

Approved 14
13/2/10

TERMS OF REFERENCE
REGIONAL DEVELOPMENT COORDINATOR (RDC)
Regional Support Office (RSO)/ UNFPA/GoN

Scope of services

Working under the overall supervision of UNFPA Deputy Representative and in close coordination and communication with Programme Managers, the Regional Development Coordinator (RDC) will lead multi-disciplinary teams of specialists responsible for supporting implementation of the GoN/UNFPA Country Programme in the selected districts.

The RDC must have a broad development perspective, networking capabilities, strategic thinking abilities, excellent coordination, interpersonal, as well as monitoring skills, and who is a team worker with a good understanding of public health issues, local governance and the humanitarian and rural development context at sub-national level. Overall, the Development Coordinator will be responsible for all aspects of planning, administration/securing of office means and human resources, implementation and monitoring of the support programmes for realising the expected outputs in the assigned districts. S/he supervises technical specialists (Health System Strengthening Officer, Gender and Social Inclusion Officer and Administrative and Finance Assistant) and concerned District Officers in the districts under his/her supervision.

The RDC will be responsible for the following:

A. Programme coordination

- ✓ Support the respective District Officers (DO) in planning, co-ordination and supervision of the UNFPA programme implementation in the district in accordance with UNFPA policies and priorities;
- ✓ Support and develop capacity of DOs and DDCs undertake regular review of the implementation progress including public hearing and social audit and operationalise appropriate action for resolving the implementation constraints and facilitate streamlined implementation of the activities;
- ✓ Facilitate critical linkage between district and national level ensuring district works and experiences going to the policy level and vice-versa;
- ✓ Facilitate, support and promote the liaisons with other UN agencies in implementing "UN enhanced collaboration in the field" approaches and plans and other joint UN initiatives;
- ✓ Ensure ICPD agenda are integrated into the formulation and design and budgets of Government, UN, NGO and External Development Partners priorities at district and regional level;
- ✓ Ensure quality of programme design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems;
- ✓ Expedite and coordinate project implementation establishing collaborative relationships with experts, GoN counterparts and other UN agencies and facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel;
- ✓ Help identify, create, document and apply knowledge about current and emerging population development trends, RH and gender issues, by analyzing programmes, strategies, approaches and ongoing experience for lessons learned, best practices of UNFPA and other actors and share with management and other partners for use in knowledge sharing and planning future strategies;
- ✓ Ensure high quality results-based programming and performance;

- ✓ Use analytical skills to identify opportunities for promoting the ICPD agenda for other actors programming and that of UNFPA; and
- ✓ Liaise between Country Office and District Offices in all matters related to programme management, finances and security.

B. Environmental scanning

- ✓ Analyze and assess relevant political, social and economic trends and provide substantive inputs to programme formulation and evaluation, joint programming initiatives and national development frameworks; and
- ✓ Scan and assess works of other actors so as to identify gaps, build synergies and promote actors to address ICPD Agenda.

C. Advocacy and partnerships

- ✓ Effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA's mandate;
- ✓ Maintain a functioning network of contacts in the media and civil society to support advocacy efforts and take opportunities for advocating for UNFPA mandate;
- ✓ Assist advocacy and resource mobilization efforts of the Country Office;
- ✓ Establish, maintain and utilize a broad network of contacts to keep abreast of developments and to share information. Analyze and select materials for strengthening strategic alliances with partners and stakeholders; and
- ✓ Prepare and communicate relevant information for evidence-based advocacy;

D. Monitoring, evaluation and knowledge sharing

- ✓ Consolidate monthly/ quarterly monitoring plan and undertake joint monitoring and supervision with government counterparts;
- ✓ Consolidate monthly, quarterly, biannual and annual monitoring reports, analyse the trends and recommend appropriate action for improved effectiveness of the programme;
- ✓ Lead the teams in implementing the M&E system, the follow up of recommendations and the use of findings for planning purposes;
- ✓ Monitor co-financing projects and report to the CO;
- ✓ Lead the team in analyzing, documenting, producing and conveying inputs (lessons learnt, best practices, fine-tuned processes and new approaches) to the CO and stakeholders;
- ✓ Analyze and report on programme progress in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identify constraints and resource deficiencies and recommends corrective action; and
- ✓ Identify opportunities for building national capacity and technical assistance of local counterparts.

