

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring office:	UNFPA Pacific Sub Regional Office (PSRO)
Title:	GBV Information Management Officer
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. When a crisis strikes, women and girls are disproportionately affected due to the social and gendered norms which dictate women's access to resources and coping mechanisms as well as their unique caring and reproductive role. The Pacific region has some of the highest prevalence of GBV and is one of the most disaster-prone regions in the world and is highly vulnerable to climate change. The United Nations in the Pacific serves 14 Pacific Island Countries and Territories (PICTs) representing approximately 2.4 million people. PICTs have increased vulnerability and are at highest risk of natural disasters during the South Pacific cyclone season between November and April. During emergencies gender inequality that exists before the crisis is likely to be exacerbated. When systems and services are disrupted or destroyed, women and girls face even higher risk of human rights violations such as sexual violence, intimate partner violence, exploitation and abuse, child marriage, denial of resources and harmful traditional practices. GBV has significant and long-lasting impacts on the health, and psychosocial and economic well-being of women and girls, and their families and communities. GBV is a life-threatening, global health and human rights issue. National violence against women prevalence studies completed in ten PICTs show that on average, two out of three women experience physical and/or sexual intimate partner violence during their lifetime. Limited understanding among decision-makers and the general population of the causes and consequences of violence against women and girls continues to hamper an effective prevention and response. The studies indicate that women in PICTs experience severe forms of physical violence and high levels of sexual violence, and this results in pregnancies and births due to rape and negative health consequences. Survivors of violence have very limited or no access to support services which compromises recovery, the quest for justice and rebuilding their lives.</p> <p>Gender-based violence (GBV) is one of UNFPA's primary areas of intervention, both as a stand-alone focus and as an integrated – and critical – element of sexual and reproductive health, gender equality, the rights of adolescent girls, and the generation of high-quality population data to drive evidence-based programmes. UNFPA is committed to resilience-building, systems-strengthening, preparedness, early action and humanitarian response, and providing data for targeted action.</p> <p>UNFPA seeks a National Consultant to develop and implement an information management framework within the humanitarian-development nexus lens that ensures the efficient organization, storage, and retrieval of data within the organization. He/She will foster a culture of knowledge sharing and collaboration by implementing knowledge management initiatives, tools, and platforms. He/She will support decision-making processes by providing accurate and timely information to relevant stakeholders. Promote data privacy and security by implementing measures to protect sensitive information. Support PSRO in achieving its mission and goals by optimizing information management practices. The Consultant will be based in the UNFPA Pacific Sub Regional Office in Suva, Fiji and which provides integrated</p>

	<p>programme and technical support within a system strengthening approach fundamental to implementation of UNFPA's overall strategy in the Pacific. The consultant will report to the UNFPA Humanitarian Specialist and SRH and GBV in Emergencies Programme Specialist. The successful candidate will work at the regional and national 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 and relevant National policies and implementation plans.</p>						
<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>The work will be primarily conducted from the UNFPA Pacific Sub Regional Office in Suva, Fiji. If required, travel within Fiji and to other UNFPA supported Pacific countries may be required when appropriate.</p> <p>Under the direction of the UNFPA Humanitarian Specialist and SRH and GBV in Emergencies Programme Specialist, with support from PSRO colleagues the National Consultant will;</p> <ol style="list-style-type: none"> 1) Develop and implement an information management framework that ensures the efficient organization, storage, and retrieval of data within the organization. 2) Design and deliver training programs and workshops to enhance staff members' information management and knowledge sharing capabilities. 3) Support effective inter-agency GBV coordination as part of the Pacific GBV Sub Cluster Secretariat, especially: <ol style="list-style-type: none"> a) Maintain strong governance and coordination structures to support GBViE coordination at regional, national and sub-national levels. b) Inform strategic decision making at Pacific Humanitarian Team and National levels through implementation of a rights-based approach for assessments and data collection to inform evidence-based advocacy and programming. c) Implement knowledge sharing platforms, such as intranets, collaboration tools, and communities of practice, to facilitate information exchange and collaboration among staff members. d) Support robust advocacy to ensure that all relevant national disaster structures, clusters and coordination groups to mainstream gender and GBViE concerns across key sectors and humanitarian interventions. 4) Technical support to countries in information management and data reporting within the scope of humanitarian-development nexus work <ol style="list-style-type: none"> a) Including strengthening of GBV information management during emergencies, informed by the Pacific roadmap 5) Support the development of communication, IM and knowledge products, and coordination of the UNFPA PSRO Humanitarian work including; <ol style="list-style-type: none"> a) the scheduled MISP, GBV / GBViE trainings in the region, and programmatic support when needed 6) Perform other tasks as requested 						
<p>Duration and working schedule:</p>	<p>The total duration of the contract will be 118.75 days of full-time work, commencing from the date of signed contract, with a possibility of extension.</p> <p>Payments will be provided monthly independent of the days reported as attributable to the deliverables. Final payment will be made dependent on final deliverables.</p> <table border="1" data-bbox="472 1899 1481 2078"> <thead> <tr> <th data-bbox="472 1899 1126 1962">Deliverables</th> <th data-bbox="1126 1899 1481 1962">Delivery Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="472 1962 1126 2024">Signed work plan including IM/KM Plans</td> <td data-bbox="1126 1962 1481 2024">End of month 1</td> </tr> <tr> <td data-bbox="472 2024 1126 2078">GBV Sub Cluster meeting Notes</td> <td data-bbox="1126 2024 1481 2078">After every meeting</td> </tr> </tbody> </table>	Deliverables	Delivery Dates	Signed work plan including IM/KM Plans	End of month 1	GBV Sub Cluster meeting Notes	After every meeting
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Signed work plan including IM/KM Plans	End of month 1						
GBV Sub Cluster meeting Notes	After every meeting						

	Knowledge products on Menstrual Hygiene Programming in Emergencies	End of month 2
	Knowledge products on SRH and GBV within the Climate Change and nexus lens	End of month 5
	Monthly reports on implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes attached.	End of every working month
	Final consultancy report including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices with tools, training packages, job aids and IEC material that have been developed and shared with supervisor	End of contract of contract
Place where services are delivered	The National Consultant engaged to execute this consultancy will be based at the UNFPA Pacific Sub Regional Office in Suva, Fiji. If required, travel within Fiji and to other UNFPA supported Pacific countries may be required when appropriate. Remote working arrangements can be negotiated under appropriate approvals in line with UNFPA HR and IC policies.	
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 supervisors, in electronic formats in English and other Pacific languages when appropriate. The National Consultant will be expected to interact both physically and virtually, as needed, with the UNFPA Pacific Sub Regional Office staff and relevant stakeholders.	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The National Consultant will report to the UNFPA Humanitarian Specialist and SRH and GBV in Emergencies Programme Specialist, or any other supervisor as designated in their absence to coordinate planning, implementation, and reporting. Consultancy payment will be on a monthly schedule according to the end of the working month decided upon signing the contract.	
Supervisory arrangements:	The National Consultant will work under the overall guidance of the Humanitarian Specialist and SRH and GBV in Emergencies Programme Specialist. The consultant will work closely with the Programme Specialists, Programme Finance Assistants, other PSRO team members as needed.	
Expected travel:	Local travel within the duty station country may be required to support implementation and monitoring activities, with internal travel costs covered by UNFPA. Regional or international travel may be requested and supported by UNFPA, following necessary approvals and contingent on travel restrictions.	
Required expertise, qualifications, and competencies, including language requirements:	The National Consultant will need to meet the following requirements: 1. Education <ul style="list-style-type: none"> • <u>Master's</u> degree in public health, social work, social science, or other related degree is required with <u>2 years</u> of qualifying experience. OR • <u>Bachelor's</u> degree in public health, social work, social science, or other related degree is required with <u>4 years</u> of qualifying experience. 2. Knowledge and Experience:	

	<ul style="list-style-type: none"> • Knowledge of gender issues in development and humanitarian settings (where required), particularly GBV, including relevant international human rights standards and implementing a GBV program in a humanitarian context • Proven experience in information management and knowledge sharing, preferably in a similar role or organization. • Strong knowledge of information management principles, best practices, and standards • Excellent interpersonal and communication skills: the ability to successfully and effectively liaise with people in a wider range of functions in a multicultural environment • Flexible work attitude: the ability to work productively in a team environment and independently, and to handle requests or issues as they arise. • Previous experience with the UN (and/or other international organizations) and specifically UNFPA can be an asset. <p>3. Languages: Fluency in oral and written English is essential.</p> <p>4. Competencies</p> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity • Embracing cultural diversity • Embracing change <p>Core competencies:</p> <ul style="list-style-type: none"> • 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),</p> <p>If applicable:</p>	<ul style="list-style-type: none"> • The consultant will be provided with the necessary working space at the UNFPA Pacific office. • The UNFPA Pacific office will also arrange for in-country transportation for any work-related travel and provide DSA for travel outside the duty station. Consultant will include all related external travel costs such as visas and return air fare from the Consultant's city as part of lump sum payment.
<p>Other relevant information or special conditions, if any:</p>	