

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Pacific Sub Regional Office, Suva, Fiji
Title:	Sendai GAP Consultant [International]
Purpose of consultancy:	<p>UNDRR, UNFPA and UN Women have been co-leading efforts, supported by the wider United Nations system, to advance gender-responsive disaster risk reduction for many years. In 2021 UNDRR, UNFPA and UN Women undertook a joint study endorsed by the UN Senior Leadership Group on Disaster Risk Reduction for Resilience “Beyond vulnerability to gender equality and women's empowerment and leadership in disaster risk reduction: Critical actions for the United Nations System”; and the three entities were instrumental in supporting a gender-responsive midterm review of the Sendai Framework. With the consultation process to develop the Sendai GAP complete, their collective attention is now focused on supporting implementation of the Sendai GAP. Following an indication from DFAT that AUD 500,000 is available in the Australian 2023-2024 financial year to support initial activities to kick-start the implementation of the Gender Action Plan to support implementation of the Sendai Framework for Disaster Risk Reduction (Sendai GAP) in the Asia-Pacific region, UNDRR is receiving this funding and providing sub-grants to UN Women and UNFPA to implement specific activities.</p> <p>The purpose of this Consultancy is to support the implementation of the Gender Action Plan (GAP) for the Sendai Framework for Disaster Risk Reduction in the Asia-Pacific region. In collaboration with the UNFPA's humanitarian team, the consultant will develop a policy brief that contains evidence-based policy recommendations and guidelines for integrating SRH into anticipatory action frameworks, national and subnational DRR and climate policies, including recommendations on how these can be integrated into the Sendai GAP key objectives.</p> <p>Further, this role will contribute to a collaborative effort led by UNDRR, UNFPA, and UN Women to advance gender-responsive disaster risk reduction. The position will focus on executing specific activities such as launching advocacy campaigns aimed at policymakers and stakeholders to raise awareness about the importance of including sexual and reproductive health (SRH) and Gender Based Violence (GBV) in Anticipatory Action frameworks, and in implementation of the Sendai GAP. This could involve creating informative materials, organising events, and leveraging social media to amplify the message.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> <li>1. Inception Report <ul style="list-style-type: none"> <li>• Outline how the consultant has approached the task and collected the information</li> <li>• Work plan detailed with dates for achieving milestones that is updated regularly</li> </ul> </li> <li>2. Development of Policy Brief <ul style="list-style-type: none"> <li>• Collaborate with the UNFPA humanitarian team to develop a policy brief.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>• Conduct research and gather evidence-based data to inform policy recommendations.</li> <li>• Draft policy recommendations and guidelines for integrating SRH and GBV into anticipatory action frameworks.</li> <li>• Ensure alignment of recommendations with the key objectives of the Sendai GAP as monitored by UNDRR.</li> <li>• One-Pagers to be presented to respective governments.</li> </ul> <p>3. Design of Validation Workshops</p> <ul style="list-style-type: none"> <li>• Design workshops that are aimed at policymakers, stakeholders, and relevant actors which focus on raising awareness about integrating SRH into anticipatory action frameworks and DRR policies.</li> </ul> <p>4. Collaboration with Key Stakeholders</p> <ul style="list-style-type: none"> <li>• Work closely with UNDRR, UNFPA, UN Women, and other relevant organisations to ensure a collaborative approach to gender-responsive DRR.</li> <li>• Participate in meetings and consultations related to the Sendai GAP implementation process.</li> </ul>
<p>Duration and working schedule:</p>	<p>March 2025 - June 2025. The contract is for a part-time consultancy of 48 days resulting 3 days a week starting 1st March 2025 until the 1st of June 2025. The total number of days: 48 days</p>
<p>Place where services are to be delivered:</p>	<p>This position will be remote with international travel.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<ol style="list-style-type: none"> <li>1) Within the first month, the Inception Report (30th March deadline)</li> <li>2) Presented before the end of the consultancy for review (19th May deadline), A Policy Brief of the Pacific             <ol style="list-style-type: none"> <li>a) A comprehensive policy brief containing evidence-based recommendations for integrating SRH and GBV into anticipatory action frameworks and DRR policies at national and subnational levels.</li> <li>b) Recommendations aligned with the key objectives of the Sendai GAP.</li> </ol> </li> <li>3) At the 2 month mark (30th April deadline), Validation Workshop materials are due to be reviewed with a follow up a month later to ensure the quality and deliverables.</li> <li>4) At the 2 month mark, Advocacy Campaign Materials (30th April deadline)             <ol style="list-style-type: none"> <li>a) Informative materials (e.g., brochures, fact sheets) designed for policymakers and stakeholders.</li> <li>b) Social media content (e.g., posts, infographics) aimed at raising awareness about SRH integration in DRR.</li> </ol> </li> <li>5) Monthly Progress Meetings on Stakeholder Engagement Reports (28th March, 30th April, 30th May).             <ol style="list-style-type: none"> <li>a) Reports summarising collaboration efforts with UNDRR, UNFPA, UN Women, and other partners during consultations or meetings.</li> </ol> </li> </ol> <p>Delivered via electronic services 2 weeks before contract finished in order to review with supervisor for comments.</p> <p>The consultant will be expected to complete all activities within a 3 month period from March - June 2025</p>

	Level Required: P3 and internationally recruited.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Bi-weekly meetings throughout the time period will take place between the consultant, supervisor and the humanitarian team to update on progress, findings and challenges Delivery of Inception report and Stakeholder Engagement report as per deadlines above.
Supervisory arrangements:	The Head of the Humanitarian Team will be updated biweekly on progress with regular calls. Daily contact will be necessary with members of the humanitarian team whom the consultant will be working with.
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>- This is an international position.</li> <li>- Advanced degree [Masters] in social sciences, gender studies, public health, research, or a related field</li> <li>- At least 5 years of relevant experience, including recent field experience working with GBV/SRHR/Climate Change programming specifically in remote and low resource settings and/or humanitarian settings is a must.</li> <li>- Strong understanding of the Sendai Framework, Gender Action Plan and gender-focused DRR approaches</li> <li>- Familiarity with UNFPA’s GBV and SRHR work in humanitarian contexts is a considerable advantage</li> <li>- Previous experience leading or conducting assessments (survey/interview tool design, data collection and analysis, visualisation and/or reporting) an asset.</li> <li>- Demonstrated experience in conducting field consultations, data collection and developing guidance documents or toolkits. Experience developing policy advocates for the 2030 agenda or within the Pacific.</li> <li>- Strong analytical and writing skills.</li> <li>- Excellent planning and organisational skills</li> <li>- Excellent interpersonal skills with good communications including oral and written.</li> <li>- Good research and analytical skills with data management skills.</li> <li>- Initiative-taking and resourcefulness.</li> <li>- Fluent in English, other language skills are a plus.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide access to electronic documents and databases. Technical support will also be offered. The consultant will use their own laptop.
Other relevant information or special conditions, if any:	