**TERMS OF REFERENCE- Temporary Appointment**

**Summary**

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| **Post Title** |  **Programme coordinator** |
| **Proposed level** |  P3 |
| **Location** |  Damazine, Sudan |
| **Duration** | 364 days |
| **Supervisor**  | Chief of Field Office - Damazine |
| **WBS & Grant** |  |

**Background**

Sudan has experienced decades of deeply entrenched social inequalities, environmental vulnerability, armed conflict and violence, and poor governance. All this has resulted in protracted displacement, resource degradation and competition over access to natural resources, disruption of basic infrastructure and social services, food insecurity, weakened social fabric and loss of livelihoods. The failing economy, political tensions and continuing popular protests for justice and judicial reforms, and inflationary tendencies are all manifestations of Sudan’s ongoing fragility, leaving more vulnerable children, families, and communities further behind. These challenges have been compounded by the COVID-19 pandemic.

Blue Nile, White Nile and Sennar States are characterized by high child deprivations, extreme vulnerability to environmental hazards, poor access to basic services and large displaced and refugee populations. White Nile is host to most South Sudanese refugees in Sudan (around 162,500 people). Around twenty per cent of the refugees live in nine camps in Al Salam and Al Jabalain localities where UNHCR is leading the provision of essential lifesaving operations. Around 80 per cent of the refugees are living out-of-camps in host communities, and UNICEF together with government counterparts is responsible for the delivery of basic social and protective services to refugees and host communities alike.

Climate change is exacerbating issues across all three states. For example,White Nile has been severely affected by climate change and is considered to be among the most rapidly warming locations in Sudan, with air temperatures increasing by one degree Celsius every year since the 1970s. In addition to a thirty-year trend of declining rainfall, there is evidence that rainfall is becoming more erratic. Flooding is a regular occurrence. During 2020 and 2021, Blue Nile and White Nile states witnessed heavy rains and flash floods in various localities with thousands of households were completely destroyed.

UNICEF is implementing health and nutrition, education, child protection and WASH programmes across the three states, with a total budget of USD 38,800,000 (Cash 17,800,000 and supplies 21,000,000) and a staffing structure of (31 staff members). As needs increase, it is ever more important that UNICEF has the capacity to coordinate and deliver for children. A programme coordinator is required to assist in supporting planning and coordination of a program and its activities, assist in ensuring implementation of programme policies, legislation and procedures, maintaining budget and track expenditures/transactions, and supply management at state, locality and emergency prone areas, to assist in strengthening the partnership through developing PDs/PCAs, improving and enhancing coordination through overseeing monthly sector meetings/ technical working groups/ Strategic Advisory Groups and developing the required sectors TORs and support collective and joint intersectoral and interagency interventions, undertaking emergency response interventions including assessments, development and implementation of response/contingency plans, ensuring fundraising through development of concept notes/ donor proposals and humanitarian stories, assist in managing communications through media relations, social media etc., help build positive relations within the team and external parties, assist in scheduling and organizing meetings/follow-up and closing the action points regularly, ensure technology is used correctly for all operations (video conferencing, presentations etc.), prepare paperwork and order material, keep updated records and create various reports and assist in ensuring monitoring plans are implemented.

**Purpose**

Under the guidance of the Chief of Field Office – Damazine, the programme coordinator will help support the coordination and implementation of UNICEF’s programme across the Blue Nile, White Nile and Sennar States. The programme coordinator will be based in Damazine, Sudan, and will report to the Chief of Field Office for Blue Nile, White Nile and Sennar States.

**KEY ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and the given organizational set-up, the incumbent may be accountable for all or assigned areas of the following major duties and end results.*

**1. Knowledge Management for Programmes**

Ensure that area/country programmes are strengthened by knowledge management through data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

Participate in information exchange through donor and media visits as well as in the development of training and orientation materials.

**2. Programme Development and Management**

Contribute to the preparation of the Situation Analysis for programme development. Administer a consistent and transparent monitoring system, providing accurate analysis of country level socio-political-economic trends and their implications for ongoing programmes and projects. Support preparation of programme work plans as required. Responsible for preparation of program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices.

**3. Optimum Use of Programme Funds**

Assist in establishing programme work plans and monitors progress and compliance. Help to manage allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored and liquidated. Takes appropriate actions to optimize use of programme funds. Ensure programme efficiency and delivery through transparent approach to programme planning, monitoring and evaluation.

**4. Programme Monitoring and Evaluations**

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

Carry out a rigorous and transparent approach to evaluation and participate the major programme evaluation exercises in consultation with the CFO, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery.

Participate in annual sector review meetings with government counterparts.

Assist in ensuring the timely preparation of annual programme status reports.

**5.**  **Rights-Based and Results-Based Programme Management Approach**

Assure the quality of child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme design.

Ensure viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on new programme initiatives and management issues to ensure achievement of stated objectives.

**6. National and Local Capacity Building/Sustainability**

Provide government authorities with technical supports and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability.

Ensure the building or reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

**7. Rights Perspective and Advocacy at the National, Community and Family Levels**

Conducts policy analysis from a children's and women's rights perspective and advocacy at the community and family levels for credibility in national and international policy debates. Promote the organization goals of UNICEF through advocacy and policy dialogue.

**8. Partnership, Coordination and Collaboration**

Develop partnerships and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Establish and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability.

Maintain collaboration with Regional Advisers and HQ Officers for effective overall coordination on programmes.

Plans, develops and implements sectoral programme(s) by collaborating with the government and other partners. Provide leadership in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation.

**Expected background and Experience**

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| **4. 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)

**\***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others. |

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| **VI. Recruitment Qualifications** |
| 1. **Education**

An advanced university degree in one of the following fields is required: Social Sciences, International Relations, Government, Public Administration, Public Policy, Social Policy, Social Development, Community Development, or another relevant technical field. 1. **Experience**

Five years of relevant professional work experience in programme coordination or other related field is required. Experience working in a developing country is considered as an asset.Background/familiarity with emergency is considered as an asset. 3. **Language Requirements** Fluency in English is required. Knowledge of Arabic language is an asset. |

**Duty Station and Travel**

Ad-Damazine, Sudan

***Prepared by:***

Date:

***Reviewed by:***

Date:

***Certified by:***

Date:

***Approved by:***

Date: