



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	United Nations Population Fund (UNFPA) Nepal Country Office.
Title:	Programme Coordinator (Partnerships)
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The purpose of this consultancy is to provide comprehensive programme coordination and support to senior management. As the country office embarks on expanding programme interventions and partnerships nationwide, this role becomes pivotal. The consultant will play a crucial role in ensuring the seamless coordination of programmatic and financial activities together with efficient execution of the 9th Country Programme’s Partnerships strategy by establishing effective partnerships, substantively supporting resource mobilization aimed at raising the visibility, awareness of the work of UNFPA in Nepal, maximizing the availability of donor funding for the country. The multifaceted nature of this role will require collaboration with senior management, thematic leads, project teams, and various stakeholders, facilitating the successful implementation of projects across diverse geographical areas. Through proactive communication, data analysis, and strategic planning, the consultant will support the senior management and contribute to the continued growth and impact of the organization's initiatives. This role offers a unique opportunity to be an integral part of driving positive change, establishing new partnerships and development within the country.</p> <p>The incumbent will perform the following duties:</p> <ul style="list-style-type: none"> ● Provide effective support for strategic engagement by the country office management with key stakeholders including all development partners, parliamentarians, policy influencers, other UN agencies, the private sector, universities, research institutions and other groups and individuals of relevance to the UNFPA mandate. ● Support the Resident Representative and the Deputy Representative in terms of donor relations, resource mobilization and effective implementation of the resource mobilization and partnership plan in the country programme by ensuring quality reports; supporting field missions; as well as enhancing donor visibility and agency profile through communications and advocacy. ● Provide hands-on support for the Resident Representative and the Deputy Representative in leading the Programme delivery and performance management. This includes ensuring smooth and timely communications and follow-ups across the Programme team, the Operations team, and the Senior Management of the Country Office. ● Support coordinating high-level events and workshops organized by UNFPA CO Nepal and ensure smooth delivery of related programme and communications deliverables. ● Under the close guidance from the Representative and Deputy Representative, acts as a focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners’ concerns and priorities, ensure that UNFPA’s interests, perspectives, and knowledge are taken into account in relevant policy and institutional processes, and ensure that they are fully aware of UNFPA’s perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including for UNFPA’s Senior Management.

	<ul style="list-style-type: none"> ● Collect and analyse information/data in the subject areas and draft analytical reports, project documents, funding proposals and donor reports. ● Assist in improving existing processes and products in Programme delivery. ● Implement systems to identify and mitigate risks associated with resource mobilization, ensuring alignment with UNFPA policies and donor compliance requirements. ● Collaborate with operational and programmatic teams to accelerate implementation rates for all projects, developing tools to monitor the quality and timely utilization of funds. ● Perform all other duties required to ensure efficient and effective implementation and monitoring of the Country Programme as requested by the Resident Representative and Deputy Resident Representative, including coordination for consultancy services and other policy or research-oriented partnerships. <p>More specifically suggested deliverables will be as follows:</p> <ul style="list-style-type: none"> ● Stakeholder Engagement: Devise a strategy for engaging with key stakeholders, outlining specific actions and approaches for interactions with development partners, parliamentarians, UN agencies, private sector entities, and other relevant groups. Participate and contribute to implementation of UNSDCF partnership and resource mobilisation working group. ● Resource Mobilization and Utilization: Assist resources mobilization and utilization efforts of the CO, by mapping of potential donors, and prepare well-structured reports summarizing the progress and outcomes of resource mobilization/utilization efforts, including donor relations and funding allocation and coordinate the development of proposals with the Country Office Team in areas of potential partnerships, co-financing and funding. ● Programme Communication Enhancements: Implement initiatives to enhance donor visibility and UNFPA's agency profile through improved communications and advocacy efforts. This could include creating content for various communication channels, highlighting the impact of projects, and showcasing successful partnerships. ● Event Coordination and Deliverables: Successfully coordinate high-level events and workshops organized by UNFPA CO. Ensure the timely delivery of all related program and communications materials, including reports, presentations, and other necessary documents. ● Policy Influence Insights: Prepare reports that analyze policy trends, stakeholder priorities, and emerging concerns around mandated areas. These reports should serve as valuable resources for decision-making and advocacy efforts. ● Partnership Mapping: Support scanning of the national environment and its implications on UNFPA in the country with emphasis on ICPD and the relevant SDGs. Monitor and keep updates on existing and potential partnerships. Follow through and ensure that recommendations and action points agreed to are addressed.
Duration and working schedule:	11 Months (Jan 2025- Nov 2025)
Place where services are to be delivered:	United Nations Population Fund (UNFPA) Nepal Country Office.

Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc)	<p>All the above listed deliverables are expected to be accomplished within 11 months of contract period.</p> <p>Payment will be made at the end of each month as per actual working days for specific deliverables upon submission of the monthly progress report and the timesheet certified by the supervisor.</p>																				
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • The Deputy Representative, will directly oversee the progress to ensure that the tasks align with the broader objectives, provide guidance, and review the regular updates and reports. • The Resident Representative will review overall performance and engage in discussions with the Deputy Representative to assess progress and alignment with organizational goals. • Thematic leads will offer specialized input and monitor progress within their respective areas of expertise 																				
Supervisory arrangements:	<p>Under the overall guidance of the Resident Representative, the IC will report directly to the Deputy Representative</p>																				
Expected travel:	<p>Possible travel to UNFPA supported project sites, and provincial offices.</p>																				
Required expertise, qualifications and competencies, including language requirements:	<p>An advanced university degree in a relevant discipline including public health, development studies, demography, international relations, or social science fields is required.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least 2 years of experience in the fields of programme management, development cooperation or public health is required. • Prior experience in working in developing countries is desirable. • A good understanding of the UN system in general, and especially UNFPA mandate, policies, and operations, is desirable. • Prior experience of work in the relevant fields of UNFPA mandate, including sexual & reproductive health and rights, youth/adolescents, gender, and population data, is an asset. • Demonstrated analytical, planning, and negotiation skills are required. • Demonstrated excellent communication skills, in terms of both written and oral, are required. <p>Language: Fluency in written and spoken English</p>																				
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<p>UNFPA shall provide office space and arrange logistics to and from the other working districts. The prospective individual consultant must provide a Certification of Health Insurance. This should confirm that the prospective individual consultant holds appropriate medical insurance coverage (including coverage for medical evacuation if the individual consultant will be travelling to locations without adequate medical facilities as part of the assignment) and acknowledge that UNFPA will not provide any medical insurance."</p>																				
Working conditions:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">Admin. requirements</th> </tr> <tr> <td style="width: 33%;">Location:</td> <td style="width: 33%;">Office space required:</td> <td style="width: 33%;">Others:</td> </tr> <tr> <td>Kathmandu, Nepal;</td> <td>Yes</td> <td></td> </tr> <tr> <th colspan="3" style="text-align: center;">IT requirements</th> </tr> <tr> <td>Desktop required:</td> <td>Email access:</td> <td>Others:</td> </tr> <tr> <td>Yes</td> <td>Yes</td> <td></td> </tr> </table>			Admin. requirements			Location:	Office space required:	Others:	Kathmandu, Nepal;	Yes		IT requirements			Desktop required:	Email access:	Others:	Yes	Yes	
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Payment Terms	<p>Payment will be made at the end of each month as per actual working days for specific deliverables upon submission of the monthly progress report and the timesheet certified by the supervisor.</p>																				
Other relevant information or special conditions, if any:																					