**VACANCY ANNOUNCEMENT**

 **FOR INDIVIDUAL CONSULTANT**

**UNFPA/LBN/2022/001**

|  |  |
| --- | --- |
| **Official Job Title:** | Population and Development/Youth Programme Coordinator |
| **Duty Station** | Lebanon |
| **Hiring Office** | UNFPA Lebanon |
| **Grade (Classified)** | NOB  |
| **Vacancy Reference number** | UNFPA/LBN/2022/001 |
| **Duration** | 6 months |
| **Start-up Date** | 1 February to 31 July 2022 on full time basis |

|  |
| --- |
| **TERMS OF REFERENCE**  |
| Purpose of consultancy: | UNFPA Lebanon has been established since 1993 extending support and advise for promoting universal access to reproductive health (RH) as well as preventing and responding to Gender based violence (GBV). For enhancing access to services, UNFPA collaborates with service providers and targets beneficiaries namely women, youth and adolescent girls. Since 2019, Lebanon has been witnessing unprecedented and challenging times that the country is going through with ongoing civil unrest, the Beirut port explosion (August 2020) and its repercussions, political impasse, the worst economic crisis in its modern history, pandemic restrictions with an overwhelmed health care sector, and the humanitarian refugee situation with more than 1.5 million Syrian refugees living in dire conditions. The crisis has driven more than half the Lebanese population into poverty as evidenced by the WB and ESCWA and it is estimated that around 80% of the Refugee population also live in poverty. Under the humanitarian response, UNFPA collaborates with almost 20 implementing partners to implement related interventions namely for provision of direct assistance and response to affected population (Lebanese and non Lebanese) including women, adolescents and youth specifically related to RH and GBV. In addition to the above, and on policy advise, UNFPA works closely with key stakeholders and decision makers such as ministers, administrators and parliamentarians. As such, UNFPA also provides guidance and advise on policy and strategy upstream as part of its support to the humanitarian- development nexus approach. This includes elaboration of national sectoral strategies and policies in areas related to (but not exclusive): ageing, disability, inclusion, women, youth, health, migration, violence, etc. More so, this axis aims at supporting system development and capacities as well as elaborating knowledge product and tools to implement the above mentioned strategies and through institutional building. More so, and in 2022, UNFPA will be engaged in the development of the UN cooperation framework as well as UNFPA’s country programme for the cycle 2023+. As such, support will be required to ensure proactive participation and engagement on these 2 essential frameworks. In view of the above, the UNFPA Country Office (CO) needs to ensure it possesses the required resources and expertise to ensure the timely delivery of response and high-quality activities and services under both the humanitarian and development frameworks. UNFPA Lebanon has identified its strategic priorities focusing on Gender Based Violence (GBV) and Reproductive Health (RH) with particular emphasis on youth (males and females) while ensuring full alignment with the 2021 Lebanon Crisis Response Plan, the 3RF (reconstruction, rehabilitation and reform), the 2017-2022 UN Strategic Framework, and the UNFPA Country Programme (2017-2022). Accordingly and in 2022, UNFPA will be supporting selected interventions (existing and new ones) with various partners (ministries, NGOs, professional associations and UN) to promote youth engagement and access to RH as well as to support policy related frameworks as mentioned earlier. Of particular importance are a) projects that are innovative in nature, b) ones implemented on a pilot basis to assess new approaches, c) projects ready to be scaled up based on successful pilot-based interventions, d) interventions that enhance national and sectoral capacities, frameworks and systems and e) development of UN and UNFPA cooperation frameworks. Therefore, the UNFPA CO is seeking to engage a Programme coordinator who will be entrusted to support and coordinate a set of projects/interventions falling in these 4 categories. Under the overall guidance and supervision of the UNFPA Head of Office, the program coordinator will work at the UNFPA Country Office (CO) in coordination with all programme/thematic units as well as the MEAL specialist and communication officer to ensure timely, adequate and efficient conceptualization, implementation and monitoring of the related projects and initiatives. In addition, the programme coordinator will be coordinating mainly with external actors namely implementing partners, line ministries, civil society organizations, sector coordinators and UN agencies. Throughout all its work, UNFPA aims at promoting innovation, participatory and inclusiveness of beneficiaries.  |
| Scope of work:*(Description of services, activities, or outputs)* |

|  |
| --- |
| The coordinator will undertake his/her work under the direct guidance of the Head of Office and in close collaboration with programme units to carry out the following tasks:* Act as focal point for the development of the UN cooperation framework and UNFPA’s programme document;
* Provide needed support for enhancing and reinforcing coordination and collaboration among various entities/partners;
* Coordinate selected projects and interventions as guided by HoO;
* Suggest new partners/experts based on comparative advantage and areas of expertise and pursue conclusion of partnership;
* Support in assessing existing partners for possible re-engagement and/or scaling up for implementation of interventions;
* Keep abreast of innovative approaches and successful initiatives at country, regional and global level and assess feasibility to be replicated/scaled up;
* Prepare Terms of Reference and support in ensuring consultants are delivering tasks under the various projects;
* Identify research gaps to be supported/initiated;
* Support in development/finalization/monitoring of related annual workplans with the implementing partners and provide needed support in revising workplans;
* Provide support on projects expenditures and disbursements and timely delivery of financial reporting and ensure adequacy with activities;
* Carry out literature/desk review and develop/prepare needed documentation;
* Provide needed support in resource mobilization including writing grants, assessing donors’ requirements and priorities, preparing donor profiles, etc;
* Assist the communication officer in capturing best practices and human stories;
* Review and follow up with suppliers of services i.e. consultants, to ensure completion of tasks as agreed with UNFPA;
* Contribute to review and input on related annual, monthly, quarterly, sector/research reports, strategies, plans, donor reports, etc;
* Ensure follow up to actions/recommendations agreed upon;
* Provide needed information and resources as requested by UNFPA Country office, regional office and/or headquarters;
* Participate in various coordination mechanisms as advised by supervisor ; and
* Perform any other duties as may be assigned by the Head of Office.
 |

 |
| Duration working schedule: | 6 months (1 February to 31 July 2022 on full time basis) |
| Place where services are to be delivered: | A hybrid modality 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.): | Completion Date: July 31, 2022All deliverables will be submitted electronically |
| 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.  |
| Supervisory arrangements:  | The consultant will work under the guidance of UNFPA Head of office |
| Expected travel: | The consultant will be expected to travel to various locations where UNFPA’s implementing partners are located 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**: Master’s degree in development, gender studies, international affairs, sociology, anthropology, public health or any other related field **Experience:** * At least 5 years experience of programming/coordination
* Extensive knowledge in Gender/GBV/SRHR at global and/or national levels
* Extensive knowledge of the national and local context in Lebanon including work with NGOs/INGOs and government counterparts
* Very good knowledge in both development and humanitarian response
* Excellent interpersonal skills and ability to establish effective and working relations with other stakeholders in Lebanon
* Demonstrated organizational skills, including the ability to handle multi tasks and to work independently and productively with multiple stakeholders in a fast-paced and continuously changing environment.
* Familiarity with UN work is desirable.

**Language and other skills:** Proficiency in oral and written Arabic and English. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | * Relevant documents
* Continuous guidance
* Partners briefs
* Working station
* IT equipment
 |
| Other relevant information or special conditions, if any: | N/A |
| Signature of Requesting Officer in Hiring Office: Asma KurdahiDate: 7 January 2022 |
| 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

The above documents must be sent electronically to bids\_lbn@unfpa.org  by no later than**January 17, 2022** while mentioning in the email subject the post title and number indicated on this vacancy. 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. |