



| TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT | |
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| Title: Consultant for 2024 Key Advocacy Assignments on Population and Development | |
| Hiring Office: | UNFPA Pacific Sub-Office (PSRO), Suva, Fiji |
| Purpose of consultancy: | The consultant will undertake key advocacy assignments in relation to Pacific SIDS engagement in 8 th IPCI, CPD57 for the ICPD+30 review, 4 th SIDS Conference and the Summit of the Future. |
| Scope of work: (Organizational context, description of responsibilities and expected outputs) | <p>1. The 8th IPCI - International Parliamentary Conference on the Implementation of ICPD (IPCI/ICPD) will be held on 10-12 April in Oslo, Norway. The ICPD30 review processes will also be part of the 8th IPCI/ICPD. The partnership with Pacific parliamentarians will garner interest and sensitize Champions to further strengthen review of ICPD+30 and advocacy for PSIDS in the 4th SIDS and Summit of the Future. The scope of work includes power mapping for the region, and tailored approach to engagement and preparations for IPCI/ICPD.</p> <p>2. The 57th CPD (CPD57) – CPD57 will be held from 29th April to 3rd May at the UN Headquarters in New York, USA. The annual intergovernmental meeting will assess the status of implementation of the ICPD POA and its contribution to the follow up and review of the 2030 agenda for Sustainable Development during the decade of action and delivery for sustainable development. The scope of work will include preparatory activities such as: (a) assessment of APPC7 Chair’s Summary, (b) engagement with ICPD focal points, (c) regional Pacific preparatory meeting, (d) potential PSIDS side-events, (e) pre-CPD57 briefing for Pacific delegations in New York, (f) engagement of Pacific Missions in Fiji and PSIDS in New York, and (g) support PSIDS in Global Dialogues for ICPD+30.</p> <p>3. 4th Small Islands Developing States Conference (4th SIDS) - The scope of work will include preparatory activities such as: (a) mapping of APPC7 Survey against SAMOA Pathway, (b) liaison with SIDS unit in DESA, UNHQ, (c) preparation of advocacy briefs in collaboration with PSRO Technical Advisers; (d) engagement in PREPCOMs, (d) prepare PSIDS side events, (e) support UNFPA Interactive Dialogue in 4th SIDS.</p> <p>4. Summit of the Future will be convened in UN New York from 22 to 23 September 2024. The Summit will accelerate efforts to meet our existing international commitments and take concrete steps to respond to emerging challenges and opportunities. This will be achieved through an action-oriented outcome document called the Pact for the Future. The Pact will be negotiated and endorsed by countries in the lead-up to and during the Summit in September 2024. The consultancy scope of work is to (a) support PSIDS engagement, (b) preparation of advocacy briefs in collaboration with PSRO Technical Advisers, (c) support PSIDS visibility at the Summit, (d) strategize inclusion of PSIDS APPC7 and ICPD+30 priorities in Pacific Leaders’ statements and Pacific joint side-events.</p> |
| Requirements for consultant | <p>1. The 8th IPCI deliverables and deadlines (40 days):</p> <ul style="list-style-type: none"> (a) Power mapping for the Pacific region completed by 31 January (5 days) (b) Support selection of specific countries based on power mapping for engagement of Parliamentary champions in 8th IPCI and in parliamentary advocacy work for PD and ICPD+30, and validation including PSRO Advisers and field colleagues, by 12 February (5 days) (c) Liaise with selected Pacific Parliaments to brief and select Parliamentarian champions to engage in 8th IPCI by 29 February (15 days) (d) prepare selected Pacific MP Champions to engage in the 8th IPCI from 10-12 April in Oslo, Norway, coordinate and support their advocacy briefs, travel logistics and meeting registration by 8 April (15 days) <p>2. The 57th CPD (CPD57) deliverables and deadlines (54 days):</p> |



