

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA PSRO
Purpose of consultancy:	<p>The European Union (EU) and the UN embarked a multi-year programme, called the 'Spotlight Initiative,' which is focused on eliminating violence against women and girls (VAWG) and harmful practices (HP). In the Pacific region, the Spotlight Initiative is deploying a targeted, large-scale investment to improve the rights of women and girls, helping them to live lives free of violence for which UNFPA is leading technical coherence. The Programme ends in December 2023.</p> <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 Multi-Country Programme Document (2023-2027) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. The UN also developed its Pacific UN Sustainable Development Cooperation Framework (UNDSFCF) 2023-2027 for 14 countries to align its priorities with development plans and aspirations of the Pacific Region and member states to achieve the Sustainable Development Goals (SDGs). UNFPA is Co-chair of the Gender Thematic Group of UNDSFCF and a member of the Human Rights Group.</p> <p>To ensure the highest level of support for the implementation of the Spotlight Initiative programmes, and gender mainstreaming efforts in UNDCF including in Results Groups of Peace, Planet, People and Prosperity, UNFPA is seeking services of an International Consultant to deliver the programme results in collaboration with UNICEF, UNESCO, IOM, and UNDP as RUNOs and UN Women.</p> <p>The International consultant will provide the lead responsibility for programme activities, networking, communications, monitoring and evaluation of 3 Spotlight Initiative programmes - Pacific Regional, Vanuatu and Samoa. This will include support for UNFPA programme implementation and coordination across the other Recipient UN Organisations (RUNOs). S/He will support a range of coordination mechanisms including the National Steering Committees and the Civil Society Reference Groups in partnership with the Resident Coordinator's Offices. S/he will be part of the UNFPA PSRO Programme team which provides integrated programme and technical support in government and in systems strengthening approach fundamental to implementation of UNFPA's Multi-Country Programme (2023-2027). S/he will also work to integrate gender responsive climate action across UNFPA areas of work and in the UNDSFCF 2023-2027 to ensure that women and young people are able to realise their sexual and reproductive health and rights and the right to be free from violence are prioritized in national development and humanitarian planning of member states.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Through a comprehensive approach, the Spotlight Initiative focuses its work on eliminating intimate partner violence through six key pillars: I) developing and implementing relevant legislation and policies, II) strengthening national and sub-national institutions, III) preventing violence through evidence-based programmes and campaigns, IV) ensuring the collection and use of prevalence and incidence data, V) establishing essential services for victims and survivors, and VI) partnering directly with women's movements and civil society.</p> <p>The IC is expected to manage 3 Spotlight programmes: Pacific Regional, Vanuatu and Samoa, for which UNFPA is a recipient RUNO and the lead Technical Coherence Agency for the Vanuatu programme. The technical coherence will be achieved through close collaboration with UNDP, IOM and UNICEF also recipient RUNOs, and alongside UN Women as the Associated Agency, and other stakeholders including the Resident Coordinators Offices in Fiji, Samoa, Micronesia, UNFPA implementing partners and the CSO Reference Groups.</p> <p>The primary roles of the International Consultant Spotlight Initiative are:</p> <p><b>A). Programme Management and Technical Coherence</b></p> <ul style="list-style-type: none"> <li>• Work with technical advisors to coordinate development of work plans and implementation of pillar 3, 4 and 5 under UNFPA leadership.</li> <li>• Support and guide technical coherence and quality of programming across all Spotlight Initiative RUNOs including UNDP, UNICEF, UNESCO, and IOM in accordance with the Vanuatu Country Programme Document.</li> <li>• Lead preparation of periodic narrative progress reports and expenditures status reports for the Resident Coordinators Office (Fiji), Spotlight Secretariat and UNFPA.</li> <li>• Monitor the allocation and disbursement of funds to participating partners.</li> <li>• Support technical development of UNFPA staff on the delivery of the Spotlight programmes.</li> <li>• Record and maintain documents on Joint Programme activities, issues, and risks, including all budget revisions made in accordance with the Spotlight Initiative financial policies and guidelines.</li> <li>• UNFPA is the technical coherence lead for the Vanuatu Programme. The IC consultant is</li> </ul>

expected to lead technical coherence activities of the Vanuatu Spotlight Programme, alongside the Pacific Partnerships programme and UN Women as Associated Agency. You will play the leadership role in convening ERAW technical coherence meetings, reporting on ERAW in accordance with the Vanuatu National Gender Equality Policy.

