

**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's new 7<sup>th</sup> 5-year Multi-Country Programme (MCP7) for 14 Pacific Island Countries and Territories (Fiji; Federated States of Micronesia; Kiribati; Nauru; Palau; Marshall Islands; Samoa; Solomon Islands; Tonga; Tuvalu; Vanuatu; Cook Islands; Niue; and Tokelau) for 2023-2027 contributes to the global Strategic Plan (2022-2025) that focuses on assisting Member States in achieving three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>UNFPA is currently beginning Phase II of the "Transformative Agenda for Women, Adolescents and Youth in the Pacific" programme which aims to improve SRHR in nine priority countries: Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Samoa, Solomon Islands, Tonga and Vanuatu. The programme seeks to improve Sexual and Reproductive Health &amp; Rights (SRHR), with a focus on Family Planning in nine Pacific countries over a 4.5-year period aligned with UNFPA's MCPD7.</p> <p>UNFPA seeks the services of an international consultant to be located in Nauru and to lead the development of relationships with national partners, provide technical guidance to programme design, coordinate in-country implementation and programme management of the Transformative Agenda Phase II programme and the wider UNFPA programme (where needed).</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The international consultant will manage relevant programme components implemented in-country working closely with Government partners. He/she will also liaise closely with other programme management staff, technical advisors, and operations staff at the UNFPA Pacific Sub-regional Office, and across other UN agencies. S/he will work to ensure cohesion in the delivery of the various funded programmes towards achieving UNFPA's mandate, particularly the 7<sup>th</sup> Pacific Multicounty Programme (MCP7) and the Transformative Agenda programme for Women, Adolescents and Youth.</p> <p><b>A. Programme Development, Implementation and Management</b></p> <ul style="list-style-type: none"> <li>• Support the opening of UNFPA country presence in Nauru, including signing of implementing partner agreements with key partners</li> <li>• Coordinate and provide technical assistance to the planning, design, implementation and management of in-country programme</li> <li>• Act as focal point for the planning and delivery of integrated programme and technical support to the Nauru programme and regional partners ensuring complementarity between the various regional programmes and the needs, realities and activities at the country level;</li> <li>• Ensure compliance with programming and operational policies, procedures, guidelines and tools that meet country level needs while conforming to overall UNFPA and Regional strategies, policies and guidelines;</li> <li>• Provide budget oversight of the Nauru programme, ensuring data integrity to support financial decision making, and serve as focal person for regarding budget targets and management;</li> </ul>

- Liaise with the donors, ensure compliance with agreed governance processes, and lead formulation and submission of reporting requirements with a strong emphasis on timely, quality monitoring and evaluation.


**B. Capacity Development**

- Provide guidance for capacity building for technical and programme support to national partners; and synergy between regional programme and other activities at the country level;
- Coordinate with other UN agencies and donor partners in the provision of technical and programme assistance in Nauru and capacity development initiatives; and

**C. Partnership and Advocacy**

- Build relationships with key internal and external partners, and contribute to high quality interactions and clear communications with in-country donors, partners and stakeholders;
- Assist in advocacy and policy dialogue to further the advancement of ICPD at the national level.
- Support briefing notes, statements, talking points and correspondence, and prepare background papers and presentation content with regards Nauru;
- Lead the development, formulation and facilitation of resource mobilisation efforts in close coordination with the Director, Deputy Director, International Programme Coordinator as well as the technical and country programme teams.
- Carry out any other duties as may be required by UNFPA leadership.

Duration and working schedule:	The consultant will report to UNFPA on a fulltime basis in accordance with the UN calendar, starting from July 2023 until June 2024 (11 months).
Place where services are to be delivered:	Nauru with possibility for travel to Fiji or other Pacific countries as required.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> <li>• Completed task plan and agreed deliverables with supervisor based on description of services and activities above (by 1<sup>st</sup> day of the month)</li> <li>• 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 1<sup>st</sup> day of the month)</li> <li>• Support national IPs with face form and work plan progress reports with all financial and internal control checklists completed, and all supporting documents available and uploaded on the UNFPA system (by the 10<sup>th</sup> of each month)</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Consultancy payment will be on a monthly schedule after submission and acceptance of monthly reports.

arrangements:	<p>Report directly to the International Programme Coordinator working in close collaboration Advisers, programme staff, M&amp;E team and Implementing partners.</p>
Expected travel:	<p>Local travel within the duty station country is envisaged to support implementation and monitoring of activities. Consultant may also travel to Fiji or other Pacific countries in support of programme implementation.</p>
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education</b></p> <p>Master’s degree in Public Health, Medicine, Sociology, Demography, Gender, Economics, International Relations, International Development, Public Administration, Management or related disciplines.</p> <p><b>Knowledge and experience</b></p> <p>At least 7 years of increasingly responsible professional experience in programme management and development relevant to sexual and reproductive health, gender and population and development, including five at the international level;</p> <p>Substantive knowledge and practical experience in sexual and reproductive health population and development, and gender programming;</p> <p>Experience in monitoring and evaluation of programmes</p> <p>Excellent organization skills and attention to detail, deadlines and policy compliance;</p> <p>Ability to work independently and as part of an integrated, diverse team and be comfortable in multiple, high varied settings, and tight deadlines with different work and learning styles;</p> <p>Proficient in MS Office programmes;</p> <p>Experience in programme and/or technical assistance with the UN System is an asset;</p> <p>Familiarity of the Pacific context is an asset.</p> <p><b>Languages</b></p> <p>Proficiency in both spoken and written English. Working knowledge of Nauruan is an asset.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>n/a</p>
Other relevant information or special conditions, if any:	<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 would be required to use their own laptop</li> </ul> <p>COA: SRP07SRH-HRSUPPSRH2-AUA97</p>
<p>Prepared by Cindy Reijers, Programme Analyst, UNFPA Pacific</p> <p>Date: 20-Jun-2023</p> <div style="text-align: right;"> <p>DocuSigned by:</p>  <p>2BDA60761D644A9...</p> </div>	

Date: 21-Jun-2023

DocuSigned by:

*Kathleen Taylor*

46A08DE1068342F...

Endorsed by Viri Raitamata – Assistant Representative for Saira Shameem, Deputy Director, UNFPA Pacific

Date: 22-Jun-2023

DocuSigned by:

*Viri Raitamata*

35F4A1CBA1144A...

Approved by Iori Kato – Director and Representative, UNFPA Pacific:

Date: 22-Jun-2023

DocuSigned by:

*Iori Kato*

C93FD6ECC6E4B9...