



TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICERS – (JPOs)

A. General Information

JPO functional title:	Gender/Gender-based Violence (GBV) Programme Analyst
Main sector of assignment:	Gender and Gender-based Violence
Level:	P-2
Contract type:	Fixed-term appointment (JPO)
Country and Duty Station:	Yangon, Myanmar (family duty-station)
Duration of assignment:	2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

B. Supervision

Title of Supervisor: **Women and Girls First Programme Specialist**

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results and measurable learning elements
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Results and Competency Assessment (RCA)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

C. Duties and Responsibilities

Under the direct supervision of the Programme Specialist, the JPO will assist in managing the implementation of the Women and Girls First Programme Phase II (2020-2022) in a rapidly changing and highly complex environment with special focus on gender equality and gender-based violence (GBV) component. This will include but not limited to the following:

- Support Programme Specialist and other UNFPA staff members engaged in Women and Girls First Programme to ensure timely and quality programme implementation and produce timely progress reports as per donor agreements,;
- Guide and support timely preparation of UNFPA and implementing partner workplans, provide technical support to enhance sexual reproductive health and rights, mental health and psychosocial support and GBV integration and ensure necessary coordination with the Gender/GBV ,SRHR and Humanitarian Team;
- Undertake day-to-day management of the programme, especially GBV component, including support to implementing partners (incl. government, CSOs, (I)NGOs), ensuring effective programme implementation and, documents progress towards the achievement of outputs;
- Support the GBV Specialist in implementation of the annual work plan of the GBV Working Group and support the coordination between national and state level GBV coordination mechanisms;
- Contribute to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination;
- Regularly assess the capacity building needs for UNFPA implementing partners and sub-contractors, support roll out of the capacity building strategy and plan, especially in the field of gender equality and GBV prevention and response
- In coordination with UNFPA Monitoring and Evaluation Unit, contribute to the implementation of the monitoring and evaluation plan of the Women and Girls First Programme, conduct field visits, participate in the review meetings and evaluation missions;
- In collaboration with the Communication Unit, contribute to the development of the Women and Girls First Programme communication materials;
- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning including management of the online Community of Practice, development of newsletters, organization and facilitation of workshops for Women and Girls First partners.
- Support the management of Women and Girls First Programme Steering Committee Meetings including the preparation of meetings, prepare meeting minutes, reports on project and programme implementation;
- Advocate to address gender equality, GBV as well as sexual and reproductive health and rights issues;
- Assist in writing proposals;
- Perform other duties as and when required.

D. Qualifications and Experience:

- Advanced university degree in gender studies, public health, international relations, international development, public administration, social sciences or other related field required
- At least 2 years, preferably 3 years, of experience in programme management required
- Field experience addressing/integrating gender and/or reproductive health issues in development, emergency and post conflict contexts highly desirable
- Results-based programme management experience, with particular focus on strategic planning and capacity building an asset

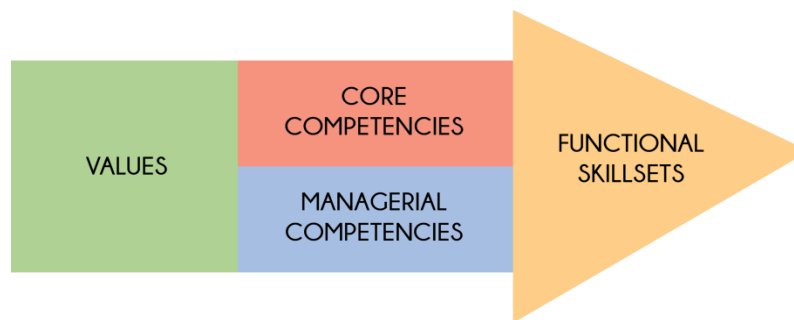
- Fluency in English required
- Ability to write clearly and concisely required
- Excellent computer skill (Windows environment, MS office applications including Word, Excel and Power-point) required

E. **Learning Elements**

Upon completion of the two-year assignment, the JPO will be able to:

- Appraise and prepare projects addressing gender equality and GBV
- Develop, implement and monitor gender and GBV programmes in complex settings
- Understand working in the humanitarian, peace building, development nexus
- Monitor progress against the Result Framework and analyse results to further inform UNFPA programmes

F. **Required Competencies**



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing diversity in all its forms, Embracing change

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

Functional Skill Set: Advocacy/advancing a policy-oriented agenda, Leveraging the resources of national governments and partners/building strategic alliances and partnerships, External and internal relations and advocacy for resource mobilization, Delivering results-based programme

G. **Background Information**

Information on the receiving office:

Information on UNFPA Myanmar can be found at: <https://myanmar.unfpa.org/en>

Family / Non-family Duty Station– means that you are not allowed to bring any family members:

Family Duty Station

Living conditions at the Duty Station:

Yangon is the busiest and most populous city in Myanmar. Yangon served as the capital of Myanmar until 2006, when the military government relocated the capital to the purpose-built city of Nay Pyi Taw in central Myanmar. With over 7 million people, Yangon is Myanmar's largest city and its most important commercial centre. Yangon boasts of all modern amenities, malls, hotels, cafes and a well-served international/domestic airport. Yangon is considered a very safe city with

a vibrant international scene and a large expatriate network. Yangon has reasonably reliable health infrastructure, though most expats prefer to travel to Bangkok (1 hr by flight) for anything serious.

The housing market in Yangon for expats is relatively expensive though the prices have decreased by more than 50% in the last two years and continue to decline.

Yangon is well connected to other parts of Myanmar, including amazing tourist attractions such as Mandalay, Bagan, Inle Lake, etc.