

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA 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 Pacific's new 7th 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 Pacific commenced 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 & 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 Pacific seeks the services of an experienced Programme Specialist consultant to support programme coordination of the Transformative Agenda programme at regional level and national level, more specifically Tonga.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The international consultant will coordinate relevant programme components at a regional level and manage relevant programme components in Tonga. He/she will also liaise closely with other programme management staff, technical advisors, and operations staff.</p> <ol style="list-style-type: none"> 1. Providing technical support to the implementation and management of the Transformative Agenda <ol style="list-style-type: none"> a. Coordinate day-to-day programme management of country office Tonga b. Support implementation of TA programme activities in Tonga c. Monitor country level implementation and implementing partner performance, and track progress to assess impact and compliance with results-based performance indicators d. Provide programme management support to country teams, including HR, SIS reporting, work plan progress reports, amongst others. e. Support recruitment of consultants under the TA programme 2. Providing technical support to the monitoring and reporting of the Transformative Agenda <ol style="list-style-type: none"> a. Organise, prepare documentation and support execution of the Steering Committee meeting and other relevant regional meetings. b. Coordinate Transformative Agenda 2023 annual report, including editing and graphic design, coordinate other narrative reporting for donor reports. c. Provide technical support to monitoring and evaluation activities. 3. Coordinate communication of the Transformative Agenda programme <ol style="list-style-type: none"> a. Coordinate and develop technical and strategic position papers, presentations and briefing notes. b. Coordinate the development of relevant advocacy and communication/information materials at the regional and national level for the Transformative Agenda
Duration and working schedule:	The consultant will report to UNFPA on a full time basis in accordance with the UN calendar, starting from 15 January 2024 until 30 April 2024 (3,5 months).
Place where services are to be delivered:	Remotely.

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Completed task plan and agreed deliverables with supervisor based on description of services and activities above (by 1st day of the month)</p> <p>Monthly summary reports on implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices (by the 1st day of the month)</p> <p>Transformative Agenda 2023 annual report completed, including editing and graphic design</p> <p>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 as relevant (by the 10th of each month)</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Consultancy payment will be on a monthly schedule after submission and acceptance of monthly reports.</p>
<p>Supervisory arrangements:</p>	<p>The consultant will report directly to the International Programme Coordinator.</p>
<p>Expected travel:</p>	<p>None</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education</p> <ol style="list-style-type: none"> a. Master's degree in Public Health, Medicine, Sociology, Demography, Gender, Social Science, Economics, International Relations, International Development, Public Administration, Management or related disciplines. <p>Knowledge and experience</p> <ol style="list-style-type: none"> b. At least five years of professional experience in international development, with at least 3 years at international level. c. Experience in programme implementation, monitoring and coordination. d. Knowledge and practical experience in UNFPA's core mandate, including SRHR, population, gender, and/or adolescents and youth. e. Experience in donor reporting f. Experience in the Pacific region, specifically Tonga, is an asset. g. Detail-oriented and the ability to write clearly and concisely. h. 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; i. Proficient in MS Office programmes. <p>Language</p> <p>Must speak and write English fluently.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will work remotely and is required to use her/his own equipment necessary to carry out the duties.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>SRP07SRH/PROGPASUPPSRH2/AUB35/PU0074</p>