**VACANCY ANNOUNCEMENT**

 **FOR INDIVIDUAL CONSULTANT**

|  |  |
| --- | --- |
| **Official Job Title:** | **GBV & Humanitarian Coordinator** |
| **Duty Station** | **Lebanon, UNFPA Office** |
| **Hiring Office** | UNFPA Lebanon |
| **Grade (Classified)** | **P4 (International Consultancy)** |
| **Vacancy Ref #** | **UNFPA/LBN/2022/002** |
| **Duration** | **6 months** |
| **Start-up Date** | **1 February to 31 July 2022 on full time basis** |

|  |
| --- |
| **TERMS OF REFERENCE**  |
| Purpose of consultancy: | Under the overall supervision of the UNFPA Head of Office, the consultant lead the coordination of the GBV sector under the different coordination structures existing in Lebanon. Her/His tasks will include sector coordination related duties focusing on: building and sustaining partnerships, strategic planning, capacity development, advocacy, and information management. The incumbent will also assume the role of humanitarian coordinator. This will entail support to resources mobilization, preparedness efforts and reporting. |
| Scope of work:*(Description of services, activities, or outputs)* | ***Building and Sustaining Partnerships*** * Facilitate inter-agency, multi-sectoral GBV coordination group (the SGBV Task Force and the GBV sector under the ERP). Promote, respect and ensure that the *Principles of Partnership* are reflected in the day-to-day work of the GBV sub-sector.
* Establish result-oriented, two-way communication channels between national and sub-national GBV coordination groups to ensure a standardized response to GBV.
* Proactively engage with all relevant stakeholders to ensure coordination bodies reflect the range of actors addressing GBV, including across multiple sectors and categories of actors (UN, NGO, civil society, government, etc.).
* Regularly represent the GBV sub-sector in Protection sector meetings, OCHA-led meetings and other relevant meetings, including those called by the Humanitarian Coordinator.
* Coordinate and collaborate with other sectors/working groups such as the Health sector, Child Protection Sub-sector , Shelter/NFI sector , Food Security sector, Education sector, Mental Health and Psychosocial Support Working Group, etc. to ensure integration of GBV-related action in their sector plans and to advocate for joint awareness-raising for non-GBV specialists.
* Advocate with donors and mobilize resources for inter-agency GBV prevention and response in line with GBV sub-sector work plan and SRP. As necessary, leverage resources within UNFPA to support inter-agency GBV activities under the Sub-sector.
* In consultation with non-governmental GBV actors and national civil society, identify appropriate mechanisms for working with and collaborating with national authorities on GBV issues.
* Support the roll out of the GBV case management capacity building initiative

***Strategic Planning**** Facilitate implementation of Standard Operating Procedures. Regularly review and revisit SOPs at strategic points throughout the crisis response.
* In collaboration with national and international GBV actors, map current institutional response capacities, including facilitating mapping of GBV-specific mapping
* Lead a process to develop a realistic, evidence-based multi-sectoral and inter-agency prevention and response plan. Promote engagement of a range of sectors and ensure realistic benchmarks and timelines for achieving set objectives. Regularly monitor progress against plans during coordination meetings. Allow space for new actors to engage with a plan over the course of the crisis response.
* Work with partners to continually identify response gaps in line with proposed work plans (including geographic coverage and programmatic scope) and seek solutions to fill gaps. Advocates with UNFPA as sub-cluster lead to address gaps not yet filled by partners.

***Capacity Development**** Work with partners to develop an inter-agency GBV capacity development strategy that meets the needs and priorities of key national and local stakeholders to facilitate implementation of agreed work plan.
* Support efforts to strengthen the capacity of sub-sector members on planning and responding to GBV in emergencies and on safe and ethical GBV information management.
* Ensure all GBV sub-sector partners and others are aware of relevant policy guidelines, technical standards, and other resource materials.

***Advocacy**** Provide technical support to the development of relevant advocacy and policy documents to address GBV in the context of broader gender inequality issues.
* Promote awareness of national laws and policies that inform action to address GBV.

***Information Management**** In line with WHO’s Ethical and Safety Recommendations for Researching, Documenting and Monitoring Sexual Violence in Emergencies:
	+ Engage in robust analyses of available secondary data to ensure readily available information on known trends and patterns on GBV for inclusion at relevant points along the Humanitarian Programme Cycle
	+ Consolidate existing assessments on the GBV situation and/or work with relevant agencies, the displaced and host populations to conduct relevant participatory analyses of GBV.
	+ Supervise the work of the GBVIMS Coordinator and provide technical support to the GBV IMS Steering Committee
	+ Document best practices and approaches for responding to issues of GBV in order to deepen the knowledge base among relevant partners.
	+ Prepare regular analytical reports on emerging issues.

