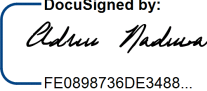
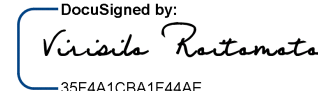
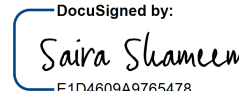


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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"> • In collaboration with Government counterparts, NGOs and other partners, contributing to the design and implementation of the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures. • Ensuring appropriate monitoring and oversight mechanisms and systems are established and implemented. • Analysing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention. • Analysing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks. • Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration. • Establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs. • 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 • Supporting the advocacy and resource mobilisation 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. • Preparing and monitoring the administrative budget, ensuring financial transactions are in accordance with UNFPA financial rules. Proposing procedures to improve internal controls and efficiency and responding to audit issues.
Duration and working schedule:	Fulltime – 7 months / 40hrs a week till 31 Dec. 2022
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 Fiji; monthly review / planning for consultant; and quarterly PSRO programme review meetings
Supervisory arrangements:	Under the direct supervision of the Programme Specialist UNFPA PSRO looking after Fiji programmes
Expected travel:	Monitoring missions to programme sites in Fiji
Required expertise, qualifications and competencies, including language requirements:	<p>Education: Advanced degree in health, population, demography and/or other related social science discipline.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Master's degree with two-years' professional experience or Bachelor's degree with four 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

	<p>systems.</p> <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" data-bbox="571 293 1426 1077"> <tr> <td data-bbox="571 293 1007 685"> <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="1007 293 1426 685"> <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="571 685 1007 1077"> <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="1007 685 1426 1077"> <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, UNFPA email address, use of office phones, printers The Consultant will have to provide his / her own laptop				
Other relevant information or special conditions, if any:					
Requested by: Adriu Naduva Programme Specialist UNFPA Pacific	<p>DocuSigned by: <i>Adriu Naduva</i> Signature  FE0898736DE3488... Date: 28-Apr-2022</p>				
Cleared by: Virisila Raitamata Assistant Representative UNFPA Pacific	<p>DocuSigned by: <i>Virisila Raitamata</i> Signature  35F4A1CBA1F44AE... Date: 28-Apr-2022</p>				
Approved by Saira Shameem Director & Representative OIC UNFPA Pacific	<p>DocuSigned by: <i>Saira Shameem</i> Signature  E1D4609A9765478... Date: 28-Apr-2022</p>				