|  |  |
| --- | --- |
| **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT** | |
| Hiring Office: | UNFPA Ukraine |
| Title: | **Programme Management Consultant, SRH** |
| Purpose of consultancy: | 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 strategic plan (2022-2025) reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results:   * to end preventable maternal deaths; * end unmet need for family planning; * and end gender-based violence and harmful practices.   UNFPA is also working with governments and communities to strengthen and build resilient health systems, including supporting the implementation of SRHR programmes in the context of humanitarian and development context, improving the quality of reproductive health care, and strengthening human resources for health.  The ongoing war in Ukraine continues to take a toll on the lives of an estimated 14.5 million people in need of health assistance and an estimated 17.7 million people requiring protection assistance and services inside Ukraine. The estimated number of internally displaced people is 6.9 million, and more than 7.5 million refugees are recorded in European countries.  UNFPA is seeking a consultant to support the delivery, ensure high impact and sustained results of the SRH humanitarian response. While working closely with UNFPA’s Programme Analyst, SRH, the consultant will support the planning, implementation, monitoring, evaluation and reporting on SRH programme activities. |
| Scope of work: | **Programme implementation, monitoring, evaluation, and reporting**   * Provide SRH Programme team with technical support in meeting objectives and results outlined in donor proposals in a timely and efficient manner. * Provide SRH Programme team with technical support in managing SRH output of UNFPA Ukraine’s RRP. * Provide SRH Programme team with advisory on UNFPA programme management, procurement, communication, travel and other relevant policies and procedures. * Provide SRH M&E Specialist with advisory in creating logical frameworks and monitoring tools best-fitted for specific donor-funded projects; support the integration of results and lessons learned to donor reports following the evidence-based approach. * Provide SRH Programme team with technical support in financial management of donor-funded programmes, as well as in following donor-specific financial requirements. * Provide UNFPA Communication team with advisory in fulfilling UNFPA obligations within specific requirements of donor-funded programmes in SRHR domain. * Provide SRH Programme team with technical support in ensuring the inclusion of opinions and needs of vulnerable groups while designing interventions and ensuring the safe delivery of humanitarian aid. * Provide UNFPA Resource Mobilisation team with technical support in drafting project proposals, donor updates and reports upon request. * Provide UNFPA procurement team with technical support in following donor-specific requirements and project-specific deadlines for procurement, distribution and delivery of humanitarian aid and services. * Provide SRH Programme team with advisory on the risks and risk-mitigation measures to ensure uninterrupted delivery of programme activities. * Provide SRH Programme team or wider UNFPA team with other programme management-related technical support per supervisor’s request. |
| Expected deliverables and deadlines | * Mapped SRH Programme implementation, including financial needs, donor funds allocations, fund code implementation rate, etc. *(updated biweekly)* * Reviewed and finalised donor narrative and financial reports *(deadlines specified in project proposals and award contracts)* * Progress against targets for earmarked proposals *(updated monthly)* * Mapped implementing partners’ budgets, progress and implementation rate (*updated quarterly)* * Finalised and submitted project proposals and proposals budgets, when needed verified by UNFPA’s RO or BO *(deadlines will be specified by UNFPA’s RM team)* |
| Duration and working  schedule | Beginning: 3 May 2024 (tentative)  Completion: 2 April 2025 (tentative) |
| Place where services are to be delivered | Remotely |
| Reporting requirements and supervisory arrangements | The consultant will provide regular updates and monthly progress reports via email to Assistant Representative. Updates and reports should indicate overall progress on delivery of SRH Programme activities; outstanding risks and mitigating measures; as well, consultant’s input.  The report and timesheet must be submitted no later than the 3rd day of the month following the month of service delivery. |
| Expected travel | Travel is not expected within this contract |
| Required expertise and  qualifications | **Education**   * Advanced degree in Social Sciences, Management, Logistics, International Relations, Human Rights, Law, Economics, Gender Studies or other studies relevant for UNFPA mandate.   **Experience and skills**   * Minimum 7 years of progressively responsible experience in managing development or humanitarian is required. * Experience in managing humanitarian delivery actions in Ukraine and good knowledge of context is required. * Knowledge of UN and UNFPA standard operating procedures, UNFPA Quantum and environments is required. * Experience in designing, monitoring, and evaluating humanitarian and development programmes is required. * Experience and understanding of implementing programmes/initiatives aimed at human rights, gender equality, population development, SRHR, and GBV-related services in humanitarian and/or development context is an advantage. * Knowledge of specific policies, procedures and requirements of DG ECHO and DG NEAR is an advantage.   **Language**   * Fluency in English and Ukrainian is required. * Knowledge of other UN languages will be an advantage. |
| Payment conditions and other remarks | The consultancy fee will be paid monthly upon UNFPA's approval of the Consultant's monthly report.  Any remarks, proposals, complaints, or claims to the consultant regarding services being provided in line with these terms of reference should be submitted to the consultant in writing within 10 days of the submission of consultancy deliverables or reports by the consultant.  The scope of work to be performed by the consultants under these terms of reference and other conditions of the consultancy could be modified, if required, through a written agreement between the consultant and UNFPA. |
| Application procedure | The Consultant will be selected based on results of an open competition.  Deadline for submissions: **24 April 2024.**  Applications must be sent to email [ukraine.office@unfpa.org](mailto:ukraine.office@unfpa.org). The following reference must be included in the email subject line: *Programme Management Consultant, SRH*  Application package must include the following documents:   * Detailed CV; * Motivation letter, including remuneration expectation.   Additional documents (diplomas, certificates, etc.) may be required at a later stage to confirm candidate’s professional background.  *Applications prepared and submitted in breach of the aforesaid procedure may not be considered.* |
|  | |