

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Pacific Sub Regional Office (PSRO)
Purpose of consultancy:	<p>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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.</p> <p>UNFPA seeks a national consultant to work as part of the gender programme in Vanuatu. This will include the monitoring and management of the implementation of activities under the Spotlight Initiative programme. The national consultant is expected to transform, inspire and deliver high impact and sustained results.</p> <p>She/he will provide support for programme activities, research &amp; networking, communications and monitoring and evaluation for the UNFPA in Vanuatu. This will include support for UNFPA programme implementation as well as coordination with other gender and gender based violence (GBV) programs in Vanuatu. There will be a high level of coordination both within the United Nations as well as with key Government and civil society stakeholders to ensure collaborative and sustainable programme interventions.</p> <p>The candidate will be responsible for supporting the Spotlight Initiative programme management and coordination in Vanuatu as well as supporting other requirements of the gender programme more generally. The incumbent will facilitate the implementation of UNFPA's GBV programming in a development and humanitarian emergency settings.</p> <p>The successful candidate will work at the national and provincial levels to ensure that the agreed strategic interventions are implemented in the context of the 2030 SDG Agenda, ICPD Programme of Action and UNFPA Strategic Plan at the global level, the UN Pacific Strategy, UNFPA sub-regional programme at the regional level, and the National Sustainable Development Plan.</p> <p>Reporting to Gender Technical Advisor, UNFPA Pacific, based in Fiji, the candidate will be a key member of the UNFPA Vanuatu Programme team, which provides integrated programme and technical support within a systems strengthening approach fundamental to implementation of UNFPA's overall strategy in Vanuatu and the Pacific.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b><u>MAJOR DUTIES AND RESPONSIBILITIES</u></b></p> <p>The work will be primarily conducted in Port Vila, Vanuatu with possible travel to support monitoring activities in provinces across Vanuatu.</p> <p>The following are required activities to be delivered as a key component of the consultancy:</p> <p><b><i>Programme Development and Implementation</i></b></p> <ul style="list-style-type: none"> <li>● Support implementation of UNFPA GBV activities in Vanuatu</li> <li>● Support UNFPA Spotlight Initiative program specialist in planning, implementation, monitoring and supervision of spotlight initiative in Vanuatu.</li> </ul>

- Ensure support for close monitoring of all Spotlight Initiative activities (Pillar 3, 4 and 5) to enable timely and quality implementation of activities.
- Support preparation of briefings and presentations for all Spotlight Initiative and related meetings.
- Draft background project papers/briefing documents, proposals, statements, talking points and reports on the programme and country operations.
- Contribute to review of programme and operations documents, collate and provide feedback in close consultation with in country team and UNFPA Pacific team based in Fiji.
- Facilitate technical and implementation support missions to monitor activities.
- Assist in the preparation of national events including trainings, workshops, conferences ensuring operational compliance with UNFPA procedures and policies;
- Liaise with designated counterparts within implementing partner agencies and UN sister agencies to coordinate and follow-up on programme implementation with feedback provided to the Vanuatu country team and Gender Technical Advisor for decision-making.

#### ***Partnerships***

- Actively participate in all gender and GBV coordination meetings in Vanuatu (both external and internal), across development and humanitarian settings.
- Support all Spotlight Initiative coordination meetings including technical and coordination meetings as well as CSO reference groups and steering committees.
- Maintain strong partnerships with Government and Civil society counterparts to support effective implementation and ownership of UNFPA led activities.
- Under the supervision of the gender technical advisor, represent UNFPA in Gender and Protection cluster to ensure that UNFPA role in GBV issues are adequately considered.
- Establish linkages between existing Gender, RH and HIV programmes to ensure synergies between programmes that maximize programme impact.

#### ***Monitoring and Evaluation***

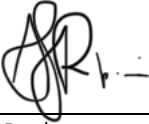
- Monitor UNFPA's gender programme activities by keeping a close record of activities, such as capacity building, expenditures and agreements made with local partners.
- Prepare regular progress reports and document lessons learned and share with the UNFPA Sub Regional Office.
- Support the provision of regular and comprehensive updates related to UNFPA's progress on the Spotlight Initiative programme in Vanuatu.
- Support preparation of information for the audit of the joint programmes and support implementation of audit recommendations
- Support the provision of technical guidance to the UNFPA Spotlight staff on routine delivery and reporting of programme supported activities and finances

#### ***Communication***

- Support visibility of activities by drafting and compiling available content for use in communication by UNFPA PSRO, including ensuring compliance with all Spotlight Initiative communications and branding guidelines.

