

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT RMI Programme Analyst (NO B)

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 (2018-2022), 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 be based Majuro, Marshall Islands. She/he would work as part of a multi-disciplinary team of staff who are transparent, exceptional in how she/he manage the resources entrusted to them and who commit to deliver excellence in programme results. The national consultant is expected to transform, inspire and deliver high impact and sustained results.</p> <p>She/he will support the implementation of interventions funded through UNFPA to the RMI Programme through technical capacity and project management support. 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, Health Sector Strategy and RMNCAH Policy and Implementation Strategy of Republic of Marshall Islands.</p> <p>She/he will contribute to the management and evaluation of programme activities at a national and provincial level; the provision of integrated programme and operational implementation. She/he will also collaborate with the HIS, planning and supplies teams in national MOH, provincial MOH teams, Republic of Marshall Islands Society for Persons with Disabilities, Republic of Marshall Islands Family Health Association, the Ministry of Education and the Ministry of Culture and Internal Affairs.</p> <p>She/he are expected to support the coordination of cross-sector projects, for example Family Life Education/Comprehensive Sexuality Education, along with key NGOs and CSOs (in particular Republic of Marshall Islands Family Health Association) to ensure effective programme implementation and harmonisation as per the agreed strategic direction and work plan timeframe.</p> <p>Reporting to the UNFPA PSRO MFAT FUND International Programme Co-ordinator and with close collaboration with the RMI programme activity stakeholders the consultant will work as part of a multi-disciplinary team in achieving key deliverables in line with the RMNCAH policy and implementation strategy and the Health Sector Strategy.</p>
Scope of work:	The work will be primarily conducted in Majuro, Republic of Marshall Islands. When needed travel will be required to attend or undertake

(Description of services, activities, or outputs)

provincial meetings, visits and trainings, costs of which will be supported by the requester.

The following are required tasks within the consultancy services to be provided:

Programme development and Implementation

- Provide technical oversight and project management capacity development for RMI Programme activities across the different Ministries involved in the RMI Programme
- Enhance inter-sectoral collaboration with all stakeholders in the RMI Programme
- Ensure coordination between national and regional partners across health, youth and education to coordinate and support implementation of all RMI Programme activities on SRH, including family life education/comprehensive sexuality education targeting both in and out of school young people
- Coordinate national analysis and advocacy of the results and recommendations of the Health Facility Readiness and Service Availability assessment, including the coordination of a high-level release event
- Provide technical support to the roll out of youth friendly and disability inclusive reproductive health service standards implementation across the Republic of Marshall Islands
- Draft background briefing documents, statements, talking points and reports on the programme and country operations for UNFPA when requested, and develop the capacity of national stakeholders in their preparation
- Assist in the preparation of national and provincial events including trainings, workshops, conferences and develop the capacity of core stakeholders in their preparation
- Liaise with designated counterparts within government departments, key implementing partners and UN sister agencies to coordinate and follow-up on programme implementation with feedback provided to the RMI Programme activity leads and/or the UNFPA for decision-making as appropriate
- In close coordination with the UNFPA provide implementation support including program reporting and project monitoring if needed
- Liaise with Central Medical Stores to improve the supply chain systems to ensure no stockouts of SRH supplies at health facilities

Monitoring and Evaluation

- Support the gathering and compilation of information necessary for MOH and UNFPA monitoring and reporting including programme and financial reports, together with the development of M&E tools where appropriate.
- Draft quarterly reports on milestones and results for RMI programme activities and implementation of the UNFPA work plan activities, documenting achievements, successes, progress, challenges, lessons learned and operational risks as identified.

Fund management and operations

- 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

Communication

- Support visibility of activities by drafting and compiling available content for use in communication by MOH and/or UNFPA
- Document and disseminate programme delivery and advocacy activities including support to audio-visual documentation, for the purpose of multi-media coverage and overall visibility.

Deliverables	Delivery Dates
Completed task plan and agreed deliverables with the RMI Programme Supervisor on the description of services and activities above	1 st day of every month
Monthly reports on RMI programme activities implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes attached – provided to the Director of Public Health to inform monthly task planning, and shared with the UNFPA in-country team	By the 30 th day of every month.
Collaborate with Government counterparts, NGOs and other partners, to contribute to the design and implementation of the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.	To be captured in monthly progress report.
Action the country programme and its component projects which encompass Youth Friendly Guidelines, Refurbishing of Youth Friendly Spaces, Comprehensive Sexual Education with both In-school and out of school, YF SRH interface activities with the Youth Policy, and MISP.	To be captured in monthly progress report.
Development, validation and roll out of adolescent and youth friendly SRH guidelines, orientation of service providers and oversight to the programme for ensuring quality, accountability and client satisfaction	To be captured in monthly progress report.

	Harmonize different components of the youth portfolio to provide a continuum of information, skills support and services to young people for improvements in their SRH and overall well-being.	To be captured in monthly progress report
	Support the Ministry of Health 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 th day of the new quarter
	Analysing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention.	As required and agreed in the monthly task plan
	Analysing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.	As required and agreed in the monthly task plan
	Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration.	As required and agreed in the monthly task plan
	Establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.	As required and agreed in the monthly task plan
	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
	Supporting the advocacy and resource mobilization strategy of the CO, by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events.	As required and agreed in the monthly task plan
	Mission and supervision reports provided to the UNFPA in-country team	As required and agreed in the monthly task plan

	Communication and visibility products from ongoing programme delivery	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	
Place where services are to be delivered:	The republic of Marshall Islands, based in Majuro but 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 supervisors in UNFPA PSRO, in electronic formats.	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will report to the MFAT FUND International Programme Co-ordinator and/or any other supervisor as designated in their absence to coordinate planning, implementation, and reporting.</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 consultant will work under the overall guidance of the MFAT FUND International Programme Co-ordinator. The consultant 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><u>Education</u></p> <ul style="list-style-type: none"> ● Bachelor degree in Health population, demography and/or other related social science discipline with 4 years relevant work experience. ● OR Master's degree in health, population, demography and/or other related social science discipline with two years relevant professional work experience. <p><u>Knowledge and Experience:</u></p> <ul style="list-style-type: none"> ● 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:

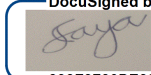
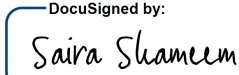
- Exemplifying integrity,
- Demonstrating commitment to the rules of Republic of Marshall Islands Public Services, UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

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 consultant 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:  <small>898F3780BE8245A...</small> Jaya Jaya MFAT Programme Coordinator UNFPA Pacific Office</p>
<p>Signature of Approving Officer:</p>	<p>DocuSigned by:  <small>E1D4609A9765478...</small> Saira Shameem Deputy Director and Officer-in-Charge UNFPA Pacific Office</p>