

TERMS OF REFERENCE FOR PROGRAMME SUPPORT OFFICER FOR RMI**RMI Programme Support Officer**

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 Programme Support Officer to be based in Majuro, Marshall Islands. UNFPA seeks a team member who is transparent, exceptional in how she/he manage the resources entrusted to them and who commit to deliver excellence in programme results. The national Programme Support Officer is expected to transform, inspire and deliver high impact and sustained results.</p> <p>The Programme Associate supports the management of UNFPA's country programme by providing data inputs, logistical support, inputs on project implementation, monitoring and following up on recommendations especially in the areas of CSE/FLE and Youth Friendly Sexual Reproductive Health activities in the Republic of Marshall Islands. The Programme Associate applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population and development, reproductive health and gender issues. S/he is instrumental in facilitating programme/ project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.</p> <p>The selected candidate will report to the Programme Specialist, NOB in Marshall Islands or a designated supervisor. In close collaboration with the RMI programme stakeholders, the Programme Support Officer will work as part of a multi-disciplinary team in achieving key deliverables in line with the Youth Policy, RMNCAH policy and implementation strategy, the Health Sector Strategy, YFSRH services and in and out of school FLE.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The work will be primarily be conducted in Majuro, Republic of Marshall Islands. When needed travel will be required to attend or undertake provincial meetings, visits and trainings, costs of which will be supported by the requester.</p> <p>The following are required tasks within the consultancy services to be provided:</p> <ul style="list-style-type: none"> • Participates in the formulation and implementation of the country programme and component projects by compiling information in the subject areas of UNFPA assistance to the Government, prepares tables and statistical data for development of work plans. • Supports programme implementing mechanisms to systematically assess the achievement of results, conducts field visits, participates in review meetings and provides inputs to status and progress reports. <p>Provides logistical support to projects for review meetings and other project related workshops and events.</p> <ul style="list-style-type: none"> • Contributes to creation and sharing of knowledge by synthesizing and documentation findings and lessons learned, success stories and best practices, strategies and approaches of the CO, • Support the gathering and compilation of information necessary for MOH and UNFPA monitoring and reporting including programme and financial reports

	<ul style="list-style-type: none"> • Ensure Ministry team adherence to UNFPA operational guidelines to assure implementation quality and compliance with UNFPA funding procedures and requirements • Assist the collation of project expenditures and disbursements to ensure delivery is in line with approved budgets, targeted delivery levels are realized, identify operational and financial problems and bottlenecks, and propose solutions. Have included in each monthly implementation delivery report • Support visibility of activities by drafting and compiling available content for use in communication by MOH and/or UNFPA and/or MOCIA • Support dissemination of programme delivery and advocacy activities including support to audio-visual documentation, for the purpose of multi-media coverage and overall visibility. <table border="1" data-bbox="504 607 1497 965"> <thead> <tr> <th data-bbox="504 607 1134 651">Deliverables</th> <th data-bbox="1134 607 1497 651">Delivery Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 651 1134 763">Completed task plan and agreed deliverables with the RMI Programme Specialist on the description of services and activities above</td> <td data-bbox="1134 651 1497 763">1st day of every month</td> </tr> <tr> <td data-bbox="504 763 1134 965">Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel</td> <td data-bbox="1134 763 1497 965">As required and agreed in the monthly task plan</td> </tr> </tbody> </table>	Deliverables	Delivery Dates	Completed task plan and agreed deliverables with the RMI Programme Specialist on the description of services and activities above	1 st day of every month	Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel	As required and agreed in the monthly task plan
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Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel	As required and agreed in the monthly task plan						
Duration and working schedule:	The total duration of the contract will be for 7 months of full-time work, commencing from the date of signed contract, extendable based on performance and availability of funds.						
Place where services are to be delivered:	The Republic of Marshall Islands, based in Majuro but with travel throughout the country when appropriate. She/he shall be based at the UNFPA office in Majuro and shall use the available services at the office. In the event that the person may need to work from home, the person will have to use her/his personal devices.						
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Key deliverables as defined above should be submitted to the supervisors in UNFPA PSRO, in electronic formats.						
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Programme Support Officer will report to the MFAT FUND International Programme Co-ordinator.</p> <p>Consultancy payment will be on a monthly schedule, 30th day of every month based on approved deliverables by due date as listed on the delivery schedule above.</p>						
Supervisory arrangements:	The national Programme Support Officer will work under the overall guidance of the MFAT FUND International Programme Co-ordinator. The Programme Support Officer will work closely with other Programme Specialists, Programme Finance Assistants, and PSRO staff Suva as needed.						
Expected travel:	<p>Local travel within the duty station country envisaged to support implementation and monitoring activities, with internal travel costs covered by UNFPA PSRO.</p> <p>Regional or international travel related to the RMI country programme may be requested.</p>						
Required expertise, qualifications and competencies, including language requirements:	<p>Education</p> <ul style="list-style-type: none"> • Completion of Secondary Education or an equivalent high school education is required with 6 relevant professional work experiences • OR University degree in health, population, demography and/or other related social science discipline with 5 years of relevant professional work experience. 						

