# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE (to be completed by Hiring Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Programme Associate</td>
</tr>
<tr>
<td><strong>Hiring Office:</strong> UNFPA Nepal Country Office</td>
</tr>
</tbody>
</table>

**Purpose of consultancy:**
Under the overall guidance and supervision of the Regional Development Coordinator, the Programme Associate provides quality programme support to technical and programme personnel and contributes to the efficient and effective delivery of programme results under the UNFPA Eight Country Programme for Nepal. S/He will follow all the corporate policies and procedures. S/He will apply the established systems and procedures and assist in the creation of substantive knowledge by compiling, synthesizing and analysing information relevant to population and development, reproductive health, and gender issue.

**Scope of work:**
*(Description of services, activities, or outputs)*

<table>
<thead>
<tr>
<th>Programme support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>•</strong> Supports in programme planning, implementation and reporting, including the preparation and updating of workplans and organizes planning and review meetings within the office and with partners.</td>
</tr>
<tr>
<td><strong>•</strong> Compiles, summarizes, and presents information on specific programmes and related topics.</td>
</tr>
<tr>
<td><strong>•</strong> Maintains relevant databases for tracking the status of programme activities against the workplans.</td>
</tr>
<tr>
<td><strong>•</strong> Facilitates preparation of background materials for key meetings and events, drafts minutes of meetings and ensures follow up, as needed and provides programme and administrative support.</td>
</tr>
<tr>
<td><strong>•</strong> Supports situation analyses, environmental scanning and stakeholder mapping, as needed.</td>
</tr>
<tr>
<td><strong>•</strong> Supports the communications and knowledge management efforts of the UNFPA Regional Office, including collecting data and evidence that can be used for advocacy efforts.</td>
</tr>
<tr>
<td><strong>•</strong> Contributes to strengthening partnerships and inter-agency coherence and coordination.</td>
</tr>
<tr>
<td><strong>•</strong> Conducts field visits, monitoring missions, and provides regular inputs to progress reports.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>•</strong> Prepares budget revisions based on approved workplans with justifications and monitors programme implementation in relation to the annual targets under core and non-core funds.</td>
</tr>
<tr>
<td><strong>•</strong> Supports local implementing partners to plan, manage and utilize UNFPA resources efficiently, as per agreements and workplans.</td>
</tr>
<tr>
<td><strong>•</strong> Checks and examines financial reports for accuracy and consistency against approved budgets.</td>
</tr>
<tr>
<td><strong>•</strong> Trains and guides project personnel and partners NEX, HACT and GPS processes.</td>
</tr>
<tr>
<td><strong>•</strong> Follows up with implementation partners for the timely submission of expenditure reports and narratives, as per UNFPA policies, procedures, and rules and regulations.</td>
</tr>
<tr>
<td><strong>•</strong> Supports the RDC to submit accurate Annual Workplan Progress Reports and FACE forms in a timely manner.</td>
</tr>
<tr>
<td><strong>•</strong> Monitoring project implementation and following up on recommendations.</td>
</tr>
<tr>
<td><strong>•</strong> Contribute to oversight functions related to HACT.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>•</strong> Facilitates project activities, or relevant missions, by arranging programme schedules, coordinating logistical support, collecting reference documents, and maintaining records.</td>
</tr>
<tr>
<td><strong>•</strong> Prepares necessary documentation, minutes of meetings and notes to file for relevant transactions (e.g. grant agreements, service contracts, etc.) and to ensure compliance with the policies and procedures.</td>
</tr>
<tr>
<td><strong>•</strong> Drafts routine programme related and other correspondence.</td>
</tr>
<tr>
<td><strong>•</strong> Provides information to missions, visitors and other counterparts, as requested.</td>
</tr>
<tr>
<td><strong>•</strong> Provides support for any other official tasks requested by the head of sub-office and/or the UNFPA Representative.</td>
</tr>
<tr>
<td>TERMS OF REFERENCE (to be completed by Hiring Office)</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Title:</strong></td>
</tr>
<tr>
<td>Duration and working schedule:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Place where services are to be delivered:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</td>
</tr>
<tr>
<td>Supervisory arrangements:</td>
</tr>
<tr>
<td>Expected travel:</td>
</tr>
<tr>
<td>Required expertise, qualifications and competencies, including language requirements:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Working conditions (Admin. Requirements):</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Other relevant information or special conditions, if any:</td>
</tr>
</tbody>
</table>