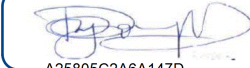
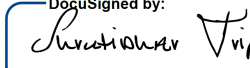


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE for PROGRAM COORDINATOR, Gaza	
Hiring Office:	UNFPA Palestine Country Office
Purpose of consultancy:	<p>To respond to the dire situation in Gaza strip, UNFPA has been supporting the delivery of lifesaving humanitarian interventions. The overall goal of UNFPA's interventions in the humanitarian context is to provide life-saving reproductive health services and prevent, mitigate and respond to gender-based violence among the affected population, including women, girls and young people. UNFPA key interventions including: 1. Lifesaving sexual and reproductive health services; 2. GBV prevention and response and Psychosocial support services for women and girls; 3. Lifesaving adolescent sexual and reproductive health services; and Emergency supplies.</p> <p>To ensure continuity, better monitoring and reporting, as well as scale-up of the emergency response programming in Gaza, North wadi, the UNFPA Country Office in Palestine is seeking a Program Coordinator to work with the frontline staff in Gaza to be based in Gaza city.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the direct supervision of the Head of Gaza office, the Program Coordinator will undertake the following responsibilities:</p> <p>Programme Development and Implementation:</p> <ul style="list-style-type: none"> ● Support Gaza office to monitor, report, and track the overall humanitarian response executed by its NGOs' partners in the Gaza North wadi. ● Ensure inclusion of SRH, GBV, and A&Y concerns in relevant coordination platforms including joint missions and other rapid assessments in close collaboration with SRH, GBV and A&Y officers. ● Advise the UNFPA CO and Gaza Office in preparation for and participate in coordination meetings relating to emergency response and ensure follow-up. ● Support the development of proposals and ensure quality review. ● Coordinate the implementation of the UNFPA Standards Operating Procedures for humanitarian settings. ● Assist the UNFPA CO to track and report on the commodities in Gaza city and North Gaza and provide support to the NGO partner managing the warehouse to ensure proper documentation of warehouse commodities. ● Coordinate with the AY team the YPeer volunteers' engagement in the Gaza response to ensure meaningful participation of young people. <p>Rapid Assessments/field visits:</p> <ul style="list-style-type: none"> ● As appropriate, participate in /ensure inclusion of UNFPA's core Areas of Responsibility in rapid field/needs assessments of the crisis-affected populations. ● Conduct regular monitoring visit and involve in the inter-agency assessments to gather information on the immediate needs of the people and the services to be provided. ● Undertake missions and assessments as appropriate to recommend strategic approaches and to address issues, such as SRH, GBV, mental health and psychosocial issues, data and young people. <p>Coordination:</p> <ul style="list-style-type: none"> ● As requested, coordinate CO's various interventions and represent UNFPA at Cluster / Working Group coordination meetings to share knowledge and ensure comprehensive understanding. ● Ensure inclusion of UNFPA mandate through participation in existing Clusters and/or, if appropriate, assist in the establishment of working groups to address SRH, GBV and A&Y. ● Liaise with other sectors/Clusters (such as health, protection, WASH, site management, education, logistics, early recovery) to ensure inclusion of UNFPA's mandate. <p>Communication/ Reporting:</p> <ul style="list-style-type: none"> ● Assist the CO in preparing relevant advocacy material and updates for relevant stakeholders and partners, including donors. ● Assist in providing regular updates to OCHA and/or Cluster leads on UNFPA's humanitarian interventions to be included in situation reports (i.e.: SitRep). ● Track and regularly update supported humanitarian interventions (i.e. status of funding proposals, distribution of supplies, training). ● Support the documentation of UNFPA's work in North Gaza by working closely with partners to document good practices.

	<p>Resource Mobilization/Humanitarian funding:</p> <ul style="list-style-type: none"> • Advocate for inclusion of ICPD PoA in emergency response and ensure UNFPA is well positioned in resource mobilization efforts, including humanitarian funding mechanisms such as Flash Appeal. • Support any meetings with in-country donors to discuss resource mobilization. <p>Any Other Duties:</p> <ul style="list-style-type: none"> • Perform any other duties as required by the Representative and/or Gaza Head of Office.
Duration and working schedule:	6 months
Place where services are to be delivered:	The consultancy will be home-based and when UNFPA secures office space, the Program Coordinator will work from the office.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc):	The acceptance of services will be certified through a Certification of Payment to be counter signed by both parties (IC and UNFPA) at the end of each completed month of service.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Under the overall guidance of the Head of Gaza Office, the consultant will collaborate with the GBV, AY and SRH program and logistics teams based in Gaza and at the CO, to support their work in programme and coordination. The program teams will agree on the dates of key deliverables with the specialists and on a monthly/regular basis produce dashboards and quantitative analysis as needed by programme or sub-cluster.</p> <p>Expected key deliverables:</p> <ul style="list-style-type: none"> • Monthly report with details of tasks accomplished. • Weekly Sitreps on the North Gaza and Gaza city. • Weekly supplies reports of stocks, distributions and other relevant information. • Human interest stories as guided by the communications team. • Weekly partner meeting notes on the status of implementation of UNFPA program. • Any other products are requested by the program leads in Gaza.
Supervisory arrangements:	The consultant will report to the Head of Gaza Office.
Expected travel:	Within Gaza strip and other locations as determined by the office.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Advanced degree in humanitarian/disaster management, health, population studies, demography and/or other social science related discipline.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Preferably a minimum of 2 years' relevant experience at the national or international level in in programme management, partnerships and coordination of complex programmes in the domain of GBV prevention, reproductive and maternal health, humanitarian response, or other related fields. • MS Office proficiency MS Word, Excel, Outlook, etc.), experience in using web-based management systems, and advanced knowledge of spreadsheet and database packages etc.) <p>Languages:</p> <p>Fluency in Arabic and English is required.</p> <p>Required Competencies:</p> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity • Embracing change <p>Core Competencies:</p> <ul style="list-style-type: none"> • 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

	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Program Coordination • Implementing partner management • Job knowledge/Technical expertise in sexual and reproductive health and gender-based prevention and response programming
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide a computer and internet.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>
<p>Signature of Requesting Officer in Hiring Office: Penninah Tomusange Kyoyagala Head of Office- Gaza Office</p> <p style="text-align: right;">DocuSigned by:  A25805C2A6A147D... 31-Jan-2025</p> <p>Approved by: Shrutidhar Tripathi Deputy Representative & Humanitarian Coordinator UNFPA Palestine</p> <p style="text-align: right;">DocuSigned by:  F6F1BC923061497... 3-Feb-2025</p>	
<p>Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications Monday, 17 February 2025, 23:59pm (Jerusalem time). Only those short-listed for the position will be contacted.</p>	