**Support to Office UNFPA Humanitarian Coordination*** Ensure identification and engagement of strategic partners for possible joint collaboration and partnership with UNFPA
* Ensure inclusion of RH, GBV, and gender concerns in joint assessment in close collaboration with RH and GBV specialists.
* Assist in the preparation for and participate in humanitarian related coordination meetings relating to emergency response, and ensure follow up.
* Support the development of CERF, Flash Appeal proposals and ensure quality review.
* Coordinate the implementation of the UNFPA Standards Operating Procedures for humanitarian settings.
* Liaise with UNFPA ROs, SROs and HQ units to share information, provide necessary updates and seek guidance as necessary.
* Provide input for the humanitarian needs overview as well as regular updates on humanitarian situation
* Support the update of the country office preparedness plan
* Liaise with community organizations, faith-based organizations, and community leaders to increase their participation in the process of planning, monitoring and evaluating activities.
* Participate in CO and other cluster/ inter-agency meetings as needed
 |
| Duration working schedule: | **6 months (March XXX to August on full/part time basis)** |
| Place where services are to be delivered: | Beirut A hybrid approach i.e. UNFPA office (Beirut), remote home based and field visits  |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones** | **Deliverables** | **Language/ Format** | **Timeline** | **% remuneration** |
| SGBV TF Coordination | Monthly national meetings and minutes Bi-monthly newsletter finalizedSector dashboards prepared Regular updates of the sector work plan |  English |  On a monthly basis  | Payment on a monthly basis (according to the number of days worked and deliverables completed |
| HNO and HRP Finalization | HNO GBV chapter finalized HRP GBV Chapter finalized   | English Arabic  | 30 June 2022  |
| Humanitarian Coordination | Preparedness plan updated Donors reports finalized (UN Action, CERF) | English | 30 August 2022 |

As key deliverables are distributed over the 6 months, the consultant will receive a monthly payments after delivery of a the monthly report that will include details on the milestones achieved and milestones completed |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will deliver the tasks based on milestones and deliverables agreed upon and reflected in the contract terms. These deliverables include reporting requirements as well as a timeline. * Final Report to be submitted at the end of the consultancy
* Bi-monthly updates through bilateral meetings with supervisor
 |
| Supervisory arrangements:  | The consultant will work under the guidance of UNFPA Head of Office |
| Expected travel: | The consultant will be expected to travel to carry out the various tasks spelled out in the TORs |
| Required expertise, qualifications and competencies, including language requirements: | The Consultant should fulfill the following requirements: **Education**: Advanced degree in social work or other social sciences, public health, community health, international relations, international law, human rights or related field**Experience:** * 7-10 years of experience working on gender-based violence, of which 4 are at the international level, preferably in a humanitarian context.
* Experience leading inter-agency coordination mechanisms with a wide range of stakeholders. Demonstrable knowledge of the critical components to facilitate effective inter-agency coordination.
* Awareness and demonstrable knowledge of how GBV manifests in humanitarian settings and ability to describe context-specific prevention and response actions.
* Demonstrable knowledge of humanitarian emergency operations, including the Cluster System and HPC, and roles/responsibilities of key humanitarian actors.
* Experience designing and managing GBV programmes in an NGO (recommended).

**Language and other skills:** * Proficiency in English, Arabic is an asset.
 |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | * Relevant documents
* Continuous guidance
* Working station
* IT equipment
 |
| Other relevant information or special conditions, if any: | N/A |
| Signature of Requesting Officer in Hiring Office: XXXXXXDate: XXXXXX |
| Application process and deadline Interested candidates may apply online by providing: * Most updated CV
* Updated P11 (click [here](https://www.unfpa.org/resources/p11-un-personal-history-form))
* Cover letter mentioning the relevance of past/current experience with the requirements of the consultancy
* Mention in the email subject the post title and number

The above documents must be sent to bids\_lbn@unfpa.org  by no later than **March 7th 2022**Candidates who fail to submit the required documents above will not be considered for review. UNFPA Lebanon will only be responsible to respond to those applicants submitting the required documents above and in which there is further interest. ONLY individual consultants, not companies, are eligible to apply.Candidates assessed by the panel and considered to be eligible for the appointment but who are not selected for this vacant post may be offered an assignment to another position at the same/lower grade provided that they meet the minimum qualifications required. |