



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Coordination and Programme Support to UNFPA/China CP9 Population Dynamics Programme Implementation

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA China Office (CO)
Purpose of consultancy:	<p>UNFPA, the United Nations Population Fund, 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. Our goal is ending unmet need for family planning, preventable maternal death, and gender-based violence and harmful practices including child marriage and female genital mutilation by 2030.</p> <p>UNFPA is now implementing the ninth Country Programme in China (CP9, 2021-2025), which is supporting policy reforms and development at the national and local levels, through research, capacity-building, advocacy and pilot projects and interventions to address priority issues in sexual and reproductive health (SRH), youth, gender equality, and population dynamics in China. This is enabled by strategic communications, effective partnerships including South-South and global cooperation and the ability to leverage alternative resources to advance the International Conference on Population and Development (ICPD) agenda.</p> <p>Under the overall guidance of the CO Deputy Representative, the consultant will provide technical, coordination and operational support for the implementation of population dynamics programme of CP9 under the direct supervision of Population and Development (PD) Programme Specialist, including its South-South and global cooperation (SS/GC) initiatives to ensure efficient and effective country 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 coordination and logistical, event management support to the implementation of the SSC on population dynamics, and other global cooperation initiatives <ul style="list-style-type: none"> • Coordinate with different UNFPA regional offices, UNFPA country offices in Africa and Asia-Pacific, and national partners to implement the planned activities, and draft and submit progress reports and financial reports. • Provide coordination and logistic support for technical exchange visits between different countries and regions, as well as regional capacity building workshops on population dynamics. • Support different UNFPA regional offices and UNFPA country offices to identify and develop feature stories and good practice briefs on SSC related to PD. • Provide translation, interpretation, and proofreading support, and prepare summaries, PPTs and other relevant documents related to the SSC related to population dynamics. 2. Provide operational and communications support for the PD programme implementation <ul style="list-style-type: none"> • Coordinate with national partners and provide logistics support for the implementation of agreed advocacy events and meetings, and draft relevant media coverage. • Back up Programme Associate of Population Dynamics programme and provide programme and operational support as required; <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 received from partners. - Project related communication input is provided on time.



Duration and working schedule:	Full time (5 working days a week) from February to December 2024 (11 months)
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:	Under the overall guidance of the CO Deputy Representative, the consultant will report directly to the programme specialist, Population and Development 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 demography, statistics, gender and international development or other relevant social science disciplines. - Previous experience in international development and/or related programme management (i.e. staff, studies, volunteer work, internship) and working experience in UN agencies would be highly regarded. - Demonstrated research and analytical skills. - Good communication skills and strong self-discipline and team spirit. - Good report writing skills. - Good computer skills, familiar with MS or Google office suite; familiar with media applications. - Fluency in English and Chinese is required. <p>Competencies:</p> <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

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>



	- UNFPA General Terms and Conditions for De Minimis Contract ³
--	---

How to apply:

Interested candidates please email your CV and application material to china.office@unfpa.org with a subject line "Application for part-time consultant to provide coordination and programme support for PD" by 13 February 2024.

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