

# 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 provide support for the planning, implementation, monitoring and reporting of the youth leadership and participation project under the Adolescents and Youth portfolio at UNFPA China. In addition, the Project Officer is expected to provide administrative and programmatic support to the Deputy Representative
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 during the last 43 years 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 development, Gender Based Violence and Gender Equality, and Population and Development.</p> <p>UNFPA's youth programme focuses on the three strategic intervention areas in China:</p> <ol style="list-style-type: none"> <li>1. Advancing life-skills-based comprehensive sexuality education in schools;</li> <li>2. Generating evidences on adolescent and youth health for policy advocacy and dialogue;</li> <li>3. Promoting youth leadership and participation through mobilizing and empowering young people and providing platforms for youth participation and engagement.</li> </ol> <p>Under the youth leadership and participation component, UNFPA China and its partners work 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 overall guidance of the Deputy Representative and direct supervision of the Youth Programme Analyst and be part of the programme team. She/he will support the planning, implementation, monitoring and reporting of a youth leadership and participation project within the framework of the UNFPA Country Programme in China.</p> <p><b>Main duties and responsibilities</b></p> <p><u>Youth leadership and participation (75% of the incumbent's time)</u></p> <ol style="list-style-type: none"> <li>1. Coordinate UNFPA's engagement with the private sector on the UNFPA youth leadership and participation project;</li> <li>2. Support planning, implementation 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, understanding and engagement to the SDGs;</li> <li>4. Technically contribute to the UNFPA youth leadership and participation project, including preparation of presentations, talking points and the development of technical documents and design of activities;</li> <li>5. Ensure smooth implementation and adaptation of the project implementation in response to the evolving COVID-19 situation;</li> <li>6. Timely translate documents from English to Chinese and vice versa;</li> <li>7. Support the communication officer on promoting the UNFPA youth leadership and participation project and increase its visibility;</li> <li>8. Conduct quality assurance missions and on-site visits when assigned as to the UNFPA youth leadership and participation project;</li> <li>9. Organize, compile and analyse data and information, and support donor reporting including financial reports;</li> <li>10. Support and produce innovative ideas to ensure the sustainability of the project;</li> <li>11. Carry out any other duties as may be required by the country office.</li> </ol> <p><u>Programmatic administrative support provided to the Deputy Representative (25% of the incumbent's</u></p>

	<p><u>time</u>):</p> <ol style="list-style-type: none"> <li>1. Support and assist in coordination of planning, implementation, and monitoring of certain activities as assigned by the Deputy Representative, in close collaboration with the programme team</li> <li>2. Assemble briefing materials, collect necessary information and prepare presentations as needed;</li> <li>3. Facilitate and support the engagement with potential partners by analysing and synthesizing information relevant to UNFPA's programmatic areas in China;</li> <li>4. Support programme communication activities including organization of events, social media activities, and documentation of best practices and lessons learnt from UNFPA's programme for internal and external learning and sharing;</li> <li>5. Carry out any other administrative duties as may be required by the Deputy Representative.</li> </ol>
Duration and working schedule:	<p>Starting date: June 1<sup>st</sup>, 2022 (tentatively)</p> <p>Duration: till 31 December 2022, 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 delivered electronically to the Programme Analyst on Adolescent and Youth and the Deputy Representative with a hard copy signed</p> <p>Monthly attendance sheets to be delivered electronically to the Programme Analyst on Adolescent and Youth and the Administrative Associate with a hard copy signed</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 programme under the overall guidance by the Deputy Representative <sup>UNFPA</sup>
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 population and development, sexual and reproductive health and rights, and youth leadership and participation would be an asset.</li> <li>3. At least 3 years of working experience in relevant field, including project management, international development, youth leadership and youth development. Previous experience in the UN or international organization is an asset;</li> <li>4. Good knowledge of UN Atlas system is desired</li> <li>5. Languages: Fluency in Chinese and English is required.</li> <li>6. Other Desirable Skills: Proficiency in current office software applications; good basic knowledge of finances and mastery of a series of financial and spreadsheet software</li> <li>7. Be creative, active and effective; has a can-do attitude.</li> <li>8. 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>
Other relevant information or special conditions, if any:	

*Please send your CV and a motivation letter (in English) to china.office@unfpa.org and copy haoran@unfpa.org before May 4th, 2022. Only shortlisted candidates will be notified for the next step.*