

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
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 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. UNFPA seeks a national consultant to support programme implementation in Vanuatu as part of a multi-disciplinary team of staff. The national consultant is expected to transform, inspire and deliver high impact and sustained results, particularly in response to the recent cyclone that has affected the country. She/he/they will support the implementation of interventions funded through UNFPA's Transformative Agenda programme and the wider UNFPA programme (where needed). The successful candidate will work at the national and subnational levels to ensure that the agreed strategic interventions are implemented in the context of the 2030 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. She/he/they will support the UNFPA country team in Vanuatu, by contributing to the delivery, management, monitoring and evaluation of programme activities at a national level; and the provision of integrated programme and operational support. This will include travel across Vanuatu for monitoring of programmes. She/he/they will be expected to support close engagement with national implementing partners (including government line ministries, relevant civil society organizations) and regional implementing partners to ensure effective programme implementation as per the agreed strategic direction and work plan timeframe. Reporting to the National Programme Specialist in the Vanuatu country office, the consultant will work as part of a multi-disciplinary team in achieving key deliverables on the country work plan.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The following are required tasks within the consultancy services to be provided.</p> <p><b>Programme development and Implementation</b></p> <ul style="list-style-type: none"> <li>● Assist the Programme Specialist in the development, implementation and reporting of programme delivery in the duty station and provide in-country support in its operation activities.</li> <li>● Assist national and regional implementing partners to coordinate and support implementation.</li> <li>● Ensure application of UNFPA operational guidelines to assure implementation and reporting quality and compliance with UNFPA procedures and requirements.</li> <li>● Draft background briefing documents, 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 PSRO team in Fiji.</li> <li>● Assist in the preparation of national and regional events including trainings, workshops, conferences ensuring operational compliance with UNFPA procedures and policies.</li> <li>● Liaise with designated counterparts within implementing partner agencies and UN sister agencies to coordinate and follow-up on</li> </ul>

programme implementation with feedback provided to the Programme specialist for decision making.

- Under guidance of the Programme specialist, contribute to capacity strengthening of all implementing agencies through relevant training and capacity building activities on programme implementation, monitoring and evaluation and reporting.
- Facilitate and undertake technical, M&E and implementation support missions within and to Vanuatu ensuring appropriate documentation.
- In close coordination with the Programme Specialist provide implementation support including capacity strengthening of UNFPA implementing partners if needed, program reporting and project monitoring.

#### **Monitoring and Evaluation**

- Coordinate quarterly update meetings with key implementing partners to review implementation progress and facilitate cross-sector collaboration.
- Support the routine gathering and compilation of updated data on key indicators and information necessary for monitoring and reporting on the programme, including supervision, programme and financial reports from implementing partners.
- With assistance from Programme and Finance Assistant, gather details 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 propose solutions. Have these updated and available for each monthly meeting.
- Compile draft quarterly reports from implementing partners on milestones and results for the country office using appropriate UNFPA systems, documenting challenges, lessons learned and operational risks as identified, for the Programme specialist to review and submit.

#### **Communication**

- Support visibility of UNFPA programme activities by drafting and compiling available content for use in communication and in close collaboration with PSRO Communications Officer, documenting and disseminating programme delivery and advocacy activities including support to audio-visual documentation.

#### **Deliverables**

- Completed monthly task plan and agreed deliverables with supervisor based on description of services and activities above: 1st day of every month. (5 monthly plans)
- Monthly summary reports on implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes attached: By the 1st day of the following month. (5 monthly summary reports)
- Support national implementing partners including government ministries with funding request and reporting forms and work plan progress reports with all financial and internal control checklists completed, and all supporting documents available and uploaded on the UNFPA system: Before the 10<sup>th</sup> day of the new quarter and on demand.
- Mission reports and clearance documents uploaded on the shared drive: 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 five months starting in August 2023 up to 31 December 2023 based on a full time basis.
Place where services are to be delivered:	Vanuatu, Port Vila, but with travel across the country when appropriate. There may be some requests to travel to other Pacific Island Countries for short workshops and trainings. Travel costs for all official missions will be covered by UNFPA.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All key deliverables as defined above should be submitted to the supervisor, in electronic formats, every first day of the month and on request.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will report to UNFPA Programme Specialist in Vanuatu. Consultancy payment will be on a monthly schedule after submission and acceptance of the monthly reports due every first day of the next month.
Supervisory arrangements:	The national consultant will work under the overall guidance of the Programme Specialist in Vanuatu. The consultant will work closely with the Vanuatu Program Analyst, Programme Finance Assistants, other Vanuatu team members, PSRO staff in the Suva office as needed.
Expected travel:	Local travel within the duty station country is envisaged to support implementation and to monitor activities.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Minimum of a (Bachelor's) degree in health sciences (nursing, midwifery, medicine, or other health sciences), public health, health promotion, gender, education, youth development, social development or other relevant field is required and two years of work experience.</li> <li>• Or Masters degree in health sciences (nursing, midwifery, medicine, or other health sciences), public health, health promotion, gender, education, youth development, social development or other relevant field with no required numbers of years of experience.</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of two (2) years professional experience preferably in programme/project management in the public or private sector especially in development.</li> <li>• Knowledge and practical experience in reproductive and sexual health/health promotion/gender programming is strongly desired. Experience in knowledge management in the duty station and in international cooperation is strongly desired.</li> <li>• Sound knowledge of the social and cultural realities of the region.</li> <li>• Field experience is an asset.</li> <li>• Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures, would be an asset.</li> <li>• Proficiency in MS Office Packages, database management and the Internet.</li> <li>• Proven track record of team-work and ability to foster stakeholder engagement and coordination.</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>• Fluency in English and Bislama is required. French is an advantage.</li> </ul>

<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"><li>• Travel costs for any designated and approved travel will be provided or reimbursed by UNFPA.</li><li>• The consultant can make use of office space, with access to internet.</li><li>• The consultant would be required to use their own laptop, but will have access to the UNFPA printer and general office supplies.</li></ul>
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