

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	PSRO Suva, Fiji
Purpose of consultancy:	<p>UNFPA's Pacific Sub-Regional Office (PSRO), located in Fiji, assists 14 Pacific Island Countries and Territories (PICTs) to strengthen national capacity to end maternal death, end unmet need for family planning, and end gender- based violence and harmful practices in both development and humanitarian contexts .The 6th Sub-regional programme document for Pacific Island countries and territories (CPD 2018-2022) includes strengthening access to quality integrated sexual and reproductive health services for women, adolescents, and youth, across the development humanitarian nexus includes with a specific indicator to ensure that countries can implement Minimum Initial Service Package at the onset of crises.</p> <p>UNFPA Pacific received confirmation of USAID grant (720BHA21IO00233) on 16 August 2021 for the project UNFPA SRHR and GBV Outreach Services: Strengthening continuity of essential SRH and GBV Services During Health Pandemics and Natural Disasters over the period August 20, 2021, to February 19, 2023. The goal of the project is to contribute to the reduction of maternal morbidity and mortality including the unmet need for family planning through immediate access to life-saving SRH and GBV services during a crisis. The project has three (3) outputs;</p> <ul style="list-style-type: none"> ● Output 1: SRH - Access of vulnerable women and girls to safe, life-saving quality SRH information and services is maintained during the COVID-19 pandemic and natural disasters. ● Output 2: GBV - Access of women and girls to essential GBV information and services is maintained during the COVID-19 pandemic and natural disasters [Coordination, GBV service capacity] ● Output 3: Health systems capacity strengthened across humanitarian-development nexus. <p>UNFPA is seeking the professional services of an individual consultant at NOA level to be based in Fiji to provide programme and coordination support to the Humanitarian Team in the planning, implementation, monitoring, and evaluation of the various key interventions across the three USAID-supported project outputs. This will also require travel within Fiji and in the region.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The work will primarily be conducted from the UNFPA Sub Regional Office in Suva, Fiji under the supervision of the International Humanitarian Specialist. If required, travel within Fiji and to other Pacific Island countries supported by UNFPA Pacific will be required.</p> <ul style="list-style-type: none"> ● Support the establishment of collaborative relationships with government and donor counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs under the USAID-BHA funding support. ● Primary contact for menstrual hygiene in emergency programs, ensuring accountability to affected populations and the inclusion of young people in humanitarian efforts.

	<ul style="list-style-type: none"> ● Contribute to the development of pertinent humanitarian training and advocacy materials customized to the specific country context, in collaboration with the Humanitarian Team. ● Support the scale up of the menstrual hygiene management in emergencies programme Vanuatu, Solomon Islands and Kiribati. . ● Undertake field monitoring and assessment of various project inputs and activities for Samoa, Tonga, Fiji, and Solomon Islands. ● Draft situational and progress reports capturing the key achievements, lessons learnt, and progress made under the USAID-BHA funding. ● Support the development of communication and advocacy materials and products. ● Conduct and develop political scanning for regional humanitarian partners and Pacific Island countries (as part of preparations for phase 2 USAID) ● Provide support and support country level coordination for MISP Trainings & MISP Readiness Assessments (MRA). Including administrative and logistics planning, implementation, co facilitation and documentation where needed. ● Continued support for Humanitarian team administrative needs including: <ul style="list-style-type: none"> ○ Drafting of briefing notes (internal & external) ○ HR Support (IC extensions, documentations, processing of monthly COPs) ○ Preparation of meeting agenda, presentations, recording meeting minutes and follow up actions for internal and external meetings. ○ Preparation and drafting of travel documentations for team members. ○ Updating and organisation of Humanitarian iDocs including humanitarian partners contacts. ○ Work closely with the PSRO procurement team on the humanitarian items to be procured. ○ ad-hoc activities that would require attention
Duration and working schedule:	<p>The total duration of the contract will be for 4 months of full-time work (May to August 2024) commencing on the date of signed contract.</p> <p>Payments will be provided monthly dependent on the days reported as attributed to the deliverables.</p>
Place where services are to be delivered:	Fiji and other Pacific countries (to be determined)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Key deliverables as detailed above will be submitted to UNFPA supervisors in both hard and soft copies in English.</p> <p>The Consultant will be expected to interact both physically (if the COVID-19 situation allows) and virtually, as needed with the UNFPA Pacific Sub Regional Officer staff and relevant stakeholders.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monthly Progress Reports will be submitted to the Humanitarian Specialist at the end of every month.
Supervisory arrangements:	Supervised by Humanitarian Specialist UNFPA Pacific
Expected travel:	Within Fiji and other relevant Pacific Island countries supported by UNFPA

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education: Master's degree in public health, medicine, sociology, demography, international development, management, or other related fields.</p> <ul style="list-style-type: none"> ● 2 years of relevant experience <p>Knowledge and experience:</p> <ul style="list-style-type: none"> ● Some knowledge and practical experience in Monitoring and Evaluation and information management; Sexual and reproductive health; and Humanitarian and programming. ● At least one year of administrative programme support experience. ● At least one year of field deployment experience in a humanitarian setting is an asset. ● Excellent interpersonal and communication skills: the ability to successfully and effectively liaise with people in a wider range of functions in a multicultural environment. ● Flexible work attitude: the ability to work productively in a team environment and independently, and to handle requests or issues as they arise. ● Previous experience with the UN (and/or other international organizations) and specifically UNFPA can be an asset. <p>Language:</p> <p>Fluency in English and other local dialects spoken in the region is required.</p> <p>Values:</p> <ul style="list-style-type: none"> ● Exemplifying integrity ● Embracing cultural diversity ● Embracing change <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>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>IT support (connectivity) & office space where COVID-19 Safe protocols allow on site work. The officer is required to use their own laptop.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Travel costs for relevant designated and approved travel will be provided or reimbursed by UNFPA</p>