#### **B). Coordination**

- Work collectively with UN RUNOs to support Spotlight Initiative technical coherence and linkages with the UN Women Pacific Partnership to End Violence Against Women in Vanuatu to strengthen joint and holistic support to government. You will be responsible for convening technical coherence meetings every month.
- Technically support the Spotlight Civil Society Reference Group (technical and secretariat support). You will ensure convening of monthly meetings and participation of the CSNRG in Joint Steering Committee meetings.
- Provide technical updates to support the National Steering Committee meetings and ensure a high level of technical and secretariat support.
- Coordinate development and preparation of financial resources of the programme including budgeting and budget revisions, and expenditure tracking and reporting.
- Technically contribute to the Spotlight Steering Committee meetings in close collaboration with the RC offices.

#### **C. Advocate and facilitate knowledge building and communication.**

- Document the programme implementation process including human interest stories in close collaboration with country teams and Implementing Partners
- Contribute to the exchange of information and provide inputs to the development of knowledge products internally and externally of the joint programme.
- Ensure compliance with Spotlight Initiative communications guidelines and ensure that all Spotlight Initiative programming and activities are appropriated managed, branded and communicated.
- Coordinate the organization of major advocacy campaigns, events, trainings, workshops – the Data Forum, CSE/FLE annual conference and Midwives experience sharing on implementation of SGBV SOPs.

#### **D. Monitoring and Evaluation**

- Manage Spotlight Initiative closure activities.
- Work closely with the UN RCOs on the end evaluation of the Spotlight Programmes.
- Work with UN RCOs to develop programmes sustainability plans.
- Ensure data collection on progress of implementation and online reporting of the Spotlight Initiative indicators.
- Ensure timely development of the Spotlight Initiative Programmes and UNFPA annual reports, including financial reports.

#### **E). Budget Management**

- Work with the Finance Programme Associate based in Suva and Vanuatu, the Spotlight teams in Vanuatu and Samoa and technical advisors to ensure timely disbursement and implementation of funds, re-programming of funds, adherence to Spotlight guidelines on budget revisions and necessary approvals by the Joint Steering Committees.

#### **F). Support UNFPA's engagement UNDCSF (2023-2027)**

- Facilitate UNFPA's engagement in UNDCSF processes as Co-Chair of the Gender Thematic Group with UN Women and a member of the Human Rights Thematic Group and Results Groups, to facilitate gender/GBV and human rights mainstreaming.
- Lead provision of UNFPA technical inputs into reporting of treaty bodies and Human Rights Mechanisms (CEDAW, Beijing at 30, UPR and VNRs).
- Lead UNFPA's technical engagement in external gender platforms i.e., Gender Coordination Working Group and in regional human rights platforms to strategically position UNFPA's mandate on Gender and SRHR.
- Network with regional institutions such as SPC and PIFs to leverage UNFPA's regional strategic positioning i.e., in the preparations for the 2024 Pacific Region Triennial Conference, Pacific Women Ministers and Pacific regional leaders' meetings.
- Facilitate discussions on strengthening UNPA's approach to gender programming in both development and humanitarian contexts by analysing data and supporting countries to create linkages between ministries of women and National Disaster Management Offices.

**G).** Carry out any other duties as may be required by UNFPA leadership.

Duration and working schedule:

9 months

Place where services are to be delivered:

UNFPA 8 focus countries

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<b>01 May to 31 January 2024.</b>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The work plan for the consultancy will be developed and deliverables will be agreed upon with the Supervisor, monitored monthly and deliverables filed monthly in soft and hard copies.
Supervisory arrangements:	The International Consultant will report directly to the Deputy Director & Representative, under the overall guidance of the Director & Representative PSRO.
Expected travel:	
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Minimum of Five (5) years of relevant experience in increasing positions of responsibility working on gender-based violence programming including programme management in an international organization.</li> <li>• Experience in support monitoring and evaluation of GBV programmes across multi sectoral response and prevention areas of intervention.</li> <li>• Prior work experience in providing similar support to programmes and projects within the United Nations and/or an International Organization is desired.</li> <li>• Strong organizational skills.</li> <li>• Demonstrated ability to work in a team environment respecting diversity of work teams.</li> <li>• Strong coordination, interpersonal and communication skills</li> <li>• Strong analytical, coordination and organizational skills, and an enthusiastic team player who seeks to empower others.</li> <li>• An understanding of the Pacific cultural contexts in relation to gender issues and other UNFPA related issues would be an advantage.</li> <li>• Computer Skills: Proficiency in MS Office packages and the Internet Languages: Proficiency in both spoken and written English. Working knowledge of Pacific languages is an asset.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office space, computer, and telephone
Other relevant information or special conditions, if any:	

Signature of Requesting Officer in Hiring Office:

DocuSigned by:  
  
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Edith Akiror  
Programme Specialist – Spotlight Initiative

Date: 23-Feb-2023

Approved by:

DocuSigned by:  
  
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Iori Kato  
Director and Representative, UNFPA Pacific

Date: 24-Feb-2023