	<ul style="list-style-type: none"> <li>● Document and disseminate programme delivery and advocacy activities including support to audio-visual documentation for the purpose of multi-media coverage and overall visibility.</li> <li>● Support preparation of public information materials and briefing packets on UNFPA's component of Spotlight Initiative These will include briefing materials, preparation of power-point and other presentations, support on audio-visual documentation of programme delivery and advocacy efforts (in collaboration with PSRO Communications Officer).</li> </ul> <table border="1" data-bbox="499 409 1493 1014"> <thead> <tr> <th data-bbox="499 409 1129 459">Deliverables</th> <th data-bbox="1129 409 1493 459">Delivery Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 459 1129 544">Completed task plan and agreed deliverables with the Gender technical advisor</td> <td data-bbox="1129 459 1493 544">1<sup>st</sup> day of every month</td> </tr> <tr> <td data-bbox="499 544 1129 736">Monthly reports on implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes</td> <td data-bbox="1129 544 1493 736">By the 30<sup>th</sup> day of every month</td> </tr> <tr> <td data-bbox="499 736 1129 929">Support IPs with face form and budget breakdown completion and work plan progress reports with all financial and internal control checklist completed, and all supporting documents available</td> <td data-bbox="1129 736 1493 929">Before the 10<sup>th</sup> day of the new quarter</td> </tr> <tr> <td data-bbox="499 929 1129 1014">Communication and visibility products from ongoing programme delivery</td> <td data-bbox="1129 929 1493 1014">As required and agreed in the monthly task plan</td> </tr> </tbody> </table>	Deliverables	Delivery Dates	Completed task plan and agreed deliverables with the Gender technical advisor	1 <sup>st</sup> day of every month	Monthly reports on implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes	By the 30 <sup>th</sup> day of every month	Support IPs with face form and budget breakdown completion and work plan progress reports with all financial and internal control checklist completed, and all supporting documents available	Before the 10 <sup>th</sup> day of the new quarter	Communication and visibility products from ongoing programme delivery	As required and agreed in the monthly task plan
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Duration and working schedule:	The total duration of the contract will be for 160 days from 01 March until 31 December 2021.										
Place where services are to be delivered:	Vanuatu, based in Port Vila with travel throughout the country when appropriate.										
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Key deliverables as defined above should be submitted to the UNFPA Gender Technical advisor in electronic formats.										
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will report to the UNFPA Pacific Gender Technical Advisor. Consultancy payment will be on a monthly schedule, 30 <sup>th</sup> day of every month based on approved deliverables by due date as listed on the delivery schedule above. All reporting will be in electronic format, shared with the UNFPA gender technical advisor.										
Supervisory arrangements:	The national consultant will work under the overall guidance UNFPA regional Gender Technical advisor										
Expected travel:	Local travel throughout the duty station country is envisaged to support implementation and monitoring activities, with internal travel costs covered by the UNFPA.										

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>● Minimum of a (Bachelor’s) degree in education (secondary level), health sciences, public health, health promotion, gender or other relevant fields.</li> <li>● Master’s degree in social sciences, health education, reproductive health, gender, public health, social development, or other relevant fields is desirable.</li> </ul> <p><b><u>Knowledge and Experience:</u></b></p> <ul style="list-style-type: none"> <li>● Minimum of five (5) years professional experience preferably in programme/project management in the health sector, especially in health response to GBV.</li> <li>● Knowledge and practical experience in health and GBV is strongly preferred.</li> <li>● Sound knowledge of the social and cultural realities of Vanuatu, particularly surrounding GBV</li> <li>● Experience working or partnering with the Vanuatu Ministry of Health or Ministry of Justice and Community Services</li> <li>● Familiarity with UN procedures and working methods, particularly with UNFPA’s agenda, policies and procedures, is highly desirable;</li> <li>● Proficiency in MS Office Packages, database management and the Internet.</li> <li>● Proven track record of team-work and ability to foster government stakeholder engagement and coordination</li> </ul> <p><b><u>Languages:</u></b></p> <p>Fluency in English and Bislama is required.</p> <p><b><u>Required Competencies</u></b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>● Exemplifying integrity,</li> <li>● Demonstrating commitment to UNFPA and the UN system,</li> <li>● Embracing cultural diversity,</li> <li>● Embracing change</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>● Promoting accountability and results-based management,</li> <li>● Innovation and marketing development and management,</li> <li>● Impact and influence, Organizational awareness,</li> <li>● Promoting organizational learning and knowledge sharing,</li> <li>● Advocacy/Advancing a policy-oriented agenda,</li> <li>● Leveraging the resources of national governments and partners/building strategic alliances and partnerships,</li> <li>● Delivering results-based programmes;</li> <li>● Internal and external communication and advocacy for results mobilization</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>● Achieving results,</li> <li>● Being accountable,</li> <li>● Developing and applying professional expertise/business acumen,</li> <li>● Thinking analytically and strategically,</li> <li>● Working in teams/managing ourselves and our relationships,</li> <li>● Communicating for impact</li> </ul>
<p>Inputs / services to be provided by UNFPA or</p>	<ul style="list-style-type: none"> <li>● Office space will be provided by UNFPA</li> </ul>

<p>implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> <li>• Travel costs for any designated and approved travel will be covered by the UNFPA.</li> <li>• The consultant would be required to use her/his own laptop. Office space will be provided by UNFPA.</li> </ul>
<p>Prepared by</p>	<p>Alex Robinson Gender Technical Adviser</p> <p>Signature:  Date: <b>24/2/21</b></p>
<p>Approved by</p>	<p>Dr Jennifer Butler Director and Representative UNFPA Pacific</p> <p>Signature: <i>Jennifer Butler</i> Date: <b>26th February 2021</b></p>