

Level: Local Consultant

Contract Type: Consultancy

Closing date: 8 May 2020 – 5pm (Fiji Time)

Duty station: Apia, Samoa

Duration of contract: 4 Months

Job Title: Programme Analyst

The Consultant reports directly to the SRH Specialist and works in close collaboration with the UNFPA staff.

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.

UNFPA seeks a national consultant as part of a multi-disciplinary team of staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results. The national consultant is expected to transform, inspire and deliver high impact and sustained results.

S/he will support the implementation of interventions funded through UNFPA's Transformative Agenda programme and the joint EU-UN Spotlight Initiative. The successful candidate will work at the national and sub-national levels to ensure that the agreed strategic interventions are implemented in the context of the 2030 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 development agenda of the host country.

S/He supports the UNFPA country team, by contributing to the analysis of political, social and economic trends; the formulation, management and evaluation of programme activities at a national level; and the provision of integrated programme and operational support.

S/he is expected to support close engagement with national implementing partners (including government line ministries, relevant civil society organizations) and regional implementing partners to ensure effective programme implementation as per the agreed strategic direction and work plan timeframe. Reporting to the Sexual and Reproductive Health Specialist in the Samoa country office, the consultant will work as part of a multi-disciplinary team in achieving key deliverables on the country work plan.

Scope of Work

The work will be conducted in Samoa. On occasion, internal travel opportunities may arise to participate in regional meetings and trainings. The following are required tasks within the consultancy services to be provided.

Analysis and Research

- Conduct analysis within designated technical and organizational areas of thematic responsibility and prepare reports at the request of the SRH Specialist.
- Analyse and interpret the political, social and economic environment relevant to UNFPA mandate and identify opportunities for UNFPA's involvement with capacity strengthening and appropriate intervention
- Assist with research on policy-driven issues; synthesis of best practices and lessons learned;
- Analyse, appraise and review drafts of programme documents, reports and other correspondence to ensure quality and relevance of subject and themes
- Provide analytical inputs into quality briefs, policy dialogue, programme documents and assist with sharing of knowledge for the development of programme in designated thematic areas

Programme development and Implementation

- Assist the Sexual and Reproductive Health Specialist in the development and implementation of programme delivery in the duty station and provide in-country support in its operation activities
- Ensure application of UNFPA operational guidelines to assure implementation quality and compliance with UNFPA procedures and requirements
- Draft background project papers/briefing documents, proposals, statements, talking points and reports on the programme and country operations. Contribute to review of programme and operations documents, collate and provide feedback in close consultation with in-country team and PSRO team in Fiji
- Assist in the preparation of national and regional events including trainings, workshops, conferences ensuring operational compliance with UNFPA procedures and policies;
- Liaise with designated counterparts within implementing partner agencies and UN sister agencies to coordinate and follow-up on programme implementation with feedback provided to SRH specialist for decision-making
- Under guidance of the SRH specialist, contribute to capacity strengthening of all implementing agencies through relevant training and capacity building activities on programme implementation, monitoring and reporting
- Facilitate technical and implementation support mission to Samoa ensuring appropriate documentation and

Monitoring and Evaluation

- Gather and compile all information necessary for monitoring and reporting on the programme including programme and financial reports.
- With assistance from Programme and Finance Assistant, monitor project expenditures and disbursements to ensure delivery is in line with approved budgets, targeted delivery levels are realized, identify operational and financial problems, and propose solutions
- With assistance from Programme and Finance Assistant, review quarterly reports to ensure harmonization and alignment of work plan progress and expenditure reports. Provide review report and recommendations to SRH Specialist for prompt decision making highlighting risks or bottlenecks and potential solutions
- Monitor and report on reproductive health commodity security in Samoa in close coordination with Ministry of Health, IPPF MA, and UNFPA Samoa and PSRO staff.
- Utilize quarterly reports from implementing partners (work plan progress, commodities and expenditure) to analyse trends and make recommendations to SRH specialist for prompt decision making
- Complete quarterly reports on milestones and results for the country office on appropriate UNFPA systems, documenting challenges, lessons learned and operational risks as identified

Resource Mobilization

- Identify, distil and document knowledge about current and emerging population and development trends, reproductive health and gender issues, by analysing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and share with country office for use in communications and planning;
- Analyse and research information on donors, prepare substantive briefs on possible areas of cooperation, identify opportunities for initiation of new projects, actively contribute to the overall office effort in resource mobilization.
- Support visibility of UNFPA programme activities by synthesizing content for use in communication and in close collaboration with PSRO Communications Officer, documenting and disseminating programme delivery and advocacy activities including support to audio-visual documentation.

Spotlight Initiative Responsibilities (20% of time)

In addition to cross-cutting responsibilities above, the consultant will have the following specific tasks to support delivery of UNFPA's activities under the EU-UN Spotlight Initiative. These include:

- In close coordination with PSRO Gender Advisor and under supervision of SRH Specialist in Samoa, provide implementation support on all UNFPA spotlight programme activities facilitating quality and timely delivery of activities including capacity strengthening of UNFPA implementing agencies.
- Provide technical guidance to the UNFPA Spotlight staff on routine delivery and reporting of programme supported activities and finances;
- Prepare information for the audit of the joint programmes and support implementation of audit recommendations
- Supporting the monitoring of Spotlight project activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and monitoring missions, including the Spot Check of Implementing Partners and preparing regular inputs to status and progress reports
- Prepare public information materials and briefing packets on UNFPA's component of Spotlight Initiative These will include briefing materials, preparation of power-point and other presentations, support on audio-visual documentation of programme delivery and advocacy efforts (in collaboration with PSRO Communications Officer).
- Attend all meetings and engagement on EU-UN Spotlight programme as designated by the SRH Specialist

Deliverables

Deliverables	Delivery Dates
Completed task plan and agreed deliverables with supervisor based on description of services and activities above	1 st and 15 th day of every month
Weekly update reports on stakeholder engagements/meetings with relevant meeting notes and action points attached	5 th day of every week
Fortnight reports on political and environmental scan, implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned	By the 14 th and 30 th day of every month

Fortnight reports on implementation best practices and socio-economic analysis (thematic areas/organizational areas to be jointly identified with SRH Specialist)	By the 14 th and 30 th day of every month
Reviewed face form and work plan progress report with all financial and internal control checklist completed, and all supporting documents available and uploaded on the UNFPA system	Before the 7 th day of the new quarter
Completed physical stock take count signed by all relevant parties	By the 3 rd day of the new quarter
Completed and signed quarterly commodity reports from Ministry of Health (inclusive of IPPF MAs data)	Before the 7 th day of the new quarter
Quarterly update of SIS monitoring system	Before the 7 th day of the new quarter
Completed analytical reports	As required and agreed in the fortnight task plan
IP work-plan inputs (activities and funds distribution) accurately entered into UNFPA GPS system with GPS report printed	As required and agreed in the fortnight task plan
Country Office results indicator and milestone accurately entered into UNFPA SIS planning system	As required and agreed in the fortnight task plan
Evidence of mission support and clearance documents uploaded on the shared drive	As required and agreed in the fortnight task plan
Communication and visibility products from ongoing programme delivery	As required and agreed in the fortnight task plan

Expected Travel

Local travel within duty station envisaged to support implementation and monitoring activities.

Working Hours

The working hours will be 8am to 5.30pm from Monday to Thursday and 8am to 2pm on Fridays. Consultant is required to work 5 days in a week.

Requirements and Qualification

Education

- An Advanced (Master's) degree in public health, gender, social development or other social sciences such as Management, International Development, Sociology, Economics, Demography, International Relations, Public Administration is required.

Knowledge and Experience:

- Minimum of two (2) years professional experience preferably in programme/project management in the public or private sector especially in International Development.
- Substantive knowledge and practical experience in population, reproductive and sexual health/gender programming is strongly desired.
- Experience in advocacy and knowledge management in the duty station and in international cooperation;
- Sound knowledge of the social and cultural realities of the region.
- Strong research and analytical skills.
- Field experience is an asset.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures, is highly desirable;
- Proficiency in MS Office Packages, database management and the Internet.
- Proven track record of team-work and ability to foster stakeholder engagement and coordination

Languages:

Fluency in English and Samoan is required.

Required Competencies

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

Functional Competencies:

- Promoting accountability and results-based management,
- Innovation and marketing development and management,
- Impact and influence, Organizational awareness,
- Promoting organizational learning and knowledge sharing,
- Advocacy/Advancing a policy-oriented agenda,
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships,
- Delivering results-based programmes;
- Internal and external communication and advocacy for results mobilization

Core Competencies:

- 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

Inputs:

- Office space
- Office laptop
- Travel costs within the Pacific to support the project implementation

How to Apply:

- Register your profile in the UNFPA Consultant Roster via <https://www.unfpa.org/unfpa-consultant-roster> and
- Submit cover letter/proposal stating how you meet the above criteria, CV and your consultancy daily fee by email to vacanciespro@unfpa.org by 5pm on Friday, 8th May 2020 with title: "Consultant- Programme Analyst, Samoa consultancy".