

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Nepal
Purpose of consultancy:	The purpose of the consultancy for the Programme Analyst, Sexual and Reproductive Health and Rights (SRHR) (consultant) is to receive services from qualified SRHR person who will play a key role in providing technical leadership for UNFPA's work on SRHR towards accelerating the achievement of the ICPD PoA and Agenda 2030 in the Madhesh and in Lumbini provinces. S/he will engage in policy advocacy efforts, provides technical assistance and management support of SRHR interventions including oversight and management of the UNFPA supplies program activities and positions UNFPA's work strategically within the health sector. The Programme Analyst, SRHR (consultant) will be entrusted with the responsibility of engaging in advocacy and policy dialogue for concerted actions by the provincial and local counterparts, UN system and other development partners, and civil society organizations and networks on issues related to SRHR. S/he will provide technical leadership and build partnerships to leverage financial and technical resources for accelerated achievement of UNFPA's transformative programme goals. S/he ensures effective oversight and management of UNFPA-supported SRHR interventions, including development and implementation of UNFPA supplies and maternal health activities in development and humanitarian settings. Through substantive analysis and assessment of political, social and economic trends relevant to SRHR, s/he assesses the implication for UNFPA's work in the assigned province; contributes to provincial and local policy and programme formulation, guides programme implementation, and ensures the achievement of programme results through monitoring activities. S/he establishes collaborative partnerships with key stakeholders and promotes coherence among partners in the development of policies and strategies, guidelines and protocols, and programmes. S/he will engage with UNFPA personnel working across the thematic and other teams at all levels.
Scope of work: <i>(Description of services, activities, or outputs)</i>	S/he will be responsible for: A. Policy Dialogue and Technical Support - Facilitates UNFPA's engagement with government, civil society, academic institutions and other partners and participates in various health sector technical advisory/working groups and in inter-agency task teams to position SRHR at provincial and local level - Promotes awareness of the critical role of the ICPD PoA in the achievement of the SDGs, in particular Goals 3 & 5, in relevant meetings, conferences and other fora. - Engage in prioritization of FP/RH programs at Provincial and local level budgeting and planning process

- Identifies policy gaps in the fulfilment of reproductive rights and RHCS and support inclusion of SRHR and RHCS in provincial and local levels policies, strategies, technical guidelines, operational plans, manuals, guidelines and training packages
- Provides technical support in development, planning, implementation, monitoring and evaluation of policies, strategies and programs related to SRHR, RHCS and supply chain management
- Establishes and strengthens civil society alliances to influence the policy agenda and promote accountability mechanisms for the realization of reproductive rights
- Anticipates, plans and supports life-saving SRHR humanitarian response interventions, ensuring adequate attention given to the needs of women and girls during emergencies in collaboration with the UNFPA humanitarian team and other partners
- Contributes to state-of-the-art research findings and learnings and ensures key findings are fully integrated within UNFPA-supported policies and programmes; and promotes an integrated approach linked to other relevant thematic areas of work
- Guides rights-based, gender-centric and inclusive policy and programme interventions under SRHR to reach those communities and vulnerable groups that are furthest behind

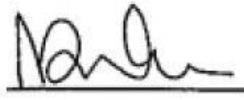
B. Advocacy and Resource Mobilization

- Develops and maintains collaborative relationships with relevant provincial and local government counterparts and other key partners and asserts UNFPA's comparative substantive role and contributions in advancing SRHR, RHCS and Supply chain management and facilitating coordination and collaboration among the key partners, in development and humanitarian contexts
- Examines and interprets the political, social and economic environment and implications for UNFPA's work in SRHR and advocates for increases in provincial and local government budgetary allocations and expenditures for SRH, RHCS and Supply chain management
- Advocates for the integration of UNFPA's support with evidence based good practices within provincial and local level systems and processes, and engages in strategic partnerships to accelerate the sustainability of SRHR, RHCS and Supply chain management interventions
- Contributes to the resource mobilization in the Reproductive Health Commodity security sector
- Supports and builds capacity of stakeholders in forecasting, quantification, storage and distribution of RH commodities including contraceptives.
- Supports the production of high-quality communication materials for SRHR advocacy and promotion of UNFPA's work and achievements, including preparing technical briefs, reports, and talking points/statements, as needed

	C. Programme Management and Coordination • Manages the SRHR programme, including RHCS; supports the implementation of work plans with implementing partners; maintains oversight on programme delivery; and provides quality assurance • Undertakes regular monitoring visits; assesses the effectiveness of SRHR and FP interventions; identifies areas for further improvements; and makes an effort to address the barriers and bottlenecks with the partners, while building capacities for sustainability • Regularly monitors the levels of FP/RH commodities availability and stock-out levels at provincial warehouse and the service delivery points through analyzing the information of national Logistics Management Information Systems (LMIS) • Undertakes results-based monitoring and reporting under the SRHR programme including timely submission of progress and other reports, as required • Contributes to the documentation of lessons learned and best practices related to UNFPA's work in SRHR; shares new approaches with UNFPA and the implementing partners for optimal results • Ensures the timely completion of all Last Mile Assurance (LMA) process activities and ensures that adequate remedial actions are taken in response to issues affecting the process • Strengthens partnerships and collaboration with the Government, civil society actors and other development partners through supporting effective coordination mechanisms in development and humanitarian contexts. • Coordinates and provides technical support in annual survey of availability of contraceptive, essential and life-saving maternal health drugs in Service Delivery Points • Performs any other duties as requested by the supervisor and the management team in UNFPA
Duration and working schedule:	The consultant will be hired for a period of 6 months starting from 1 st April – 31 st September 2023.
Place where services are to be delivered:	S/he will be based in the UNFPA provincial office Janakpur, Madhesh province and Butwal office, Lumbini province, Nepal
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	1. Activity completion report – monthly – total number of reports 6 – April, May, June, July, August and September 2. Field visit reports – as applicable – at least 20 days in different districts 3. Meeting minutes of RH sub cluster, supply chain management committee (quarterly meetings) – total number of reports 4 – June and September 4. WP progress report of the provincial IP – total number of reports 2 – July and September

