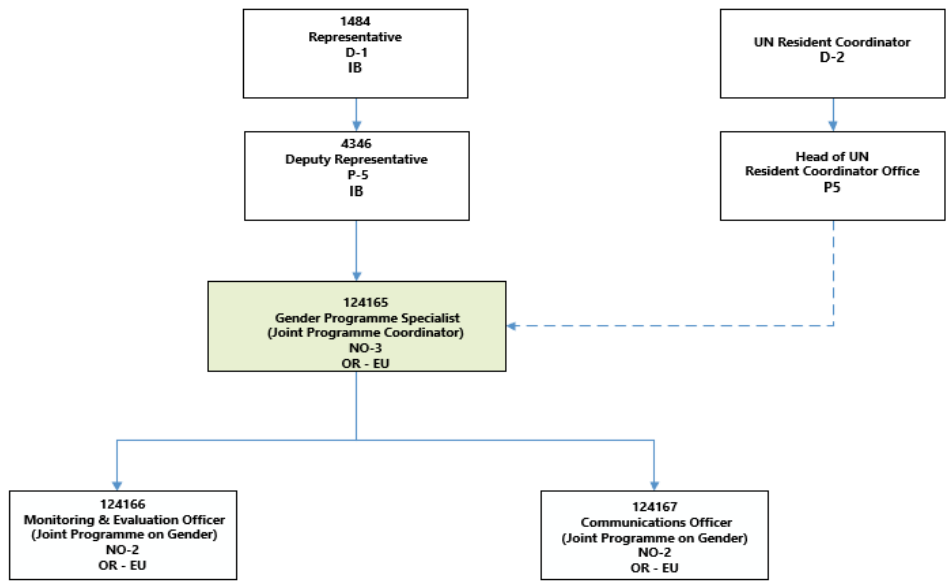
On behalf of the UN Resident Coordinator and UNICEF as the Lead PUNO for the Joint Programme and in close collaboration with the participating UN agencies, the post will coordinate the Joint Programme among participating UN agencies. The position will further be heading the Joint Programme Coordination Unit (JPCU) established under the UN Resident Coordinator’s office to coordinate the Joint Program.

The position will be housed in the Office of the United Nations Resident Coordinator, with dual reporting lines to the Head of the UN Resident Coordinator’s Office, P5 and the UNICEF Deputy Representative Programme, P5. In addition, the incumbent will supervise two other positions, Monitoring and Evaluation officer NO2 and Communications Officer NO2.

The Gender programme coordinator will provide authoritative leadership and technical guidance and operational support to all PUNOs throughout all stages of programming to facilitate the effective programme implementation and day to day management and delivery of results. S/he also plays a key role in ensuring maximization of synergies of the Joint programme with other ongoing or upcoming programmes, as well as efficiency in utilization of resources and delivery of results. S/He will Support effective review, assessment, planning, capacity building, and knowledge management on the programme. The incumbent will also ensure up to date financial planning and utilization as well as periodic report writing. The JPCU will also provide secretariat services for the programme steering committee and in liaising with the relevant government ministries.

ORGANIZATION CHART

Joint EU-UN Gender Programme Coordination Unit (UNRCO back-office arrangement), Kathmandu



III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

- 1. Coordinate with all PUNOs, RCO and the EU for an effective programme implementation, decision making and follow up the programme for a smooth commencement.**
- 2. Lead programme implementation, management, monitoring and delivery of results**
- 3. Ensure timely communication and reporting to the Steering Committee and Technical Committee and the European Union Delegation in Nepal as required in the Contribution Agreement.**
- 4. Advocacy, networking and partnership building**

1. Coordinate programme roll out

- Organize regular meetings with UN Implementing Agencies EU and RC office according to the established schedule. This will include timely distribution of minutes and action point follow-up, and update of the progress /reporting
- Facilitate coordination for effective functioning of programme governance structures in close collaboration with PUNOs
- Coordination and organization of Joint Field Missions in programme provinces, as well as consultation with government counterparts and stakeholders.
- Prepare/review joint work plans, annual work plans, and budgets based on programme activities reviewed during the inception phase in collaboration with PUNOs. The detailed programme work-plans should include all programme activities as well as the roles and responsibilities of the stakeholders, as well as the programme document's corresponding milestones.
- In collaboration with PUNOs, facilitate programme result framework review meetings to reflect baseline findings and incorporate any changes from the inception phase and intermittent review/assessments during the programme implementation.
- Based on the inputs/findings from the inception phase, review and update the communication and visibility plan in collaboration with the implementing agencies.

