



**UNFPA, the United Nations Population Fund, is looking for the qualified candidate for its Provincial Office in Dhangadhi**

**Programme Officer (SRHR and FP-SCM)**

**Number of position:** 1 position

**Category:** Individual Consultant Contract

**Deadline:** Thursday, 16 June 2022 by 5 pm Nepal time

**Background:** UNFPA has been providing support to Sudurpashchim province and local government to formulate progressive policies and legislations for SRH/FP, gender equality, harmful practices, adolescent and youth, and population dynamics including capacity building on evidence-based planning, humanitarian preparedness, and response and supply chain management. In this context, the UNFPA field office, Dhangadhi requires a Programme Officer (SRHR and FP-SCM) who will be engaged 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/FP/SCM in the health sector.

**Eligibility:** Master's degree in Public Health, Health Management or Social Sciences with at least 2 years' professional experience in planning, programming, implementation, monitoring and evaluation, preferably in the area of, Family Planning, SCM, Youth and Sexual Reproductive health and gender. Experience in policy advocacy, documentation/report writing, coordination, development of project proposal, concept note, strategy, and policy documents.

**How to apply:** More detailed information, including the Terms of Reference, competency profile and education/experience and other requirements can be found at: <https://nepal.unfpa.org/en/vacancies>. Applicants must complete a Personal History Form (P-11), and attach a curriculum vitae (CV). The P-11 form can be downloaded from <https://bit.ly/3NztXDD>. Please send your applications only by email to [jobs.nepal@unfpa.org](mailto:jobs.nepal@unfpa.org) clearly marking the Position Title in the Subject of your email.

**Deadline for applications:** Thursday, 16 June 2022 by 5.00 pm Nepal time. Applications received after the deadline will not be accepted. UNFPA will only respond to applications to whom we have further interest.

**Notice:** There is no application, processing, or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all, including persons with disabilities.

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE – Programme Officer ( SRHR and FP-SCM), Dhangadhi</b>	
Hiring Office:	UNFPA Nepal
Purpose of consultancy:	<p>Sexual and reproductive health is recognized as a fundamental human right and access to basic health services is guaranteed by the constitution of Nepal, 2015. In the past two and half decades, Nepal has made notable progress in improving the overall health outcomes of the citizens but a significant equity gap, however, persists. Nepal has one of the highest maternal mortality rates in the Asia Pacific region (239 per 100,000), and also the highest unmet need for FP amongst adolescents (35%). In Sudurpashchim Province, the unmet need for family planning is 21.5% and the family planning demand satisfied by the modern method is 62.4 %. The average CPR of the province is 44.2 %, institutional delivery is 83%, and 60% of adolescent birth rate (NMICS, 2019). Following the establishment of the federal republic in 2015, Nepal’s health sector is going through a phase of significant changes due to reforms, which calls for an increased strategic focus on UNFPA’s work at the Province and local levels.</p> <p>UNFPA has been providing support to Sudurpashchim province and local government to formulate progressive policies and legislations for SRH/FP, gender equality, harmful practices, adolescent and youth, and population dynamics including capacity building on evidence-based planning, humanitarian preparedness, and response and supply chain management. The UNFPA program in Sudurpashchim province primarily covers five (Achham, Bajura, Bajhang, Baitadi, and Kailali) out of a total of nine districts but as a humanitarian agency UNFPA, extends preparedness and response support throughout the province to ensure SRH rights and service delivery. In the province, UNFPA coordinates and collaborates with the government, UN agencies, I/NGO, civil societies, and other stakeholders. In the current CP cycle, UNFPA has been mobilizing its resources by building partnerships with provincial NGOs and in the year 2022 more than 139 thousand USD is being planned under the provincial implementing partner’s annual work plan. The UNFPA’s work in the province intends to achieve an increased capacity of the government to deliver integrated, quality sexual and reproductive health services that target women and adolescent girls, especially the most vulnerable, including in humanitarian situations. Further, UNFPA has been playing a key role to functionalize the RH sector coordination mechanism and co-lead the RH sub-cluster after the recent COVID-19 crisis.</p> <p>In this context, the UNFPA field office, Dhangadhi requires a Programme Officer (SRHR and FP-SCM) who will be engaged 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/FP/SCM in the health sector. The consultant will provide required technical assistance to implementing partner for quality delivery of the RH/FP/SCM program, strengthen key RH sector SCM interventions at the provincial and local level, ensure synergy and linkages with all other relevant UNFPA project activities, ensure quality and monitor effective program delivery at the province and local level. The consultant will further support to assess of the implication for UNFPA’s work in the Sudurpashchim province through substantive analysis and assessment of political, social, and economic trends relevant to reproductive health, family planning, Supply Chain Management, and relevant agendas; contributes to provincial and local policy and program formulation, guides program implementation, and ensures program results through monitoring activities.</p> <p>The consultant will report to the Head of the Provincial office, Lumbini.</p>
Scope of work:	<p><b>Description of Activities:</b></p> <p><b>1. Policy Advocacy and Technical Support</b></p>

