Terms of Reference for Individual Consultant - Programme Associate Gender and Peacebuilding

TERMS OF REFERENCE	
Hiring Office:	UNFPA The Gambia Country Office
Purpose of consultancy:	The Programme Associate Gender and Peacebuilding will play a key role in improving programme Logistic and administrative supports, building partnership and support advocacy, and in ensuring the sound management of programme implementation around Peace building and Gender/GBV.
Scope of work: *(Description of services, activities, or outputs)*	The Programme Associate Gender and Peacebuilding supports the design, planning and management of UNFPA's country programme by providing and managing data inputs, providing logistical support, monitoring project implementation, and following up on recommendations. The Programme Associate will be responsible for the implementation of gender/GBV responsive programmes, in line with international standards, putting into context UNFPA policies, procedures and national priorities. You will also support the implementation of UNFPA's peace building project and programmes contributing high quality, timely oversight needed logistic of Gender/Mental Health project in ensuring the delivery of programme results. You will work under the leadership and direct supervision of the Gender/GBV Programme Specialist. The main task is to assist the gender and peacebuilding unit to provide a robust and competent technical, logistics and administrative support to ensure implementation of quality gender, peacebuilding, mental health, psychosocial (MHPSS) and clinical management of rape (CMR) and development interventions. The Programme Associate will apply established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing, and analysing information relevant to Mental Health, Peace building and gender issues. You would be instrumental in facilitating programme/ project implementation, using, and developing appropriate mechanisms and systems and ensuring compliance with established procedures. • Facilitate effective partnership with stakeholders especially within the government and implementing partners and sub Contractee • Assist to organize and participate actively in meetings and desk reviews and undertake field needs assessments and monitoring missions such as quarterly review meetings to assess progress of implementation of UNFPA programs at regions and provide administrative follow up. • Provide the secretariat functions for the gender and peace building units and ensure documentation of minutes and follow up on action points from meetings. • Analyse progress in terms of achieving results, using existing monitoring and evaluation tools; identify constraints and resource deficiencies. • Prepare regular reports on program progress according to monitoring framework, with additional deliverables as required.
Duration and working schedule:	5 days a week with a daily 8am to 5pm work schedule for 11months
Place where services are to be delivered:	UNFPA Office, Banjul
Delivery dates and how work will be delivered (*e.g.,* electronic, hard copy etc.):	Both electronic and hard copy delivery of work output
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	**Expected outputs:** • Technical input in progress reports, programme documents and proposal • Programme Annual Plans, Monthly Plans, Quarterly plans are well-developed • Progress reports are well-prepared and submitted to the team and the Gender/GBV programme • Programme Monitoring, Evaluation and Management process and tools have been improved • Knowledge Management capacities within the programme have been improved.
Supervisory arrangements:	The Programme Associate Gender and Peacebuilding will report direct to Gender /GBV programme Specialist with second dotted reporting line and oversight to PBF Programme Manger
Expected travel:	Periodic field missions to regions
Required expertise, qualifications and competencies, including language requirements:	**Core Competencies:** • Values/Guiding Principles. • Performance Management. • Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment. • Working in Teams. • Self-Management/Emotional Intelligence. • Communication. • Knowledge Sharing/Continuous Learning **Required Skills and Experience**

	• Bachelor's degree in international development, Public Administration, Management, Business Administration, Public Health and Social Science • 3 years of progressively relevant experience in program implementation, monitoring and management • Experience working with Government including high level advocacy and technical support for programming in gender, peacebuilding, and mental health • Excellent communication skills in English both written and verbal, including excellent drafting skills.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	Office space, equipment and other supplies required for an effective work environment
Other relevant information or special conditions, if any:	UNFPA is seeking candidates that transform, inspire, and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Signature of Requesting Officer in Hiring Office:

Date: