

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Pacific
Purpose of consultancy:	Support the effective management of UNFPA activities in the areas of population and development, reproductive health and gender. Through substantive analysis and assessment of political, social and economic trends, you will contribute to project formulation and evaluation, joint programming initiatives and national development frameworks.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Support programme implementation and coordination in the areas of youth SRHR, in and out of school FLE, co-ordination of the data work, formulation and roll out of relevant policies, advocacy, building partnerships and generating evidence of programme impact. • In collaboration with Government counterparts, NGOs and other partners, contribute to the design and implementation of the country programmes supported by MFAT in alignment with Government priorities and UNFPA programme policies and procedures. • Ensure appropriate monitoring and oversight mechanisms and systems are established and implemented. • Analyse and interpret the political, social and economic environment relevant to UNFPA activities, and identify opportunities for UNFPA assistance and intervention in relevant countries and at the regional level. • Analyze policy papers, strategy documents and national development plans; prepare briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks. • Assess implications of new policy developments and strategies on programme execution, and ensuring their integration. • Establish collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs. • Assist in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning and support training needs of project personnel. • Support the advocacy and resource mobilization strategies of PSRO, by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events. • Prepare and monitor the administrative budget, ensure financial transactions are in accordance with UNFPA financial rules. Propose procedures to improve internal controls and efficiency and responding to audit issues.
Duration and working schedule:	Fulltime – 7 months / 40hrs a week
Place where services are to be delivered:	UNFPA Pacific Consultant has home base at the duty station, so does not need to travel.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Delivery will be reviewed every month, including programme implementation and analysis, financial and programmatic monitoring and follow-up and support to operational and financial processes
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly programme meetings for MFAT supported UNPSF; monthly review / planning for consultant; and implementation of relevant programme implementation and review meetings at country and/or regional levels.
Supervisory arrangements:	Under the direct supervision of the International Programme Co-ordinator for MFAT
Expected travel:	Monitoring missions to programme sites in FSM, RMI and Solomon Islands

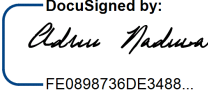
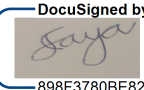
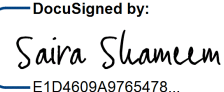
Required expertise, qualifications and competencies, including language requirements:

Education:

- Master's degree in health, population, demography and/or other related social science discipline with 2 yrs professional experience in the field of development and population activities, with experience in programme/ project management.
- OR Bachelor's degree in health, population, demography and/or other related social science discipline with 4 yrs professional experience in the field of development and population activities, with experience in programme/ project management.

Knowledge and Experience:

- Two years 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
- Experience using office software packages and web-based management systems.

	<p>Languages: Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.</p> <p>Required Competencies:</p> <table border="1"> <tr> <td data-bbox="571 241 1007 629"> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change </td> <td data-bbox="1011 241 1426 629"> <p>Functional Competencies:</p> <ul style="list-style-type: none"> • 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 mobilisation </td> </tr> <tr> <td data-bbox="571 636 1007 1023"> <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 </td> <td data-bbox="1011 636 1426 1023"> <p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment </td> </tr> </table>	<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • 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 mobilisation 	<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>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment
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Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office space, laptop, UNFPA email address, use of office phones, printers				
Other relevant information or special conditions, if any:					
Prepared by: Adriu Naduva Fiji Programme Desk Officer UNFPA Pacific	Signature:  Date: 03-May-2022 <small>FE0898736DE3488...</small>				
Cleared by: Jaya Jaya International Programme Coordinator UNFPA PACIFIC	Signature:  Date: 03-May-2022 <small>898F3780BE8245A...</small>				
Approved by Saira Shameem Deputy Director & Representative OIC UNFPA Pacific	Signature:  Date: 03-May-2022 <small>E1D4609A9765478...</small>				