

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Operational Programme Support to SRHR-Gender Project Implementation and Programme Coordination Activities

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA China Office
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.</p> <p>The consultant supports the implementation of UNFPA's country programme by managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations.</p> <p>In particular, the consultant will report to the Deputy Representative and provide operational programme support to Sexual and Reproductive Health Rights (SRHR) Specialist and Gender/Gender Based Violence (GBV) Analyst.</p> <p>The consultant will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures.</p> <p>As appropriate and under the direction of the Deputy Representative, the consultant will also contribute to research, financial management and operational and procedural guidance for efficient programme delivery.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant is to undertake the following tasks:</p> <ol style="list-style-type: none"> 1. Provide programme assistance and coordination on SRHR-Gender in line with organizational priorities and results-based management <ul style="list-style-type: none"> - Provide support for contracting; prepare justifications and other required documents; Liaise with contractors and collecting required documents and information from contractors; Prepare payment documents. - Provide professional programme and management support to national partners and collaborating agencies, for example, collect and compile data/information, prepare meeting material, write meeting minutes, translation, prepare contacts, maintain filing system, etc. - Support spot checks to national partners and provide suggestions on project financial and operational management. - Complete the entering of project coding and budget in corporate financial system for both IP and UNFPA executed activities; Monitor in house operationalization of work plan; facilitate and provide technical support to IP to fill in and submit quarterly financial and work progress report; Perform buyer role related functions in ERP system. - Facilitate relevant UNFPA colleagues and national partners with their participation in the national and international training workshop/meetings/conferences/missions, including the communication with meeting organizers, UNFPA APRO and HQ, etc., and provide other logistics support as required. - Contribute to the communication activities planned in project workplan and on the occasions of important international days/events. - Support programme officers in achieving other milestone deliverables 2. Contribute to the development of existing and new partnership with public and private sectors <ul style="list-style-type: none"> - Contribute to the office's resource mobilization efforts, including in-kind donations from public and private partners. 3. Provide inputs and operation support contributed to other projects and general programme

	<ul style="list-style-type: none"> ● Back up Programme Associate of PD, Youth projects and provide operation support to other projects as required. ● Take programme meeting minutes in turn and provide support to other general programme activities. ● Provide support to other office priorities. <p>The successful contribution of the consultant can be indicated from,</p> <ul style="list-style-type: none"> - General programme and management support is provided on time and with satisfactory partner feedback. - Spot check is organized and completed on time. - AWP, financial report and other documents are entered and updated in the corporate ERP system on time. - Travel and other logistic support are provided to UNFPA staff and partners on time. - Project related communication input is provided on time. - General programme and management support is provided on time and with satisfactory partner feedback. - Backup support to other PA is provided on time. - Programme meeting minutes and other support actions are performed on time. - Support to other office priorities is provided timely.
Duration and working schedule:	3 months 3 days a week
Place where services are to be delivered:	UNFPA Office in Beijing, China
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	The consultant is expected to deliver the periodic outputs based on the monthly work plan agreed with UNFPA
Payment schedule:	UNFPA will pay the consultant on the monthly basis based on the actual working days and rate agreed in the contract, as well as the agreed monthly deliverables.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant is expected to deliver the periodic outputs based on the monthly work plan agreed with UNFPA.
Supervisory arrangements:	The consultant will report to the Deputy Representative of UNFPA China Office
Expected travel:	Travel might be required for this assignment. If so, UNFPA consultant travel policy ¹ will apply.
Required expertise, qualifications and competencies, including language requirements:	<p>Integrity:</p> <ul style="list-style-type: none"> - Please refer to UN Supplier Code of Conduct² <p>Qualifications and Experiences:</p> <ul style="list-style-type: none"> - Advanced degree in social sciences with specialization in public management, public health, monitoring and evaluation. - Familiar with UN system, the financial procedures, and the project management policies and procedures. - Strong interpersonal and organizational skills. - Good report writing skills. - Good knowledge of ERP system. - Good computer skills, familiar with MS or Google office suite; familiar with media applications. - Ability to work under pressure and deliver high quality products within the given time. - Fluency in English and Chinese is required. <p>Competencies:</p>

¹ https://www.unfpa.org/sites/default/files/admin-resource/DHR_Individual_Consultant.pdf

² <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

	<ul style="list-style-type: none"> - Achieving results - Being accountable - Innovative - Conflict resolution - Developing and applying professional expertise/ business acumen - Thinking analytically and strategically - Working in teams/ managing ourselves and our relationships - Communicating for impact
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	UNFPA will provide hardware and software facilities and ensure access to its personnel and documentation for the consultant to conduct the work.
Other relevant information or special conditions, if any:	Please refer to the footnotes for, <ul style="list-style-type: none"> - Consultant travel policy - Supplier code of conduct - UNFPA General Terms and Conditions for De Minimis Contract³
<p>Please kindly submit your CV to china.office@unfpa.org before 23:59, Wednesday 11 October 2023 with the email subject: Application for Operational Programme Support to SRHR-Gender Project.</p>	

³ <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>