

## Terms of Reference (TOR)

### for functions under a Partner Personnel Service Agreement

#### 1. Position Information

<b>Office/Unit/Project</b>	<b>UNFPA-State of Palestine/Programme PAL07YTH</b>
<b>Title</b>	<b>Adolescents and Youth Programme Assistant</b>
<b>Level</b>	<b>NPSA5</b>
<b>Duty station (City and Country)</b>	East Jerusalem, State of Palestine
<b>Type (Regular or Short term)</b>	<b>Regular</b>
<b>Office- or Home-based</b>	<b>Office-based</b>
<b>Expected starting date</b>	<b>1 June 2025</b>
<b>Expected Duration</b>	<b>7 Months till 31 December 2025</b>
<b>Position Number</b>	

#### 2. Office/Unit/Project Description

UNFPA, the United Nations Population Fund is an international development agency that promotes the right of every woman, man, and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV/AIDS, and every girl and woman is treated with dignity and respect. UNFPA aims to achieve three world-changing results by 2030, zero maternal deaths, zero unmet needs for family planning and zero gender based violence.

The adolescent and youth programme has been strategized to achieve results in the areas of i) adolescent health and comprehensive sexuality education, ii) youth participation under the umbrella of Youth Peace and Security, and iii) coordination through leadership of the UN thematic group on youth and the youth compact which UNFPA co-chairs globally. UNFPA has a leadership and convening role on these issues in Palestine and is keen to expand and deepen the work. The incumbent for the position will be working closely with youth organizations, networks and volunteers to ensure the active participation of young people in the acceleration of the three transformative results in Palestine.

The Adolescents and Youth Programme assistant supports the design, planning and management of UNFPA's country programme by managing data inputs, providing logistical support, monitoring program implementation, following up on recommendations and coordinating among relevant national and international organizations working on adolescents and youth programs in humanitarian and development settings. The Programme assistant applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to adolescents and youth, sexual and reproductive health and rights and gender issues. He/she is instrumental in facilitating programme implementation and coordination using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. The Adolescents and Youth Programme Assistant will substantively contribute to UNFPA's work on Youth, Peace and Security, most specifically strengthening youth humanitarian and development engagement in the West Bank and Gaza Strip.

#### 3. Scope of Work

##### Programme Implementation Role:

- Expedite and coordinate projects implementation through establishing collaborative relationships with executing and implementing agencies and supporting them technically and operationally. This entails day-to-

day coordination with UNFPA country office staff, organization of and participation in steering meetings, UN and other coordination meetings, annual programme and projects reviews, and the provision of technical, programmatic and managerial support to implementing partners.

- Identify technical assistance needs for programme from various sources including national institutions/experts, UNFPA advisors and international consultants; help organize technical missions to Palestine and facilitate delivery of technical outputs.
- Provide full range assistance to project partners to ensure quality management of UNFPA Funded sub-contracts and projects in coordination with relevant UNFPA staff.
- Track the programme activities and events according to the project document and keep an up-to-date calendar of events;
- Assist in Monitoring and evaluating programme activities; analyze and report on progress in terms of achieving results, using standard UNFPA monitoring and evaluation tools; identify constraints and resource deficiencies and recommend corrective actions; monitor expenditures and disbursements to ensure delivery is in line with the approved budgets and to realize targeted delivery levels. In this respect, he/she will develop work plans, conduct field monitoring visits to projects sites, meet and liaise with project staff, participate in review meetings and evaluation missions and develop projects progress reports;
- Ensure efficient management of financial resources through planning and tracking of available resources, exercising appropriate financial controls and ensuring corporate financial policies are met and reporting structures established and maintained;
- Contribute to the creation and sharing of knowledge by documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country office and drafting relevant materials for dissemination;
- In collaboration with UNFPA Youth Teams in New York and regional office in Cairo, assist in creating a Youth Compact Chapter, Toolkit, collating and adapting existing resources from the existing Community of Practice and available IASC Youth Guidelines training resources, and advocacy resources;
- Support UNFPA Palestine in its chairmanship of the UN Inter-agency theme group on youth, particularly as concerns issues related to global youth compact and Youth, Peace and Security; Support the theme group's efforts to partner and liaise with youth networks and organizations, including by advising on strategies for reaching vulnerable and marginalized young people; Assist in the organization of joint events and campaigns relating to young people;
- Support articulation of UN Cooperation framework, ensuring youth's issues are well represented; Represent UNFPA in the relevant working groups; ensure incorporation of young people's issues in joint surveys, assessments and strategic documents.
- Any other related duties as may be required.