2. Lead programme implementation, management, monitoring and delivery of results

- Manage and monitor programme progress, identified risks, and further analysis of programme risks and context to inform programme activities and propose necessary changes and improvements.
- Ensure that gender equality is articulated in programme indicators in collaboration with the Monitoring and Evaluation officer.
- Ensuring that programme activities adhere to existing financial, procurement, and administrative processes that are in accordance with current UNICEF rules and regulations, while also adhering to programme timelines, and other requirements of the Contribution Agreement signed with the EU.
- Provide technical and coordination assistance to technical committee co-chairs in organizing technical committee meetings and follow up coordination and actions.

- Organize and participate in Steering Committee and Technical committee meetings, prepare meeting minutes, follow up of the meeting decisions and their implementation and distribute to SC members by providing technical and coordination support to the Co-chairs of the Steering Committee and Technical committee Secretariats
- Work with PUNOs and Monitoring and evaluation officer to incorporate sound indicators and measures in programme initiatives, including advocacy efforts.
- Support the strengthening of data systems and collection, as well as accountability mechanisms to monitor and evaluate progress on programme results
- Collaborate closely with the evaluation officer to integrate data collection, tracking, analysis, and reporting on program indicators into program results and performance benchmarks into M&E systems.
- Participate in the strengthening of the quality of research and evidence building on gender related programming, by supporting the bringing in of the latest learning and insights from the field of gender and development, and supporting the input of a coherent, well-prioritized research agenda
- Provide technical support and guidance to PUNOs and other country-level and local-level partners on aspects of gender programming and Support implementing/operational partners to ensure an effective, gender-inclusive programming.
- work with the Finance officer to ensure that budgets are disbursed on time and that funds are used in accordance the contribution agreement signed with the EU and additional elaborations/guidelines communicated thereupon and relevant records are maintained justifying the transparency of the funds. Compile periodic financial reports in accordance with the programme agreement.

3. Advocacy, networking and partnership building

- Maintaining collaborative working relationships with key programme partners and donors via effective communication, consultation, and reporting
- Links were established with other relevant programmes/initiatives, and synergy and complementarity were ensured.
- Liaise and consult with other external partners (civil society, NGOs, academia/research organizations, think tanks, private sector) to support convergence, and develop and reinforce partnerships in gender empowerment programming.
- Support building and maintenance of internal and external partnerships and networks in the development of harmonized, gender-transformative programme interventions.
- Support building and maintenance of strategic alliances for gender transformation with various partners, including institutional links with UN agencies and other relevant entities.
- Represent the programme, as necessary, in external discussions about gender transformation, relevant coordination bodies at the inter-agency level (gender theme group or other networks), participate as the secretary of programme steering committee and technical committee meetings. Support the integration of gender transformation principles into sectoral and cross-sectoral frameworks, such as UN Country Team meetings and UNSDCF planning sessions.
- Support the documentation and sharing of country-level gender transformation experiences, including lessons learned, which will be shared with internal and external partners and used for South-South cooperation.

- Assist PUNOs in developing technical and research capacity in order to build an evidence base for programming and ensure continuous capacity in gender transformation at the country level.

IV. Impact of Results

The Empowered Women Prosperous Nepal programme on gender empowerment is effectively and efficiently supported and implemented in alignment with the programme workplan through the timely and systematic provision of coordination, management and technical expertise on gender transformation.

Programmatic financial resources allocated to PUNOs in a timely manner and results are effectively planned and managed for cost-efficient utilization, and the progress on programme expenditures are timely monitored and reported.

