



**Federal Government of Somalia**  
**Ministry of Women and Human Rights Development**  
**Terms of Reference**  
**Programme Coordinator**

**BACKGROUND**

The Ministry of Women and Human Rights Development of the Federal Government of Somalia (FGS) is mandated to advance the promotion and protection of gender equality and human rights, including the rights of women, children and other vulnerable groups.

Women, Peace and Security (WPS) Joint Programme proposal has been developed in consultation with key stakeholders including the FGS, the Federal Member States (FMS), women's rights activists, women peacebuilders, and civil society organisations (CSO). The WPS Joint Programme embraces learnings from previous Women, Peace and Protection (WPP) and human rights-related initiatives and programmes in Somalia and meets the need to advance the United Nations Security Council Resolution (UNSCR) 1325 in the Somali context and adheres to the priorities and principles of the ninth Somalia National Development Plan.

The objective of the Joint Programme on Women, Peace and Security (WPS) is to promote women's meaningful participation in peacebuilding processes, particularly within decision-making and leadership roles, and to sustain peace at national and community level by engaging, empowering, and capacitating women through legislative provisions, policy interventions, and strengthening and establishing infrastructures for peacebuilding. At the grassroots level, the joint programme aims to empower women as leaders and active agents of change through the support of initiatives at the community level and exchange of knowledge among practitioners. Women-led organizations and networks in peacebuilding will be promoted and the capacity of institutions will be strengthened, to ensure that deep-rooted issues that are the basis of systematic violations of the human rights of women are addressed and sustainable solutions for peace, protection and reconciliation are established.

The Ministry of MoWHRD is looking for a qualified, proactive individual who can manage and coordinate the WPS Joint Programme.

## **Main objectives**

Under the supervision of the Director General and in liaison with other programme stakeholders, the incumbent is expected to contribute to the efficient and effective achievement of the overall WPS joint programme objectives and shall:

## **Management Responsibilities and Coordination**

- Support overall coordination of Women, Peace, and Security Joint Programme in line with the Letter of Agreement (LoA) from UNDP and Partner Agreement from UNWOMEN with the Ministry
- Develop implementation plan with timelines and ensure schedule of activities and deadlines are followed and adhered.
- Coordinate submission of face forms, itemized budgets, and request of payments with adequate supporting documents
- Coordinate timely reporting of financial expenditure and liquidations with complete and correct supporting documentation
- Ensure that four programme steering committee meetings and technical level meetings are held.
- Coordinate the FMS review meetings at each state for each quarter
- Coordinate the implementation of NAP1325 at FGS and FMS level and involve the implementation of the NAP 1325 across the different line ministries

## **Technical support**

- Produce clear concept notes with deliverables and share with the relevant stakeholders for input before implementing the activities.
- Lead the implementation programme activities in line with the modalities and objectives set out in the WPS Joint Programme and the Letter of the Agreement.
- Develop Terms of Reference for Women Networks and Traditional and Religious Leaders
- Provide training with relevant stakeholders of women networks, Civil Society, traditional elders and religious leaders for women, peace, and security agenda
- Support the development and refinement of standard reporting templates for consistent reporting for the programme across all settings
- Build the capacity of civil servants on project management, report writing and M&E
- Work closely with the M&E Officer for monitoring of activities and assist producing observation and assessment reports
- Carry out review of the Letter of Agreements and assist the Ministry to deliver activities in line with the expected (planned) deliverables and outcomes

## **Reporting**

- Prepare and share progress updates and repots on activity implementation with the Ministry's leadership and UN counterparts
- Ensure Programme Steering Committee meetings agendas, minutes and action points are prepared, finalized, and signed off by the steering committee on timely

- Support timely results-based reporting to the steering committee, donors, and other stakeholders of the WPP Joint Programme
- Develop at least two quarterly reports for the WPS Joint Programme. The reports should detail the inputs, outputs and challenges in the reporting period
- Review the monitoring, evaluation and learning reports and incorporate any lessons, learnings and course correction taken as the results of the learnings in the progress reports to be shared with the Joint Programme, the Ministry and UN counterparts
- Prepare monthly, quarterly, and semi-annual and annual reports and contribute to MPTF and donor reports
- Ensure detailed qualitative reports which shall be provided to UNDP and UNWOMEN in each quarter along with monthly progress updates.

### **Education**

- Master's degree in development, human rights, law, social sciences, or other relevant fields with 4 years' experience
- Bachelor's degree in development, human rights, law, social sciences or other relevant fields with 7 years' experience

### **Experience and Language**

- Minimum 4 years' experience in project implementation, preferably in the area of human rights, women's empowerment and women's protection issues
- Experience working with government stakeholders in the implementation of projects or programmes in Somalia
- Experience working with the Federal Member States
- Ability to deliver results in complex and challenging environments, and to translate good practices into practical solutions
- Understanding the Somali local context and customs
- Proficiency in Somali and English is required
- Knowledge of the WPS agenda 1325 is an asset

**All applications with up to date CVs should be sent to the**

**Ministry of Women and Human Rights Development**  
**Email:**[info@mwhrd.gov.so](mailto:info@mwhrd.gov.so)

**The closing date for applications is: 25 May, 2022**