#### **Technical Support Role:**

- Under the guidance of the programme Analyst on Youth and Adolescents, support the development of a framework for operationalization of UN Resolution 2250 on Youth, Peace and Security (YPS) in Palestine;
- Coordinate activities related to UN Resolution 2250 with national partners including both government and non-government stakeholders, and in particular youth-led organizations.
- Help to maintain UNFPA's leadership role in the area of Youth Peace and Security in Palestine by liaising with relevant UN agencies and NGO partners for the articulation of joint efforts and interventions;
- Assist in advancing and expanding UNFPAs youth work by identifying opportunities for growth and developing concept papers, proposals, and advocacy materials related to youth, peace and security and humanitarian related issues.
- Advise on linkages with other programmatic areas and on the incorporation of YPS concerns in Humanitarian-Development-Peace nexus discussions
- Any other tasks as reasonably assigned by the supervisor and/or UNFPA Representative and Deputy.
- Assists in the management of the national Youth Advisory Panel (YAP): set up member roster, ensure distribution of relevant information, publications to all network members and organize monthly in-depth discussion on related topic; Draft information material on the YAP in Palestine and its activities; Establish database of information and training materials; Promote YAP on a national level and ensure greater

representation of different NGOs and other institutions; Organization and preparation of trainings: Assist in the preparation of training material and trainings to be provided to YAP members in the areas such as diplomacy, negotiations, advocacy and policy change, and other topics related to youth's participation and leadership in line with YPS agenda.

#### 4. Institutional Arrangement

The assistant will support UNFPA's implementing partners to carry out programme activities, ensuring alignment to UNFPA's programme cycle and national humanitarian and development frameworks. She/He will support the work of the youth team of UNFPA Palestine, including coordination with other colleagues and partners involved. The assistant will liaise with UNFPA partners and active adolescent and youth stakeholders, gather, analyze and synthesize data for monitoring and collective advocacy for youth's rights.

Under the overall guidance of the UNFPA Representative and Deputy Representative, and the direct supervision of the Adolescents and Youth Programme Analyst, the incumbent will be responsible for the day-to-day implementation of the UNFPA supported Adolescents and Youth programme in Palestine

#### 5. Competencies

<b>Core</b>	
<b>Achieve Results:</b>	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
<b>Think Innovatively:</b>	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
<b>Learn Continuously:</b>	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
<b>Adapt with Agility:</b>	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
<b>Act with Determination:</b>	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
<b>Engage and Partner:</b>	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
<b>Enable Diversity and Inclusion:</b>	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

**People Management N/A**

UNDP People Management Competencies can be found in the dedicated [site](#).

**Cross-Functional & Technical competencies**

<b>Thematic Area</b>	<b>Name</b>	<b>Definition</b>
<b>Business Development</b>	<b>Knowledge Generation</b>	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
<b>Business Management</b>	<b>Risk Management</b>	Ability to identify and organize action around mitigating and proactively managing risks.
<b>Business Management</b>	<b>Communication</b>	Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience. Ability to manage communications internally and externally, through media, social media, and other appropriate channels.
<b>Business Management</b>	<b>Monitoring</b>	Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results.
<b>External Relations &amp; Advocacy</b>	<b>Relationship Management</b>	Ability to engage with a wide range of public and private partners, build, sustain and/or strengthen working relations, trust, and mutual understanding.
<b>Ethics</b>	<b>UN policy knowledge – ethics</b>	Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity.
<b>2030 Agenda: People</b>	<b>Gender</b>	Youth, Peace and Security

**6. Minimum Qualifications of the Successful PPSA**

<b>Min. Education requirements</b>	Completed Secondary Level Education required. A first-level university degree in business or public administration or social sciences (bachelor's or equivalent) will be given due consideration, but it is not a requirement.
<b>Min. years of relevant work experience</b>	A minimum of five years of professional experience with a secondary education, or two years of experience with a bachelor's degree
<b>Required skills</b>	Proficiency in current office software applications and corporate IT systems.
<b>Desired skills in addition to the competencies covered in the Competencies section</b>	<b>Ability to produce fact sheets and disseminate widely.</b>  <b>Experience in reporting and monitoring is an asset.</b> <b>Experience in working in the emergency context is an asset.</b> <b>Experience in working with UN is an asset.</b>
<b>Required Language(s)</b>	Fluency in (oral and written) Arabic and English is required.
<b>Professional Certificates</b>	N/A

**7. The following documents shall be required from the applicants:**

- a) **Personal CV or P11**, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- b) A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
- c) Managers may ask (ad hoc) for any other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, campaigns or other materials.

**8. Annexes to the TOR**

- a) Links to any relevant (non-confidential) materials that may help candidates gain a better understanding of the office/unit/project context.
- b) Organigram of the office/unit/project indicating the position of the function (for internal use only).

**9. Approval**

**This TOR is approved by :**

This certifies the appropriateness of the functions to the NPSA contractual modality.

Name and Designation Sima Alami/ National Programme Analyst for Adolescents and Youth

Date of Approval 11-Apr-2025

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*Sima Alami*

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Approval of UNFPA CO Representative: Nestor Owomuhangi

Signed by:

11-Apr-2025

*Nestor Owomuhangi*

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