<p><i>(Description of services, activities, or outputs)</i></p>	<ul style="list-style-type: none"> <li>• Engage in the policy dialogue with the concerned units of the provincial and local government for continued policy advocacy and technical assistance for advancing and integrating RH/FP, SCM and related agendas in all relevant policies, sectoral plans and budgets.</li> <li>• Oversee the planning and implementation of the UNFPA supplies supported RH/FP and SCM projects, including mobilizing technical support as needed and efficient use of financial resources.</li> <li>• Support integration of FP/SCM programs into Gender and Population interventions and ensure synergy between various outcomes and programs in the province.</li> </ul> <p><b>2. Promote harmonization of RH/FP, SCM and RHCS interventions through effective coordination and communication at the provincial and local level:</b></p> <ul style="list-style-type: none"> <li>• Extend UNFPA’s comparative advantage in RH/FP &amp; RHCS and leverage partnerships through supporting the convening role at the provincial and local level.</li> <li>• Lead initiatives to create and strengthen alliances for FP/SCM at the province and local level.</li> <li>• Ensure effective implementation of the activities under the RH, FP and SCM components, including adolescent and youth, as well as synergy among the various UNFPA programs in the province.</li> <li>• Participate in technical meetings and related fora at the provincial, district and local levels and provide substantive inputs and support in the area FP, RHCS and SCM.</li> <li>• Support the strengthening of coordination mechanism at the provincial and local levels, including multi-sectoral coordination on relevant issues such as FP, SCM, GBV and child marriages.</li> <li>• Collaborate closely with government institutions and training centres for capacity building of relevant stakeholders.</li> </ul> <p><b>3. Program Planning, supervision and monitoring of the RH/FP and SCM programs:</b></p> <ul style="list-style-type: none"> <li>• Provide technical support in program planning and maintains oversight on preprogram delivery; and provides quality assurance.</li> <li>• Monitor and conduct field missions on a regular basis to identify barriers and bottlenecks in program areas, as well as areas for further improvement that contribute to timely implementation and quality outcomes of approved work plans.</li> <li>• Coordinate with the relevant provincial and local authorities and other stakeholders to identify area of research or knowledge gaps to inform evidence-based planning in the reproductive health sector.</li> <li>• Conduct review and analysis of routine and periodic data and other strategic information to help inform decision making at the provincial and local levels.</li> <li>• Contribute to the documentation of lessons learned and good practices as evidence for further scaling up of the programs/ interventions.</li> </ul> <p><b>Any other relevant tasks assigned by the supervisor.</b></p>
<p>Duration and working schedule:</p>	<p>The consultant will be hired for a period of 4 months.</p>
<p>Place where services are to be delivered:</p>	<p>Services will be delivered at UNFPA Provincial Office at Dhangadhi, Sudurpashchim.</p>