	5. SRHR meeting reports – as applicable All the reports will be submitted through electronic copy.																							
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<table><tr><th>Key Deliverables</th><th>Time-line</th></tr><tr><td>Monthly update of priorities and brief report of the task undertaken</td><td>Monthly</td></tr><tr><td>Provide technical support to Implementing Partners for timely completion of activities and utilization of allocated resources as agreed in the work Plan</td><td>Regular</td></tr><tr><td>Support for WP reporting and FACE submission</td><td>As applicable</td></tr><tr><td>Participate in SRHR/FP review meetings, workshops and ensure the learnings are reflected in the planning process at provincial and local level.</td><td>As applicable</td></tr><tr><td>Organize, facilitate and support Health Cluster/RH sub cluster/Supply chain management technical working group meetings and report back</td><td>As applicable</td></tr><tr><td>Support UNFPA RHEA project implementation including the provincial IP work plan implementation</td><td>Regular</td></tr><tr><td>Support to organize Provincial staff meeting</td><td>April, June, August</td></tr><tr><td>Extend technical support to district officer</td><td>As applicable</td></tr><tr><td>Participate in key SRHR meetings of the province</td><td>As applicable</td></tr><tr><td>Knowledge Transfer Note</td><td>At the end of the contract</td></tr></table>		Key Deliverables	Time-line	Monthly update of priorities and brief report of the task undertaken	Monthly	Provide technical support to Implementing Partners for timely completion of activities and utilization of allocated resources as agreed in the work Plan	Regular	Support for WP reporting and FACE submission	As applicable	Participate in SRHR/FP review meetings, workshops and ensure the learnings are reflected in the planning process at provincial and local level.	As applicable	Organize, facilitate and support Health Cluster/RH sub cluster/Supply chain management technical working group meetings and report back	As applicable	Support UNFPA RHEA project implementation including the provincial IP work plan implementation	Regular	Support to organize Provincial staff meeting	April, June, August	Extend technical support to district officer	As applicable	Participate in key SRHR meetings of the province	As applicable	Knowledge Transfer Note	At the end of the contract
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Supervisory arrangements:	S/he will work under the overall technical guidance and support of the SRHR Programme Analyst, based in the UNFPA Country Office in Kathmandu, and the direct supervision of the Head of Provincial Office and in close collaboration with the UNFPA teams at all levels.																							
Expected travel:	The Consultant is expected to undertake field missions as applicable in consultation with the supervisor. 30 days in different districts to provide technical support, coordination with different stakeholders and monitoring of SRHR interventions.																							

quired expertise, qualifications and competencies, including language requirements:	Qualifications and Experience Education: Advanced Degree in Public Health, Health Economics, Medicine/Health Sciences or other related discipline. Knowledge and Experience: • At least two years or more of experience as a public health professional, preferably in a low resource setting • Practical experience in emergency health sector, maternal health issues, logistics systems and management of family planning programs • Knowledge and understanding of UN/UNFPA humanitarian/development programming and operations, and about UN common programming principles including a human-rights based approach, gender equality and capacity development • Proven ability to engage in high-level policy dialogue and advocacy at provincial and local level • Ability to express clearly and concisely ideas and concepts in written and oral forms • Practical experience in design, management, monitoring and review of SRHR programmes/projects • Extensive knowledge of supply management: forecasting, warehousing, distribution, transportation, logistics information systems • Experience in policy advocacy, documentation, development of national SRHR strategies, protocols and training packages • Demonstrated experience in coordination and liaison with government counterparts, NGOs, UN agencies, private sector, development partners and CBOs • Good understanding of the Nepal Government's health related policies, laws, policy making processes and the ability to establish and maintain effective working relationships with the relevant Government partners and other stakeholders • Experience of using office software packages and web-based management systems • Ability to work independently and demonstrated experience of working successfully as a member of multidisciplinary team. Languages: Proficiency in English and Nepali is required. Working knowledge of another UN language or local language is an asset. Required Competencies:
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Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<table border="1"> <tr> <td colspan="3">Admin. requirements</td> </tr> <tr> <td>Location:</td> <td>Office space required:</td> <td>Others:</td> </tr> <tr> <td>Janakpur and Butwal</td> <td>Yes</td> <td>Travel and DSA</td> </tr> <tr> <td colspan="3">IT requirements</td> </tr> <tr> <td>Desktop required:</td> <td>Email access:</td> <td>Others:</td> </tr> <tr> <td>No</td> <td>Yes</td> <td>Laptop Required</td> </tr> </table>	Admin. requirements			Location:	Office space required:	Others:	Janakpur and Butwal	Yes	Travel and DSA	IT requirements			Desktop required:	Email access:	Others:	No	Yes	Laptop Required
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Other relevant information or special conditions, if any:																			
 Signature of Requesting Officer in Hiring Office: Date: 3 rd March 2023																			

Signature of Approving Authority:
Date: