

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA China
Purpose of consultancy:	The Project Officer on Youth Leadership and Participation will conduct the planning, implementation, monitoring and reporting of the youth leadership and participation project and provide support to A&Y-related innovation and communications activities under the A&Y thematic area at UNFPA China
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Background information</b></p> <p><u>UNFPA</u></p> <p>UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>UNFPA has been operating in China since 1979 and has started the implementation of its 9th Country Programme (2021-2025) of cooperation with the Government of China. The priorities of the UNFPA programmes and work in the country in the past decades have been evolving as per the changing national and international contexts.</p> <p>UNFPA China works in four thematic areas as incorporated in the 9th Country Programme (2021-2025), namely: Sexual and reproductive health and rights (SRHR), adolescent and youth (A&amp;Y) development, gender equality and women's empowerment, and population and development (P&amp;D).</p> <p>UNFPA's A&amp;Y programme focuses on the following strategic intervention areas in China:</p> <ol style="list-style-type: none"> <li>1. Providing evidence-based advocacy and technical assistance to inform the design and implementation of policies, programmes and innovative information technology-based solutions on life skills-based sexuality education to prevent unplanned pregnancy, STI and HIV, and promote gender-equitable attitudes among unmarried and marginalised young people.</li> <li>2. Strengthening advocacy capacity of youth networks and enabling their greater participation in policy dialogues on youth sexual and reproductive health and rights, SDGs, and gender equality</li> <li>3. Generating and strategically utilising evidence on youth SRH to advocate for supportive policies for the expansion of youth-friendly SRH services for marginalised youth populations</li> <li>4. Promoting innovative youth-to-youth partnerships, knowledge exchange platforms and SSGC between China and other developing countries around youth SRH, sustainable development and other emerging issues.</li> </ol> <p>Under the youth leadership and participation component, UNFPA China works with the private sector, academia, youth network and CSOs to cultivate youth leadership skills, create participatory opportunities, and facilitate international exchanges on youth development.</p> <p>The project officer will be working at the UNFPA Country Office in Beijing under the direct supervision of the Programme Analyst on A&amp;Y and be part of the office programme team. She/he will conduct the planning, implementation, monitoring and reporting of a youth leadership and participation project within the framework of the UNFPA Country Programme in China. In the meantime, she/he will provide support to A&amp;Y-related innovation and communications activities and projects.</p> <p><b>Main duties and responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Strengthen partnerships with the private sector and other stakeholders on youth leadership and participation to bring positive impact</li> <li>2. Conduct the designing, budgeting, implementation, reporting and monitoring of the youth leadership and participation project</li> <li>3. Work closely with and for young people, especially university students, to promote their leadership skills, awareness and engagement with the SDGs and ICPD</li> <li>4. Provide technical inputs to the UNFPA youth leadership and participation project, including preparation of presentations, talking points, briefing notes, translation of documents from English to Chinese and vice versa, and the development of technical documents and design related to youth leadership activities</li> <li>5. Conduct quality assurance missions and on-site visits when assigned to the UNFPA youth leadership and participation project</li> <li>6. Monitor, compile and analyse project progress results, and develop donor reports including financial reports</li> <li>7. Produce creative ideas and practical suggestions to the Programme Analyst on A&amp;Y in terms of project sustainability improvement and partnership strengthening</li> </ol>

	<ol style="list-style-type: none"> <li>8. Provide support to A&amp;Y-related communications activities coordinating with the Communications officer, such as developing stories, social media posts and articles, press releases, concept notes, video script, conducting interviews with beneficiaries, and providing coordination support to advocacy and campaign activities, etc.</li> <li>9. Provide support to A&amp;Y-related innovation activities, such as brainstorming, designing, conducting desk research, identifying stakeholders, drafting technical documents, and providing coordination support to innovation activities, etc.</li> <li>10. Carry out any other duties as may be required.</li> </ol>
Duration and working schedule:	<p>Starting date: 1 July 2023 (tentatively)</p> <p>Duration: 31 December 2023, renewable subject to availability of funds</p>
Place where services are to be delivered:	National
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Monthly progress reports (up to 2 pages) to be approved and signed electronically by the Programme Analyst on Adolescent and Youth of UNFPA China</p> <p>Monthly attendance sheets to be approved and signed electronically by the Programme Analyst on Adolescent and Youth and the Administrative Associate of UNFPA China</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Daily work monitoring will be done by the Programme Analyst
Supervisory arrangements:	The consultant will be directly supervised by the Programme Analyst for Adolescent and Youth of UNFPA China
Expected travel:	Domestic and international travels expected
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> <li>1. Postgraduate degree in international development, social science, public policy, public health, communication or related fields</li> <li>2. Knowledge and skills in the field of public health, ageing, sexual and reproductive health and rights, CSE, youth leadership and participation, innovation and communications</li> <li>3. At least 4 years of work experience in relevant fields, including project management, partnerships, communications, or event coordination; experience in working with the private sector is an asset</li> <li>4. Previous experience in the UNFPA or international organisations is a plus</li> <li>5. Good knowledge of the UN system, the SDGs, and the ICPD</li> <li>6. Fluency in Chinese and English is required.</li> <li>7. Proficiency of using social media and communications tools, and basic knowledge of finances and mastery of a series of financial and spreadsheet software are desired.</li> <li>8. Be creative, active, and effective; have a can-do attitude.</li> <li>9. Results-oriented, self-discipline and team spirit, and happy to work for and with young people</li> </ol> <p>Required Competencies:</p> <ol style="list-style-type: none"> <li>1. Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing cultural diversity, Embracing change</li> <li>2. 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</li> <li>3. Functional Skill Set: Report writing, impact documentation, policy analysis, and strategic communications and informed policy advocacy</li> </ol>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Working station: Beijing</p> <p>An office space and work equipment will be provided</p>
<p><i>Please send your CV and a motivation letter (in English) to <a href="mailto:haoran@unfpa.org">haoran@unfpa.org</a> and copy <a href="mailto:xlin@unfpa.org">xlin@unfpa.org</a> before 3 June 2023. Only shortlisted candidates will be notified for the next step.</i></p>	