E. Humanitarian support

- ✓ Support DOs in formulation of District Disaster Reproductive Health Action Plan (DDRHAP), pre-positioning of RH kits and hygiene (dignity) kits;
- ✓ Assist DOs/ DHO/ DDC in conducting orientation/ training on usage of RH kits, Minimum Initial Service Package (MISP) and RH in Emergency Situations; and

- ✓ Support DOs during disaster and emergency situation for humanitarian response in terms of communication with UNFPA CO, cluster leads and local actors, securing necessary human resource and material support and implementation of DDRHAP and MISP.

F. Finance

- ✓ Supervise program budgets and spending levels of the districts;
- ✓ Ensure DOs monitor program expenditures and disbursements against approved budgets;
- ✓ Clear, with support of DOs and AFA, the declared expenditure by the implementing agencies on quarterly basis through FACE of the district IPs and forward to the CO;
- ✓ Supervise the day-to-day activities of Administration and Finance Assistant and ensure compliance with UNFPA policies & procedures and DDC regulations;
- ✓ Approve all procurements of goods and services up to US\$ 5000; and
- ✓ Arranges the required facilitation and support to programme and financial personnel of the IPs through the DOs and AFA for audit reports.

G. Human Resources/Administration/Security

- ✓ Supervise and coordinate the day-to-day activities of the technical team;
- ✓ Clear Internal Travel Authorization and Leave requests of the personnel under direct supervision;
- ✓ Ensure needed support for DOs from Kathmandu/ RSO on operations issues is provided;
- ✓ Ensure timely and appropriated adherence to all Administrative Directives, Policies, and Procedures as well as the Personnel Policies and Procedures for staff including staff training, practice of highest ethical values and a working environment free from discrimination and harassment;
- ✓ Contribute to and facilitate development and implementation of contingency plans of the CO, RSO and District Office; and
- ✓ Serve as the security focal point of UNFPA Offices in the field, participate in ASMT meetings and ensure all concerned staffs observe standard security procedures.

The UNFPA Representative may assign any responsibility that might be deemed appropriate for effective and efficient implementation of UNFPA assistance to the Development Coordinator.

CORE COMPETENCIES

- ◆ Integrity and commitment to UNFPA's mandate and policies;
- ◆ Valuing diversity, cultural sensitivity;
- ◆ Performance management;
- ◆ Fostering Innovation and Empowerment;
- ◆ Working in teams at all levels;
- ◆ Communicating information and ideas/Knowledge sharing;
- ◆ Self-management/Emotional intelligence and Conflict management/Negotiating and resolving disagreements;
- ◆ Appropriate and transparent decision making; and
- ◆ Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence.

FUNCTIONAL COMPETENCIES

- ◆ Job knowledge/technical expertise;
- ◆ Conceptual innovation in the provision of technical expertise;
- ◆ Innovation and marketing of new approaches;
- ◆ Leveraging the resources of governments & partners/building strategic alliances and partnerships; and
- ◆ Negotiation and conflict resolution skills.

REQUIRED QUALIFICATION

- ◆ Advance degree in management, social sciences, public health or related discipline;
- ◆ Eight years experience in managing social and economic development programmes / projects, with substantive experience in social empowerment and participatory development and not less than three years of experience leading multi-sectoral team of experts;
- ◆ 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;
- ◆ Excellent organizational skills with the ability to prioritize multiple tasks, coordinate with multiple agencies, including the government, political leadership, donor agencies and civil society institutions, media and meet deadlines;
- ◆ Excellent skills on monitoring and report writing;
- ◆ Experience in office management, documentation and advocacy;
- ◆ Strong skills on computers and office software packages (MS Word, Excel, and Power Point etc.);
- ◆ 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;
- ◆ Experience of working in the UN will be an asset; and
- ◆ 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.