Knowledge and Experience:

- Relevant professional experience in the field of development and population activities, with experience in programme/ project management
- Practical experience in design, monitoring and evaluation of development projects
- Knowledge and practical experience in youth friendly sexual and reproductive health is essential.
- Knowledge and practical experience in health education and comprehensive sexuality education / family life education is strongly preferred.
- Experience in knowledge management in the duty station and in international cooperation is strongly desired;
- Sound knowledge of the social and cultural realities of Republic of Marshall Islands.
- Experience working or partnering with the Republic of Marshall Islands Ministry of Health, Ministry of Education and Ministry of Culture and Internal Affairs in a management role is an asset.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures, is highly desirable;
- Proficiency in MS Office Packages, database management and the Internet.
- Proven track record of team-work and ability to foster stakeholder engagement and coordination

Languages:

Fluency in English and Marshallese is required.

Required Competencies

Values:

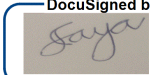
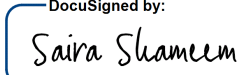
- Exemplifying integrity,
- Demonstrating commitment to the rules of Republic of Marshall Islands Public Services, UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Functional Competencies:

- Promoting accountability and results-based management,
- Innovation and marketing development and management,
- Impact and influence, Organizational awareness,
- Promoting organizational learning and knowledge sharing,
- Advocacy/Advancing a policy-oriented agenda,
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships,
- Delivering results-based programmes;
- Internal and external communication and advocacy for results mobilization

Core Competencies:

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> • Travel costs for relevant designated and approved travel not covered by MOH will be provided or reimbursed by UNFPA • The Programme Support Officer would be required to use their own laptop
<p>Conditions & Remuneration: UNFPA PSRO will contract the Individual Consultant and will be responsible for the payment of fees payable according to qualification and standard terms of payment, and subject to satisfactory completion of assignment outputs.</p> <p>Candidates must complete a United Nations Personal History (P.11) form, together with updated Curriculum Vitae and financial proposal. Applications without completed P.11 form will not be considered. The P.11 form as well as a complete Terms of Reference can be downloaded from the office web site http://pacific.unfpa.org and application emailed to vacanciespsro@unfpa.org</p> <p>Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of disabilities, HIV/AIDS and gender</p>	
<p>Signature of Requesting Officer:</p>	<p>DocuSigned by:  898F3780BE8245A... Jaya Jaya MFAT Programme Coordinator UNFPA Pacific Office</p>
<p>Signature of Approving Officer:</p>	<p>DocuSigned by:  E1D4609A9765478... Saira Shameem Deputy Director and Officer-in-Charge UNFPA Pacific Office</p>