

## 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 strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.</p> <p>UNFPA seeks a national consultant to be based in the Ministry of Education and Training Curriculum Development Unit. The national consultant is expected to transform, inspire and deliver high impact and sustained results.</p> <p>She/he/they will support the implementation of interventions funded through UNFPA's Transformative Agenda programme through technical capacity and project management support to the Ministry of Education and Ministry of Youth Development and Sports teams (Including the National Youth Council - NYC). The successful candidate will work at the national and provincial levels to ensure that the agreed strategic interventions are implemented in the context of the 2030 SDG Agenda, ICPD Programme of Action and UNFPA Strategic Plan at the global level, the UN Pacific Strategy, UNFPA sub-regional programme at the regional level, and the National Sustainable Development Plan, in addition to Youth and Education policies and strategies.</p> <p>She/he/they will contribute to the management, monitoring and evaluation of the roll out of in-school and out-of-school Family Life Education/Comprehensive Sexuality Education (FLE/CSE) programme implementation at a national and provincial level, and develop the capacity of MOET, MOYDS, and NYC focal points. She/he/they will also collaborate with the Ministry of Health RMNCAH, planning and public health teams, Vanuatu Family Health Association (VFHA), the Department of Women's Affairs (DWA), Vanuatu Society for Persons with Disabilities, and local and international CSOs and NGOs.</p> <p>She/he/they will provide technical support to the national multi-stakeholder FLE steering committee in conducting advocacy, coordination, policy and programme oversight for both in and out of school Family Life Education/Comprehensive Sexuality Education in Vanuatu. This will include coordination with key government departments, CSOs and NGOs to ensure effective programme implementation and harmonisation as per the agreed strategic direction and work plan timeframe.</p> <p>Reporting to the Sexual and Reproductive Health Specialist in the UNFPA Vanuatu country office, overseen by the Director of Education Services and the Director of the Department of Youth Development and Sports, the consultant will work as part of a multi-disciplinary team in achieving key deliverables in line with national and MOET and MOYDS departmental goals, policies and strategies.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The work will be primarily conducted in Port Vila, Vanuatu with visits to provinces across Vanuatu.</p> <p>The following are required tasks within the consultancy services to be provided:</p> <p><b>Programme development and Implementation</b></p> <ul style="list-style-type: none"> <li>● With support from UNFPA technical advisors and regional partners, provide technical oversight and support project management and coordination for in school and out of school FLE/CSE activities in partnership with the</li> </ul>

Ministry of Education and Training, the Ministry of Youth Development and Sports, the Ministry of Health and Vanuatu Family Health Association, and in collaboration with the Vanuatu Society of Persons with Disabilities, the National Youth Council, the Vanuatu College of Nursing Education, the Department of Women’s Affairs and relevant CSOs and NGOs.

- Support regular pro-active, action-focused national and provincial FLE committee coordination meetings (in school and out of school)
- In collaboration with national and regional partners across education, youth and health, support the MOET and MOYDS teams in the development, implementation, monitoring and reporting of FLE/CSE programme delivery and provide support in its operational requirements
- Draft background briefing documents, statements, talking points and reports on the FLE programme and country operations for MOET, MOYDS and UNFPA when requested, with input from relevant government and VFHA focal points
- Lead the preparation and implementation of national and provincial FLE/SCE related events including trainings, workshops, conferences and meetings
- Liaise with designated counterparts within government departments, key implementing partners and UN sister agencies to coordinate and follow-up on programme implementation with feedback provided to MOET, MOYDS and/or the UNFPA SRH specialist for decision-making as appropriate
- Contribute to capacity strengthening of key health workers through relevant training and capacity building activities at national, provincial and local levels on FLE/CSE implementation

**Monitoring and Evaluation**

- Support the gathering and compilation of information necessary for the MOET curriculum development unit, MOYDS and UNFPA monitoring and reporting, including programme and financial reports, and regular updates on the number of schools and children reached with the implementation of FLE in schools.
- Assist the collation of project expenditures and disbursements to ensure delivery is in line with approved budgets, targeted delivery levels are realized, identify operational and financial problems and bottlenecks, and propose solutions, included in each monthly implementation delivery report
- Support the MOET and MOYDS teams to draft quarterly reports on milestones and results for the FLE/CSE implementation supported by UNFPA, documenting achievements, success stories, progress, challenges, lessons learned and operational risks as identified.

**Communication**

- Support visibility of activities by drafting and compiling available content for use in communication by MOET, MOYDS and/or UNFPA
- Document and disseminate programme delivery and advocacy activities including support to audio-visual documentation for the purpose of multi-media coverage and overall visibility.

Deliverables	Delivery Dates
Completed task plan and agreed deliverables with the Director of Education Services and the Director of the department of Youth Development and Sports based on the description of services and activities above, shared with UNFPA SRH Specialist	1 <sup>st</sup> day of every month
Monthly reports on implementation delivery update including milestones achieved,	By the 30 <sup>th</sup> day of every month

	<p>challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes attached – provided to the Director of Education Services and the Director of the department of Youth Development and Sports to inform monthly task planning, and shared with the UNFPA SRH Specialist</p>	
	<p>FLE committee and coordination meeting updates, reporting summaries and action plans provided to the Director of Education Services and the Director of the department of Youth Development and Sports and circulated to the FLE committee members</p>	<p>Within 10 working days of each FLE committee meeting</p>
	<p>Support MOET and MOYDS with face form and budget breakdown completion and work plan progress reports with all financial and internal control checklist completed, and all supporting documents available</p>	<p>Before the 10<sup>th</sup> day of the new quarter</p>
	<p>Quarterly updates on the in-school and out-of-school FLE roll out, incorporating the number of schools implementing the FLE curriculum, and the number of students reached</p>	<p>Before the 10<sup>th</sup> day of the new quarter</p>
	<p>Mission and supervision reports provided to the Director of Education Services and the Director of the department of Youth Development and Sports and shared with the UNFPA in-country team</p>	<p>As required and agreed in the monthly task plan</p>
	<p>Communication and visibility products from ongoing programme delivery</p>	<p>As required and agreed in the monthly task plan</p>
<p>Duration and working schedule:</p>	<p>The total duration of the contract will be for 11 months of full time work from the date of contract signing</p>	
<p>Place where services are to be delivered:</p>	<p>Vanuatu, based in Port Vila with travel throughout the country when appropriate.</p>	
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Key deliverables as defined above should be submitted to the supervisors in MOET, MOYDS and UNFPA, in electronic formats.</p>	
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultant will be overseen by the Director of Education Services and the Director of the department of Youth Development and Sports. The consultant will also report to the Sexual and Reproductive Health Specialist in the UNFPA Vanuatu country office, or any other supervisor as designated in their absence to coordinate planning, implementation, and reporting as described above.</p> <p>Consultancy payment will be on a monthly schedule, 30<sup>th</sup> day of every month based on approved deliverables by due date as listed on the delivery schedule above.</p> <p>All reporting will be in electronic format, shared with the Director of Education Services, the Director of the Department of Youth Development and Sports, and the UNFPA SRH Specialist.</p>	
<p>Supervisory arrangements:</p>	<p>The national consultant will work under the overall guidance of the UNFPA Sexual and Reproductive Health Specialist in Vanuatu. They will also be overseen by the Director of Education Services and the Director of the department of Youth Development and Sports.</p> <p>The consultant will work closely with the Programme Specialists, Programme Finance Assistants, other Vanuatu team members and PSRO staff Suva as needed.</p>	

<p>Expected travel:</p>	<p>Local travel throughout the duty station country is envisaged to support implementation and monitoring activities, with internal travel costs covered by the requesting government departments, or UNFPA.</p> <p>Regional or international travel may be requested when conditions allow. supported by UNFPA.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>● Minimum qualification (licence) in education, sexual/reproductive health or health promotion recognised by the relevant sector authorities with 6 years of relevant professional experience preferably in programme/project management in the public or private sector especially in development.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>● Minimum (Bachelor's) degree in education (secondary level), health sciences (nursing, midwifery, or other health sciences), public health, health promotion, or other relevant fields with with minimum 7 years of relevant professional experience</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>● Minimum Masters degree in educational sciences, health education, reproductive health, gender, public health, social development, social sciences or other relevant fields is required with minimum 5 years of relevant professional experience</li> </ul> <p><b><u>Knowledge and Experience:</u></b></p> <ul style="list-style-type: none"> <li>● Knowledge and practical experience in health education and comprehensive sexuality education / family life education is strongly preferred.</li> <li>● Knowledge and experience in sexual and reproductive health, especially for adolescents, in a leadership capacity is preferred.</li> <li>● Sound knowledge of the social and cultural realities of Vanuatu, particularly surrounding adolescent sexual and reproductive health</li> <li>● Experience working or partnering with the Vanuatu Ministry of Health, Ministry of Education and Training, or Ministry of Youth Development and Sports is an asset.</li> <li>● Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures, is highly desirable;</li> <li>● Proficiency in MS Office Packages, database management and the Internet.</li> <li>● Proven track record of team-work and ability to foster government stakeholder engagement and coordination</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>● Experience in introducing and rolling out new subjects into the Vanuatu national teaching system</li> </ul> <p><b><u>Languages:</u></b></p> <p>Fluency in English and Bislama is required. Strong French language skills are highly desirable.</p> <p><b><u>Required Competencies</u></b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>● Exemplifying integrity,</li> </ul>

	<ul style="list-style-type: none"> <li>● Demonstrating commitment to the rules of the Vanuatu Public Service, UNFPA and the UN system,</li> <li>● Embracing cultural diversity,</li> <li>● Embracing change</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>● Promoting accountability and results-based management,</li> <li>● Innovation and marketing development and management,</li> <li>● Impact and influence, Organizational awareness,</li> <li>● Promoting organizational learning and knowledge sharing,</li> <li>● Advocacy/Advancing a policy-oriented agenda,</li> <li>● Leveraging the resources of national governments and partners/building strategic alliances and partnerships,</li> <li>● Delivering results-based programmes;</li> <li>● Internal and external communication and advocacy for results mobilization</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>● Achieving results,</li> <li>● Being accountable,</li> <li>● Developing and applying professional expertise/business acumen,</li> <li>● Thinking analytically and strategically,</li> <li>● Working in teams/managing ourselves and our relationships,</li> <li>● Communicating for impact</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> <li>● Office space will be provided by MOET Curriculum Development Unit</li> <li>● Travel costs for any designated and approved travel will be covered by the requesting department or UNFPA. Regional or international travel will be covered by UNFPA when nominated for regional or international events or workshops.</li> <li>● The consultant would be required to use their own laptop. There will be printing facilities in MOET, MOYDS or in the UNFPA office available for use when required.</li> </ul>



February 26, 2021