

Terms of Reference for Project Coordinator

Background

The Project Coordinator will provide overall leadership role to the multidisciplinary team for establishing community-based mechanisms through creating protective environment for women in an emergency context. The project coordinator will provide operational direction of the day to day implementation of the NDMA led and UNFPA supported project in earthquake affected area of district Mirpur in close collaboration relevant stakeholders at the district level. The position will report directly to the **Director Gender and Child Cell, NDMA Islamabad**. The position is based in district Mirpur.

Key Duties and Responsibilities

1. Guide and manage day to day operations of the project including in Women Friendly Health Spaces and outreach locations to deliver in adherence to the approved work plan and in accordance to Stand operating procedures.
2. Establish local level coordination mechanism that can facilitate community-based Women protection mechanism and interventions.
3. Develop and make IEC material available for the target groups in line with women protection issues.
4. Contribute to the knowledge building and capacity development of key stakeholders including project staff, target groups and coordination partner in women and child protection issues through organizing awareness raising sessions, capacity development trainings and sharing IEC material.
5. Organize recreational activities in women friendly spaces and identify other initiatives for effective engagement of women and children with focus on protection and psychosocial and mental health support.
6. Compile and manage project data and share monthly progress reports with NDMA/UNFPA on UNFPA prescribed formats.
7. Compile case studies, human interest stories and lessons learnt from the project to be included in progress reports or separately
8. Maintain close liaison with UNFPA Humanitarian Team for essential technical support and guidance.
9. Perform other tasks as assigned by the Director Gender and Child Cell or UNFPA humanitarian team.

Required Qualifications

- A university degree in social science is required
- At least 5 years in programme coordination/management role.
- Fluent in English, Urdu and local language of Mirpur is an added advantage.
- Skills in using computer specially MS Excel, MS Word and MS Power Point.