

## Terms of Reference for NPPP-Field Office (Cox's Bazaar)

**Position:** National Project Professional Personnel

**Type:** Service Contract

**Reporting to:** Asst. Rep/NPOs

**Location:** Field office (Cox's Bazaar)

### **Background**

Under the overall guidance of UNFPA representative, direct supervision of the Asst. Representative/NPOs, the NPPP substantively contributes to the effective management of UNFPA field office, affiliated project(s)/and activities of UNFPA support projects.

### **General Statement**

- In charge of the field office and represents UNFPA at the district level office.
- Maintains collaborative relationships with counterparts in GoB, NGOs and civil society at the field level.
- Ensures implementation of component projects activities and provides technical assistance for implementation in line with GoB priorities and according to UNFPA Programme policies and procedures.
- Coordinates and liaises with government counterparts and other stakeholders at district level.
- Takes responsibility for fund management, fund disbursement, follow-up and monitoring of funds and expenditure related with project activities, if delegated.
- Provides and manages data inputs, logistical support, monitors project implementation and follow-up recommendations.
- Maintains information and database and update database of the project profiles for information and presentation to concerned parties.
- Organizes and conducts trainings, orientation workshops and programmes; international events like WPD, International Women's Day etc. including steering committee meetings.
- Keeping baseline in view, work with other stakeholders to achieving outputs by indicators.

## **Functional Statements**

- Contributes to defining UNFPA's over all policy, programmatic directions and strategies related to RH, and population Development and ensures that these are promoted, fully understood and implemented in the districts.
- Provides technical inputs on the substantive and programmatic linkages of UNFPA's interventions in the field level leading to improved RH and sustained development.
- Organizes and facilitates different training programmes/workshops in the area of RH, Gender and population development.
- Formulates annual activity plans for the district and ensures proper and timely completion of the activities.
- Maintains close liaison with district authorities in the area of Reproductive Health, Gender and Population Development.
- Assists to assess performance of the different service centers; provide feedback to for QA services.
- Coordinates and participate in evaluating activities and establish implementation mechanisms to systematically assess the achievement of results. Participates in review meetings, missions and prepare regular progress reports. Analyze basic factors affecting the achievements of results, recommend corrective actions and follow up on recommendations.
- Makes extensive visits to different upazilla, union and communities in the district and report on situation and progress. Participate in different district level meetings of the GoB.
- Ensures proper record keeping and reporting for maintaining MIS at the district level and send feedback to national level.
- Establishes linkages to ensure functional flow of information through effective use of all communication media, written, verbal and electronic media.
- Helps create and document knowledge about current and emerging population development trends, RH and gender issues, by analyzing programmer, projects, strategies, approaches and ongoing experience for lessons learned, best practices and shares with management for use in knowledge sharing and planning future strategies.
- Contributes to the creation and sharing of knowledge by synthesizing and documenting finds and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination.
- Any other duties that may be assigned by the Representative/Assistant Representative.

<b><u>Competencies Required:</u></b>
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### **Primary Competencies**

#### **Results-based Programme development and management**

Uses analytical skills to identify opportunities for project implementation and participates as resource person to make the project(s) successful.

#### **Innovation and marketing of new approaches**

Analyzing and maintaining documentation for innovative strategies, best practices and new approaches. Has the ability to adapt quickly to change and works closely with stakeholders.

### **Corporate Competencies**

#### **Values**

##### **Integrity/Commitment to mandate**

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken.

##### **Knowledge sharing/Continuous learning**

Actively produces and disseminates new knowledge.

##### **Valuing diversity**

Appreciates differences in values and learns from cultural diversity.

### **Managing Relationships**

#### **Working in teams**

Actively seeks resolution of disagreements and supports the decisions of the team.

#### **Conflict and self management**

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

### **Working with people**

#### **Performance management**

Seeks new challenges and assignments and exhibits a desire to learn.

### **Personal leadership and Effectiveness**

#### **Analytical and strategic thinking**

Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities.

**Results orientation/Commitment to excellence**

Takes action until successful outcomes are achieved.

**Job Requirements**

**Academic Requirements:**

Medical graduate with Masters in Public Health or Masters in Social Science.

**Experience:**

7 to 10 years professional experience preferably in Programme/Project management, which includes designing, planning and implementation. Analytical skills and experience in dealing sensitive issues are desirable. Working experience with GOB is essential.

**Languages**

Fluency in oral and written both Bangla and English.

**Computer skills**

Proficiency in current office software applications.