



Vacancy Announcement Individual Consultancy for Project Coordinator

Vacancy Announcement period 14 – 22 April, 2022

TERMS OF REFERENCE	
Title	Project Coordinator
Hiring office	UNFPA Kenya Country Office
Background	<p>The Gender Based Violence Area of Responsibility (GBV AoR)/UNFPA have been partnering with the Department of Anthropology, Gender and African Studies (IAGAS) at the University of Nairobi for the past 5 years to deliver a two-week graduate level short course on GBV in Emergencies (GBViE). More than 100 students have successfully completed the course; 15 of which took part in a competitive internship program and are now employed in the sector. The course was developed to ignite interest among graduate students to enter the field. The UN and NGOs struggle to recruit qualified GBV Specialist, which leaves critical gaps in coordination and implementation, particularly in complex (often insecure) environments such as South Sudan and Somalia.</p> <p>Building on the foundation laid by the short course, the Department of Anthropology, Gender and African Studies at the University of Nairobi (UoN), with technical support from the GBV AoR, will launch an innovative Postgraduate Diploma Course focusing on GBViE in September/October 2022. The course will target practitioners currently working in the field of GBV prevention and response and those with a relevant background who wish to transition in to this type of humanitarian work. The goal is to increase the number of GBViE Specialist working in humanitarian contexts and to ensure those that work in the field have advanced knowledge of global standards. Course content will be based on global guidelines that have been developed by partners on behalf of the GBV AoR. For example, lecturers will reinforce best practice by integrating the IASC Guidelines for GBV Interventions in Humanitarian Settings, the Handbook for Coordinating GBV, the WHO Ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies, and the Caring for Survivors guide among others into the course material.</p> <p>The global GBV AoR completed a year-long study that identified the professional competencies that a GBV Specialists should embody. The topics included in the curriculum will be selected based on this global study and a desk review of lessons learned from existing capacity building initiatives being implemented by members of the GBV AoR. Some of the thematic areas that will most likely be included are coordination, case management, legal and health response, field assessments,</p>

	<p>mainstreaming and prevention. The guiding principles: dignity, safety, respect and non-discrimination will be the cornerstone around which all sessions are built.</p>
<p>Objective of the consultancy:</p>	<p>Job Purpose: The UNFPA Kenya CO in partnership with the Gender-based Violence Area of Responsibility (GBV AoR) and the University of Nairobi is seeking applicants for the position of Project Coordinator. The Project Coordinator will be deployed for one year to oversee the implementation of a Post Graduate Diploma Course on GBViE at the University of Nairobi.</p> <p>The Coordinator will work closely with the Department of Anthropology, Gender and African Studies and other departments within the University including the Instructional Design for Program Delivery and Learner Support team to finalize the online course content. The Coordinator will also be responsible for extensively marketing the course to ensure student enrollment reflects a broad range of genders, particularly people of non-binary genders; the disabled, and other marginalized groups.</p> <p>The course designers are dedicated to ensuring that individuals from diverse sexual orientations, gender identities and expressions are actively recruited to enroll in addition to other groups impacted by GBV such as persons with disabilities, refugees, internally displaced persons and those with various intersections of these groups regardless of their economic status. The Coordinator will explore and ideally form potential scholarship schemes in partnership with relevant organizations.</p> <p>Coordination and Sustainability considerations: This will be an accredited course at the University of Nairobi, which will be incorporated into their regular course catalog. Like any other course, student tuition fees will help deflect running costs.</p>
<p>Scope of the review, Description of services, activities or outputs:</p>	<p>Duties and Responsibilities: The Project Coordinator will be expected to coordinate all aspects of project implementation which includes but <i>is not limited to</i> the following:</p> <ul style="list-style-type: none"> ● Finalize the curriculum content, ensuring it meets global standards, in partnership with various University Departments and sector experts. Consultants/sector experts have already submitted “draft” content that now needs to be standardized. ● Facilitate the hiring of a graphic designer who will ensure the content looks professional and uniform ● Establish an internship program that enables students to obtain work experience at organizations providing direct services to survivors and those at risk of violence; set-up formal agreements with local and international organizations to ensure expectations are clearly defined.

	<p>Work closely with University counterparts to institutionalize this component into their administrative duties.</p> <ul style="list-style-type: none"> • Explore scholarship opportunities for incoming students, especially those coming from marginalized groups/communities; network with international organizations, foundations, and other entities that might be willing to financially support the cost of tuition etc.; work closely with University counterparts to ensure sustainability and accountability measures are in place. • Work closely with University counterparts to develop a marketing plan, and play a key role in its implementation. • Any other tasks that the Coordinator deems a priority in partnership with the University
Duration and working schedule:	1 May - 31 December 2022
Place where services are to be delivered:	<p>University of Nairobi, Kenya</p> <p>The University of Nairobi is based in Nairobi, Kenya which is a regional hub for humanitarian organizations. The University would like to capitalize on the presence of these globally-recognized organizations through the creation of an internship program targeting those students in need of more direct experience in GBV service provision.</p>
Monitoring and progress control	<p>The Coordinator will be part of the GBV AoR’s regional team based in Nairobi, Kenya and will work closely with UNFPA Kenya Country Office’s Gender Unit to ensure timely implementation of activities. She/he will have desk space at both the University of Nairobi and at the UNFPA Kenya CO. The Coordinator will work closely with members of the Department of Anthropology, Gender and African Studies. All admin support will be provided by the UNFPA Kenya CO. She/he will report to the GBV AoR’s Nairobi-based Team Lead. The person in this position will also work proactively to identify funding opportunities for the long term implementation/success of the course.</p>
Supervisory arrangements	The consultant will report directly to, and work collaboratively with the Regional Emergency GBV Advisor for East and Southern Africa.
Expected travels	No Travel required
Required expertise, qualifications and competence, including language requirements:	<p>The Consultant will be expected to have the following minimum qualifications:</p> <p>Education:</p> <ul style="list-style-type: none"> • Possession of a Master’s degree in Education, Gender Studies, Development studies, Sociology, Disaster Management or other related Social Sciences. Minimum of 7 years’ experience working in academic environment. Prior experience working at a University level highly desired. <p>Languages:</p>

	<ul style="list-style-type: none"> Fluency in English required. Strong capability to communicate clearly and concisely in both oral and written English required
Inputs/ services to be provided by UNFPA	<p>GBV AoR's regional team and UNFPA Kenya CO will provide overall oversight to the consultant.</p> <p>The office space and laptop will be provided by the University of Nairobi.</p>
Other relevant information or special conditions, if any	<p>Remuneration</p> <p>The consultancy fee will be paid on a monthly basis based on the monthly report by the selected candidate.</p>
<p>Interested candidates are requested to send their expression of interest, curriculum vitae to Kenya.recruit@unfpa.org by 22 April, 2022</p>	