



Terms of Reference
Emergency Programme Officer
Under Individual Consultant Contract modality (IC)

Background:

The Emergency Programme Officer will work under the overall guidance of the Representative of UNFPA Jordan CO and direct supervision of the Humanitarian Coordinator.

Purpose of consultancy:

To contribute to the programme design and implementation, evaluation of programme /project activities, data analysis and progress reporting with specific emphasis on the RH component of UNFPA with the government and non- governmental stakeholders targeting Jordanian, Syrians and other vulnerable population groups living in Jordan.

S/he is responsible for facilitation of the rapid implementation of RH programming in the regular, humanitarian and resilience programme. Given that the UNFPA regular country programme has an ongoing RH cross-border humanitarian programme, the incumbent also coordinates with the responsible staff member(s) managing the cross border operations.

Scope of work:

- Contributes to the implementation of RH components of UNFPA annual health programme with the government/other partners targeting Jordanian, Syrians and vulnerable population groups living in Jordan.
- Assists in the monitoring and reporting on programme implementation, and in preparation of reports, and project documents by collecting information and preparing tables. Prepares timely analysis reports on the status of the programmes and target groups. Prepare background information for use in discussions with Government and other organizations.
- Conduct frequent visits to UNFPA project sites (including camps and host communities), assess local conditions and resources provide feedback through field visit reports and monitors UNFPA inputs . Communicates with partners on project feasibility and effectiveness.
- Effectively promotes UNFPA global mission and mandate through advocacy and dialogue with different sectors concerned with women issues, RH, including

government, non-governmental organizations, national and international, in addition to relevant UN agencies.

- Undertakes follow up actions on programme implementation interventions, and prepares reports. Drafts changes in the programme work plans, as required.
- Facilitates capacity building workshops and other capacity building activities to counterparts. Select and complies training and orientation materials for those involved in programme implementation and follow up trainees.
- Evaluates and analyzes financial and supply reports to ensure that expenditures are within allotments and data is consistent with Atlas. Reports to the supervisor and the humanitarian Coordinator detailing the outcomes of the reviews.
- Assist in promoting and facilitating the inclusion of RH into the Regional Response Plans, CAP, Flash and other appeal processes and documents.
- Identify opportunities for UNFPA assistance and intervention in coordination with the other programme officers.
- Assist in writing proposals and engaging in other fundraising efforts to support joint programming.
- Coordinate Interagency Amman work related to the Berm
- Attend Interagency meetings on behalf of UNFPA and report back to the HPC and/or Representative for any needed actions
- Provide input for communications updates, press releases and donor briefs for all high level missions
- Perform other related duties upon request.

Duration and working schedule:

Working Hours as per the rules and regulations of UNFPA/ five days a week. The consultant will be entitled to all holidays observed by UNFPA Jordan CO.

Place where services are to be delivered:

UNFPA Office Amman, Syrian Refugee Camps in Jordan, Host Communities, and Cross Border Operations and Berm.

Delivery dates and how work will be delivered :

Work will be delivered as per the nature of the work and agreed deadlines between the supervisor and the consultant. Depending upon the nature of the work deliverables could be in any shape for example, soft copy of concept notes/proposals, meeting minutes, project progress reports, presentations etc or physical contribution to the facilitation of research, donor visits etc.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:

As per the agreed deliverable between the consultant and the supervisor the consultant will be responsible to submit all relevant reports for example, project progress reports, responding and reporting to the coordination and working groups, concept notes, proposals etc before the agreed deadline.

Required expertise, qualifications and competencies, including language requirements:

- Master's Degree in public health, community health, Social Sciences, or related field.
- 5+ years of increasingly responsible professional experience in health/RH issues. Experience in working with government ministries is an asset.
- Prior training in RH issues and their application in international humanitarian or development settings.
- Awareness and demonstrable knowledge of RH issues and their relevance in development and emergency settings and knowledge of the cultural context in the country
- Knowledge, skills, and experience in participatory methods for community development and mobilization.
- Experience in programme management.

Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:

Support services, office space and equipment [The consultant will utilize UNFPA's office space and will be entitled to using UNFPA laptop, telephone, mobile, printer, scanner, fax etc..., and UNFPA vehicles for office related transportation]

How to Apply:

Interested Applicants are advised to complete their Personal History Form (P11), which can be downloaded from <http://jordan.unfpa.org> website (**only P11 Form will be considered**).

Kindly forward your completed P11 along with a copy of your academic qualifications certificate to the email address vacancy@unfpa-jordan.org indicating the **IC Vacancy Number and Title** in the e-mail's subject, before the deadline of **6 May 2018**.

Candidates who are seriously being considered will be contacted for an interview.

***UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.**