

Approved
14/13/2/10

TERMS OF REFERENCE
DISTRICT OFFICER
District Office/ UNFPA/GoN

Scope of services

The position is district based. The District Officer (DO) will assist in the implementation, monitoring and supervision of UNFPA assistance in the district including project/programme descriptions, work plans and budgets ensuring that the ICPD mandate is delivered at district level. Under the direct supervision of Regional Development Coordinator (RDC), the incumbent will:

A. Programme management and coordination

- ✓ Institutionalize UNFPA's programme with DDC and other partners, including with regard to joint UN programmes;
- ✓ Strengthen the capacity of local self-governance bodies (DDC, VDC and Municipality) to formulate and implement population, RH and gender sensitive plans through results-based management approach;
- ✓ Build capacities of the implementing partners (IPs) to incorporate population, reproductive health and gender issues in their regular plans;
- ✓ Support district agencies to prepare annual work plans, quarterly plans and budgets;
- ✓ Facilitate coordination of programme activities by the implementing agencies such as DDC, D(P)HO, WDO, DEO, Cooperatives, NGOs/CBOs at the district level;
- ✓ Facilitate DDC to conduct periodic review of the programme implementation in close consultation with other IPs;
- ✓ Ensure ICPD goals are incorporated into the plans and budgets and mandates delivered at district level;
- ✓ Endorse the declared expenditures of the IPs in FACE forms on quarterly basis;
- ✓ Arrange support to the programme and financial personnel of the IPs for audit reports;
- ✓ Facilitate provision of technical assistance for the IPs;
- ✓ Liaise between UNFPA Country Office through the RDC and district implementing agencies in all matters related to the assistance and other areas of UNFPA concern;
- ✓ Ensure transparency of UNFPA support programmes by facilitating the IPs conduct social/ public audit; and
- ✓ Assist in other programme related duties as required by the Country Office.

B. Environmental Scanning

- ✓ Maintain good relation with other donor support programmes, especially other UN agencies;
- ✓ Be well informed about 'who is doing what' in the district and share information;
- ✓ Explore, negotiate and materialize opportunities for programme collaboration; and
- ✓ Carry out/ assist relevant assessments/ studies for better positioning of programme interventions.

C. Advocacy and partnership

- ✓ Facilitate establishing horizontal linkage among partner institutions and explore/ suggest ways to implement activities in an integrated manner to the actors;
- ✓ Assist in preparation for special advocacy campaigns and events;
- ✓ Build strategic alliance with civil societies, media and journalists and disseminate information through them to build conducive environment for the support programme;
- ✓ Support in developing youth mobilization strategies at the district level in consultation with district stakeholders and UNFPA; and
- ✓ Utilize strategic opportunities for advancing ICPD agenda and MDGs.

D. Technical assistance

- ✓ Provide technical inputs to local bodies and Line Agencies and IPs on integration of population, RH and gender issues in their regular development plans;
- ✓ Contribute to review the training curriculum, protocols, manuals, strategies and other relevant documents as required;
- ✓ Build capacities of agencies in overall district process including planning, budgeting, monitoring and evaluation;
- ✓ Facilitate capacity development of IPs on Population, RH and Gender;
- ✓ Assist integration of population variables in planning, collection, analysis and utilization of data in terms of planning and management of service delivery; and
- ✓ Obtain assistance from the Regional Development Coordinator (RDC), Health System Strengthening Officer (HSSO), Gender and Social Inclusion Officer (GSIO), and Administrative and Finance Assistant (AFA) of the Regional Support Office (RSO) as per the requirement.

E. Monitoring and evaluation

- ✓ Prepare monthly, quarterly, biannual and annual monitoring reports, analyse the trends and recommend appropriate action for improved effectiveness of the programme;
- ✓ Document lessons learnt and good practices and share these with stakeholders and RSO/CO;
- ✓ Make joint field visits with the counterparts and Regional Support Team for supportive supervision;
- ✓ Monitor and evaluate programme progress and impact and make suggestions to the district partners and UNFPA; and
- ✓ Follow up the recommendations and use of findings for planning purposes.

F. Humanitarian and other support

- ✓ Work closely with District Disaster Relief Committee and Nepal Red Cross Society along with other regular partners in case of emergencies and disasters;
- ✓ Coordinate through RDC with UNFPA CO and other humanitarian agencies to streamline UNFPA's emergency response to the affected people;
- ✓ Prepare background documentation for meetings with donors and stakeholders in the area of population, RH and gender for increased collaboration and fund raising purposes for district level activities;
- ✓ Coordinate with local partner agencies of other UNFPA projects;
- ✓ Prepare documents, proceedings, proposals and consolidated reports as and when required by UNFPA Country Office and central level counterparts;
- ✓ Maintained impartiality, transparency and visibility of UNFPA activities; and
- ✓ Support national and international missions.

The UNFPA Representative may assign any additional responsibility that might be deemed appropriate for the implementation of UNFPA support in the district.

CORE COPETENCIES:

- ◆ Integrity/ Commitment to UNFPA's mandate/ Valuing Diversity;
- ◆ Fostering Innovations and Empowerment;
- ◆ Working in teams;
- ◆ Communicating information and ideas/ Knowledge Sharing;
- ◆ Self-management/ Emotional Intelligence and Conflict Management/ Negotiating and Resolving disagreements;
- ◆ Analytical and Strategic Thinking, Result Orientation/ Commitment to Excellence;
- ◆ Appropriate and transparent decision making and sound judgement.

FUNCTIONAL COMPETENCIES:

The District Officer must have a thorough understanding of

- ◆ Advocacy/ Advancing a policy oriented agenda/ Creating Visibility for the Organization;
- ◆ Results-based programme development and management;
- ◆ Leveraging the resources of National Governments and partners/ Building strategic alliances and partnerships;
- ◆ Innovation and marketing of new approaches;
- ◆ Organizational Awareness;
- ◆ Job Knowledge/ Technical Expertise.

QUALIFICATIONS:

- ◆ Advanced degree in health (including medicine) or social sciences, preferably in, Management, Public/ Business Administration, Public Health, Population or development studies etc.
- ◆ Five years of progressively responsible professional working experience at the community, district and national level in programme planning, management, monitoring and evaluation, in a related field preferably within the UN system.
- ◆ Good analytical skills and ability to understand and adapt to complex socio-cultural backgrounds in terms of overall programming.
- ◆ Demonstrated leadership, facilitation and team working skills and ability to establish harmonious working relations with other UN agencies, I/NGOs and most importantly with the Government of Nepal systems, civil societies and the communities.
- ◆ Demonstrated capability of good understanding of technical cooperation in Reproductive Health, Gender and Population programmes.
- ◆ Experience in the usage of computers and office software packages (MS Word, Excel, and Power Point etc.).
- ◆ Experience of working in the UN will be an asset
- ◆ Experience in office management and documentation
- ◆ Excellent command of oral and written English and Nepali are essential, knowledge of other local languages will be value addition.
- ◆ Willingness and capability to station in remote districts of Nepal and undertake duty travels in rural areas.
- ◆ Courtesy, tact and the ability to function in a multicultural work environment.

Equally qualified women and those belonging to the socially disadvantaged and ethnic minority candidates will be given priority hence encouraged to apply.