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| | <p>(a) assess the APPC7 Chair’s Summary for CPD57 by 26 January (1 day)</p> <p>(b) engagement with ICPD focal points to prepare for CPD57 by 16 February (14 days)</p> <p>(c) coordinate and facilitate the Pacific Regional Preparatory meeting for CPD57 proposed tentatively for early March, reported by 22 March (20 days)</p> <p>(d) secure potential PSIDS side-events by 15 April (5 days)</p> <p>(e) coordinate and facilitate pre-CPD57 briefing for Pacific delegations in New York by 26 April (2 days)</p> <p>(f) prepare PSRO report on CPD57 and engage Pacific Missions in Fiji and PSIDS Missions in New York including convening of pre and post briefings by 10 May (10 days), and</p> <p>(g) support PSIDS in ICPD+30 Global Dialogue on Youth, by 26 February (2 days).</p> <p>3. 4th Small Islands Developing States Conference (4th SIDS) deliverables and deadlines (26 days):</p> <p>(a) mapping of APPC7 survey and statements against SAMOA Pathway by 19 January (2 days)</p> <p>(b) liaison with SIDS unit in DESA, UNHQ to gauge meeting modality, engagement strategy for PSIDS, placement on agenda, etc by 21 February (10 days)</p> <p>(c) coordinate preparation of advocacy briefs in collaboration with PSRO Technical Advisers by 23 February (5 days)</p> <p>(d) support PSIDS engagement in 1st PREPCOM by 26 Jan (1 day), 2nd PREPCOM by 5 April (1 day)</p> <p>(e) prepare PSIDS for their side-events by 18 April (5 days)</p> <p>(f) support UNFPA Interactive Dialogue for 4th SIDS, deadline subject to HQ/APRO confirmation of Dialogue dates / tentatively 31 May (2 days)</p> <p>4. Summit of the Future deliverables and deadlines (30 days):</p> <p>(a) prepare and support PSIDS engagement strategy for the Summit by 1 July (10 days)</p> <p>(b) coordinate advocacy briefs by PSRO Technical Advisers by 12 July (5 days)</p> <p>(c) support PSIDS visibility at the Summit including positioning of PSIDS APPC7 and ICPD+30 priorities in Pacific Leaders’ statements and Pacific joint side-events (10 days)</p> <p>(d) prepare PSRO report on Pacific engagement in the Summit of the Future and support debriefing to Pacific Missions in Fiji on PSRO support to PSIDS agenda in the Summit (5 days).</p> |
| Duration and working schedule: | The consultant will work for a total of 150 days between January to December 2024. The working schedule will include related-travel and remote work. |
| Place where services are to be delivered: | <p>The services are to be provided through home-based report writing, face to face and virtual meetings.</p> <p>The consultant will provide a one-hour window per day of work, for communicating live with PSRO, implementing and strategic partners as needed.</p> |
| Delivery dates and how the work will be delivered (e.g. electronic, hard copy etc.): | <p>The Consultant is expected to submit electronically, a summary of the following monthly deliverables with relevant annexes, at the indicated deadlines.</p> <p>January 2024</p> <ul style="list-style-type: none"> ● 19 January 2024: SIDS - APPC7 Survey results and statements of PSIDS mapped against SAMOA Pathway (2 days) ● 26 January 2024: SIDS - Support provided for PSIDS engagement in 1st session of PREPCOM scheduled from 22 to 26 January 2024, in NY (1 day) ● 26 January 2024: CPD57 - APPC7 Chair’s Summary assessed for CPD57 messaging (1 day) ● 31 January 2024: IPCI - Power mapping of Pacific Parliamentarians for the purpose of 8th IPCI, PD and ICPD+30 advocacy completed (5 days) |



February 2024

- 12 February: IPCI – Pacific MP Champions for IPCI, ICPD+30 advocacy validated, selected and confirmed (5 days)
- 16 February 2024: CPD57 - ICPD focal points engaged in the preparatory groundwork for CPD57 (14 days)
- 21 February: SIDS - Prepare PSIDS engagement strategy in liaison with SIDS unit in DESA, UNHQ (10 days)
- 23 February: SIDS – Advocacy briefs for PSIDS completed by PSRO Technical Advisers (5 days)
- 26 February: CPD57 – Support provided to PSRO Youth Chief to enhance PSIDS youth engagement in ICPD+30 Global Dialogue on Youth, scheduled from 22 to 23 February in Benin (2 days)
- 29 February: IPCI – Selected Pacific MP Champions for IPCI briefed on their advocacy messages and engagement in 8th IPCI in Oslo, Norway (15 days)

March 2024

- 22 March: CPD57 - coordinate and facilitate the Pacific Regional Preparatory meeting for CPD57, tentatively scheduled for early March, reported by 22 March (20 days)

