

Job Description for the National Coordinator for Women & Girls Friendly Space Project

I. Background

The Islamic Republic of Iran is a highly disaster-prone country. During recent decades, disasters of different kinds (floods, earthquakes, and landslides, etc.) have affected millions of Iranians. Heavy rains, flooding and landslides in March and April 2019 caused loss of lives, displacement and extensive destruction in the Islamic Republic of Iran. Twenty-five of 31 provinces were affected with Golestan, Khuzestan, Ilam and Lorestan most heavily hit. More than 10 million people have been affected and about 2 million people need assistance. Of the 2 million people in need of immediate assistance, approximately 500,000 are women and girls of reproductive age. This includes an estimated, 28,500 women who are currently pregnant.

With high-levels of displacement and the disruption of social services and break-down of support networks following any disaster, women, adolescent girls such as people with disabilities and elderly have increased protection and psychosocial needs. It is also well known that in the context of disaster, women and girls are disproportionately affected and their risk increases.

In response to these specific needs, and increased vulnerabilities creation of *women and girls friendly spaces* emerged as a key strategy for the protection and empowerment of women and girls affected by the floods. The project was replicated to many countries in the Middle East, Bangladesh, Indonesia, Pakistan, Philippines, Myanmar and Fiji, among others.¹

A safe space is a formal, static or mobile place, where women and girls feel physically and emotionally safe without fear of trauma, excessive stress, or abuse. It is a space where women and girls feel comfortable, and receive psycho-social counselling and other support as needed.

Considering the above and agreement of the Government, UNFPA has planned in collaboration with State Welfare Organization to support establishment of Women Friendly Space in two provinces of Golestan and Lorestan as well as Kermanshah in collaboration with UNHABITAT. The project aims to ensure measures are in place to address the specific needs of women and girls through a targeted approach with interventions that will benefit women affected by flood. It also aims to ensure measures are in place to reduce any risk faced by girls and women that may result from limited access to services and assistance. The establishment of Women Friendly Spaces for women and girls is also a measure to respond to the challenges experienced by women who are presently in a difficult situation due to the impact of flood.

Based on the agreement with SWO, a project document has been prepared and approved for establishment of two Women Friendly Spaces in agreed locations of Gomishan and Poldokhtar. A similar project document has been also prepared for establishment of WGFS in Kermanshah.

Due to the above, UNFPA will be recruiting a national project coordinator (PC) to assist coordination between all stakeholders and ensure a smooth implementation of the project.

The incumbent will perform a full range of administrative, coordination, and monitoring tasks during implementation of the project.

S/he will, as required, work closely with the various departments and institutions involved in implementation of the project and will report to UNFPA and SWO project manager.

II. Specific Tasks

Under the direct supervision of the UNFPA Assistant Representative/Representative, s/he will work closely with implementing partners to ensure effective programme and financial management, monitoring and reporting of the project. In particular, the PC will do the following tasks:

- Ensures smooth and timely implementation of the project activities through administrative management and day-to-day follow up of activities.
- Identifies bottlenecks, obstacles and delays and takes actions and solutions for problems encountered during implementation.
- In consultation with the implementing partners, prepare progress, performance and achievement reports, specifying lesson learned.
- Assists in selection and recruitment of Women Space staff in coordination with SWO and the local NGO.
- Ensures coordination between all stakeholders of the project through organising project coordination meetings in close collaboration with UNFPA, SWO, as well as SWO in both sites and the local NGOs.
- Arrange and participate for training of the WFS and SWO staff
- Ensures timely expenditure of project funds based on project document and progress of the project
- Work closely with SWO and local NGO in planning and implementation of awareness raising, skill development and recreational sessions in both sites.
- Participates in field monitoring visits to monitor the implementation of programme interventions and collect relevant data and documents, as necessary
- Ensures availability of all necessary financial/management supporting documents in files, according to the rules and regulations of UNFPA in collaboration with SWO and other stakeholders.
- Supports in preparation for audit and implementation of audit recommendations, if applicable.

- Keep in contact with Gender and GBV advisors for` feedback and guidance.
- Support the evaluation of the project if required.
- Participate and contribute in women and Girls protection sub-sector
- Participate in any other coordination meeting related to flood response or others as required.
- Undertakes any other assignment, as necessary

III. Duration of the contract

Three months

IV. Minimum Requirements

- Master's degree, preferably in Gender, public health, psychology, social and Social Work with at least 5 years of experience in project management.
- Fluency in written and spoken English and Farsi
- Fluency in use of Microsoft Office applications
- Working experience in the Government is desirable

V. How to Apply

- Applicants with the required qualifications and experience should submit a copy of curriculum vitae (CV) and motivation letter to UNFPA registry at iran.office@unfpa.org
- **Closing Date: 7 September 2019 (5 PM Tehran Time)**