To support programs in increasing gender transformation, knowledge, information, and best practices around gender transformative programming are created, managed, and shared with external partners as well as internal networks.

Coordination meetings are convened periodically, and programme updates shared in relevant forums.

CHILD SAFEGUARDING

Child safeguarding involves proactive measures to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work, UNICEF personnel or UNICEF associates. The risks may include those associated with physical violence (including corporal punishment); sexual violence, exploitation or abuse; emotional and verbal abuse; economic exploitation; failure to provide for physical or psychological safety; neglect of physical, emotional or psychological needs; harmful cultural practices; and privacy violations.

Certain UNICEF positions present elevated child safeguarding risks (“elevated risk roles”) and candidates and/or incumbents may be subject to more rigorous vetting and training. Roles may be elevated risk roles because of significant unsupervised direct contact with children, their data, having a role in responding to safeguarding incidents, or being otherwise assessed as presenting an elevated risk. This position has been identified as not being an elevated risk role.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)
- Coordinates with diverse actors including all PUNOs, the EU and relevant government ministries and agencies at the federal, provincial and local level

iii) Technical knowledge

- Experience in programme management, programme/programme coordination and monitoring and/or provision of advisory services and doing policy advocacy and negotiations or similar. Familiarity and work experience in managing EU funded programmes also an asset.
- Good knowledge of the policies and institutional frameworks relevant to the gender and social inclusion, social and economic empowerment.
- Demonstrable professional experience in the field of gender equality and empowerment of women and girls is an asset.
- Good knowledge of the structure, practices and rules and procedures governing municipal, provincial and federal work
- Demonstrated experience in coordination, with implementing agencies, Programme governing committees, government, municipal authorities, academic institutions, NGOs and the private sector.
- Excellent communications, report writing and analytical skills.
- Proven ability to connect sectoral issues and programmatic approaches on gender, experience with substantive knowledge and experience in gender mainstreaming.
- Proven rigor in analytical, conceptual and programme /programme design skills relevant to gender transformation with an understanding of theories of change and path from intervention to results.
- Demonstrated experience in supporting or conducting rigorous research and analysis on gender, including quantitative research methodologies, and monitoring and evaluation.
- Wide knowledge and understanding of country gender equality issues, specifically relating to children and women, and the current trends, methods and approaches.
- Ability to contextualize and be able to translate the approaches into practicable programme design in complex environments where gender issues are often sensitive to raise within certain national contexts
- Excellent written and oral communication skills, including an ability to write succinctly and clearly and speak in public forums compellingly and with confidence.
- High level of initiative and independence in ability to undertake complex tasks while proactively seeking relevant input, cooperation, and guidance from key constituents.
- Experience and demonstrated ability to motivate others and create and encourage a climate of teamwork and collaboration across sectors and in a multi-cultural environment.

- Ability to make effective use of political processes to influence and persuade others inside and outside UNICEF and negotiate a desired direction and/or outcome
- Ability to think outside the box, generate new ideas, approaches, or insights and develop innovative ways to undertake programmes and initiatives, shape solutions to problems.
- Strategic thinker who can pull disparate ideas into a cohesive vision, strategy, plan that is positive and compelling for other to join, collaborate, and implement.
- Proven ability to build rapport with individuals and groups and maintain an effective network of individuals across organizational departments as well externally

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> ● Advanced university degree (Masters or higher) in the social sciences (i.e. sociology, demography, psychology, political science, social policy or economics), public health, public policy, public administration, international development, or in an area relevant to UNICEF’s sectoral work (e.g. Health, Nutrition, WASH, Education, Child Protection, Social Inclusion, HIV/AIDs, etc.). ● Academic credentials in gender are a strong asset.
Experience:	<ul style="list-style-type: none"> ● Minimum five years of progressively responsible professional leadership experience and demonstrated track record of having undertaken and led substantive programming and research on gender and development. ● Experience in designing, implementing, managing, and delivering results-based programmes/programmes on gender and development or any other cross cutting programme, especially at country/field level, experience is an asset.
Language Requirements:	Excellent written and oral communication and presentation skills are required in both in English and Nepali