April 2024

- 5 April: SIDS - Support provided for PSIDS engagement in 2nd session of PREPCOM scheduled from 1 to 5 April in NY (1 day)
- 8 April: IPCI: Selected Pacific MP Champions briefed on engagement strategy and logistics support for their travel and meeting registration provided (15 days)
- 15 April: CDP57 – support provided to PSIDS to plan, register and roll-out Pacific joint side-events at CPD57 (5 days)
- 18 April: SIDS – support provided to PSIDS to plan, register and roll-out Pacific joint side-events at SIDS (5 days)
- 26 April: CPD57 - prepare and facilitate the pre-CPD57 briefing for Pacific delegations in New York scheduled for 26 April (2 days)

May 2024

- 10 May: CPD57 – Prepare the PSRO CPD57 report for submission by 10 May and support the engagement of Pacific Missions in Fiji and PSIDS Missions in New York including convening of pre and post briefings (10 days)
- 31 May (TBC): SIDS - support provided to PSRO for Interactive Dialogue for 4th SIDS, deadline subject to HQ/APRO confirmation of Dialogue dates (2 days)

July 2024

- 1 July: Summit - PSIDS engagement strategy for the Summit developed (10 days)
- 12 July: Summit - Advocacy briefs for PSIDS engagement in Summit prepared by PSRO Technical Advisers (5 days)

September 2024

- 20 September: Summit of the Future - support provided to enhance the visibility of PSIDS at the Summit including positioning of PSIDS APPC7 and ICPD+30 review priorities in Pacific Leaders' statements (10 days)



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| | <ul style="list-style-type: none"> 30 September: Summit of the Future - PSRO report on Pacific engagement in the Summit of the Future completed and Pacific Missions in Fiji debriefed on PSRO support to PSIDS agenda in the Summit (5 days) |
| Responsibility of consultant | Consultant will be responsible for providing the deliverables in a timely manner. Liaise with UNFPA in a timely manner to address any challenges experienced and potential delays. |
| Monitoring and progress control | Weekly (and as needed) discussions and updates with the UNFPA Director and Assistant Representative. |
| Supervisory arrangements: | The consultant will report to the UNFPA Pacific Assistant Representative/ PSRO Director |
| Expected travel: | Travel to NY for CPD57 and other travels endorsed by the PSRO Director in support of 8 th IPCI, 4 th SIDS Conference and the Summit of the Future. |
| Required expertise, qualifications and competencies, including language requirements: | <p>Required Degree Level: Advanced degree Required Experience: 10 years</p> <ul style="list-style-type: none"> Advanced degree qualification in international relations, law, social sciences, economics or geography, with specialization in Pacific country legal frameworks and processes; Experience with UN Member States and inter-governmental processes, international relations and diplomacy particularly for Small Islands Developing States including Pacific SIDS, and Pacific regionalism and country policy and legal frameworks. Minimum of 10 years' experience in government foreign ministry and coordination with line ministries, inter-governmental negotiations relevant to Pacific SIDS, representation of PSIDS issues in UN Summit and the sessions of the Commission on Population and Development in NY, and experience with and engagement of high level representation in the Pacific region; Experience working in the UN or other international development organisation is an advantage; Excellent oral and writing skills; excellent project management, reporting skills; Excellent interpersonal skills; culturally, socially sensitive, politically in relation to ICPD and APPC Ministerial Declaration; Ability to work and adapt professionally and effectively in a challenging environment; Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, PowerPoint, etc.) and email/internet; and Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines. |
| Inputs/ services to be provided by UNFPA: | UNFPA PSRO Advisers will provide evidence based advocacy briefs, country managers to support country briefings with champions and ICPD focal points, Operations and PMU will support travel and administrative support for PSIDS travel and engagement to the key events listed above. |
| Other relevant information or special conditions, if any: | Under the UNFPA recruitment policy, the consultant will be required to complete certain mandatory short courses in safety and security and other topics required by the UNFPA for contract staff. |



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| Chart of Accounts: | Interim COA: UNFPA.S62.FPA90.16200.7XXXX.SRP07SRH-PROGCOORDSRO.0.PU0074.0 Budget: USD 37,500 Consultancy rate: USD 250 x 150 days = USD37,500 |
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