

# Programme Assistant on Adolescent and Youth Capacity Building IC



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Web :

## Job Summary

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Vacancy :

Deadline : Nov 27, 2024

Published : Nov 19, 2024

Employment Status : Full Time

Experience : Any

Salary : As Per IC Salary Scale

Gender : Any

Career Level : Any

Qualification :

## About United Nations Population Fund (UNFPA):

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realising the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organisations and individuals to "build forward better", while addressing the negative impacts of the various natural and men-made disasters on women's, girls' and young people's access to sexual and reproductive health and reproductive rights, recovering lost gains, and realising our goals.

### About Adolescents and Youth Integration in UNFPA Humanitarian program

UNFPA Afghanistan positioned A&Y at the heart of the humanitarian response, by integrating adolescents and youth interventions under the Country Program Outputs (extended to 2025) including Reproductive Health (RH) and Psychosocial Support (PSS) in Humanitarian settings. UNFPA is integrating Youth Friendly Health services in service delivery points including Mother and Child Health Centers, and Basic Health Centers. Additionally it is providing YFHS via the nation-wide Youth Health Line, and Multipurpose Youth Centers.. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results. UNFPA requires a national consultant to support the Adolescent and Youth team in the delivery of capacity building and technical assistance for A&Y stand alone and integrated programming.

### Job Description:

#### You would be responsible for:

The Programme Assistant on Adolescent and Youth Capacity Building national consultant will facilitate the implementation of the UNFPA Youth Educator Guidance Notes and Standard Operating Procedures (SoPs) in support of integrated and stand alone adolescent and youth programming delivery. This will be done by supporting the capacity development of UNFPA's Implementing Partners and key stakeholders that provide adolescents and youth integrated services and providing technical support on the A&Y programming.

The duties of the Programme Assistant on Adolescent and Youth Capacity Building national consultant will be to provide capacity building support to ensure the successful delivery of A&Y programming. The tasks include:

#### 1. Ongoing review of documentation:

- As needed, take part in conducting the review of the current series of A&Y materials including Guidance Notes and Standard operating procedures (SoPs), to ensure that they are fit-for-purpose
- Providing input and technical assistance in the identification of, revision of and/or development of key documents and materials that support the A&Y units capacity building programming
- Follow up with related issues with Implementing Partners (IPs)

#### 2. Technical support on the revision and Adaptation of Youth Friendly Health Services (YFHS) Guidelines and their roll outs:

- In collaboration with the Adolescent and Youth Specialist and other Adolescent and youth team members contribute to the technical review of the Youth Friendly Health Services Guidelines
- Develop a roll out strategy for the updated YFHS Guidelines and a capacity building plan for Implementing Partner and UNFPA staff.
- Revise relevant MYC curriculum and other Youth Educator material to ensure it is in line with the updated YFHS Guidelines.

#### 3. Virtual / In-person training of trainers (ToT):

- Assessing the capacity of existing actors in terms of youth and peer education approaches, youth engagement and participation and identifying candidates for the *Pool of Trainers*
- Support in draft a training package and translation of materials c) Coordinate and arrange meetings as required.
- Review materials and documents and provide checklists and produce a preliminary report and matrixes. The report and matrixes will be reviewed by the international consultant.
- Support the international consultant in the roll out of ToT based on the adapted SOPs and Guidelines and ensure translation.

#### 4. Follow up:

The Programme Assistant on Adolescent and Youth Capacity Building National Consultant will ensure (1) UNFPA Implementing Partners develop organisational action plans to put in place newly developed SOP in all service delivery points and (2) the *Pool of Trainers* prepare and deliver step-down training. Provide the first draft of progress reports from each meeting and training and the international consultant will review.

#### 5. Regional MYC Youth Work Labs:

- Update and design existing Youth Work Lab and Regional Work Lab materials for the purposes of increasing the capacity of MYC staff on youth friendly programming and methodologies.
- Provide logistical and planning support for the execution of MYC Youth Work Labs.
- Provide reporting and feedback support on the execution of MYC Youth Work Labs.

The National Consultant will provide needed support to the A&Y Team Lead in the following scope:

1. Provide translation support of all key capacity building materials as needed.
2. Provide monitoring and programmatic support to the existing MYCs and in the scale up of the MYC and MYC Centres of Excellence
3. Provide reporting and proposal development support as it relates to capacity building plans for A&Y programming.
4. Take the lead to organise and conduct fieldwork as needed.
5. Provide technical support in the development and delivery of accountability to affected population feedback mechanisms conducted by the A&Y unit.
6. Perform any other required tasks

### Job Requirements:

#### Education:

Advanced university degree (Master's degree or equivalent) in social work or other social sciences, public health, community health, international relations, international law, gender studies, human rights or related field. A first-level university degree in combination with two additional years of qualifying experience may be considered in lieu of the advanced university degree.

#### Knowledge and Experience:

- Minimum 3 years of progressive humanitarian experience; at least 1 of which should be field-based or in the emergency context.
- Good knowledge of youth development, youth health, and gender-based violence issues, with a minimum of 3 years of progressive humanitarian experience, at least 1 of which should be field-based or in an emergency context.
- Experience in conducting training or facilitating capacity building
- Knowledge of training tools and methods and proven experience delivering training on youth issues in humanitarian settings related topics;
- Demonstrated organisational skills: the ability to work independently and productively with multiple stakeholders in a fast-paced environment.
- Demonstrated understanding of issues related to confidentiality, data safety and other ethical concerns related to the sharing of sensitive data between humanitarian agencies.
- Excellent interpersonal and communication skills: the ability to liaise with people successfully and effectively in a wide range of functions in a multicultural environment.

#### Language requirements:

Fluency in English is required. Dari and Pashto are necessary as the working language in Afghanistan.

### Submission Guideline:

UNFPA will only accept properly completed job application forms in Quantum before the closing date & will not consider late submissions after the closing date. Any information provided on the Quantum job application form will be considered binding.

To Apply Click [Here](#)

### Submission Email:

[https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_2003/job/22262/?utm\\_medium=jobshare&utm\\_source=External+Job+Share](https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/22262/?utm_medium=jobshare&utm_source=External+Job+Share)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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