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will be placed at UNFPA Provincial office Dhangadhi, Sudurpashchim. The key deliverables are listed below but not all, deliverables are to be provided in electronic and hard copy as applicable.																																		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<table border="1"> <thead> <tr> <th data-bbox="486 257 1109 291"><b>Key Deliverables</b></th> <th data-bbox="1109 257 1436 291"><b>Time-line</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="486 291 1109 358">Monthly update of priorities and a brief report of the task undertaken.</td> <td data-bbox="1109 291 1436 358">Each month</td> </tr> <tr> <td data-bbox="486 358 1109 459">WP revision of provincial IP for 2022 and timely completion of activities and utilization of allocated resources in the work plan.</td> <td data-bbox="1109 358 1436 459">Regular</td> </tr> <tr> <td data-bbox="486 459 1109 526">Provincial integrated SCM guideline handbook printed and disseminated through PHLMC.</td> <td data-bbox="1109 459 1436 526">July 2022</td> </tr> <tr> <td data-bbox="486 526 1109 627">Support the MoSD to finalize the concept note of formulating provincial RH sector strategic action plan.</td> <td data-bbox="1109 526 1436 627">July 2022</td> </tr> <tr> <td data-bbox="486 627 1109 772">Support the MoSD to organize the inception meeting and formation of Technical Working Group (TWG) to formulate provincial RH sector strategic action plan.</td> <td data-bbox="1109 627 1436 772">July and August 2022</td> </tr> <tr> <td data-bbox="486 772 1109 907">Provide technical support to prepare agenda, presentation and relevant data to organize high level policy dialogues on SRH/FP/SCM for at federal, province and local level.</td> <td data-bbox="1109 772 1436 907">As applicable</td> </tr> <tr> <td data-bbox="486 907 1109 1041">Provide technical support to prepare an agenda and key session presentation to organize a provincial review of Disaster preparedness and management plan.</td> <td data-bbox="1109 907 1436 1041">June 2022</td> </tr> <tr> <td data-bbox="486 1041 1109 1176">Provide technical support to effectively implement SRH/FP information sharing interventions at PoE and facilitate joint monitoring visit on SCM.</td> <td data-bbox="1109 1041 1436 1176">Regular</td> </tr> <tr> <td data-bbox="486 1176 1109 1276">Provide technical support to MoSD for consultation meetings to formulate provincial youth policy</td> <td data-bbox="1109 1176 1436 1276">August, September 2022</td> </tr> <tr> <td data-bbox="486 1276 1109 1344">Follow up on education sector plan implementation focusing on CSE.</td> <td data-bbox="1109 1276 1436 1344">July/August</td> </tr> <tr> <td data-bbox="486 1344 1109 1411">Support to organize annual health/ RHFP review workshops and commence national FP Day.</td> <td data-bbox="1109 1344 1436 1411">September 2022</td> </tr> <tr> <td data-bbox="486 1411 1109 1512">Support to complete WP progress reporting and second and third quarter FACE submission of Provincial implementing partner.</td> <td data-bbox="1109 1411 1436 1512">July and September 2022</td> </tr> <tr> <td data-bbox="486 1512 1109 1646">Provide technical support to functionalize and strengthen SRH/FP and SCM coordination mechanism (TWG meetings) including SRH sub cluster at the province.</td> <td data-bbox="1109 1512 1436 1646">Regular</td> </tr> <tr> <td data-bbox="486 1646 1109 1825">Support to prepare agenda, presentation and meeting notes of key meetings/ workshops organized by the MoSD/ PHD/ PHLMC to develop SRH/FP/SCM related strategies and guidelines.</td> <td data-bbox="1109 1646 1436 1825">As applicable</td> </tr> <tr> <td data-bbox="486 1825 1109 1892">Provide technical support to roll out FP 2030 commitments at province and local levels.</td> <td data-bbox="1109 1825 1436 1892">As applicable</td> </tr> <tr> <td data-bbox="486 1892 1109 1960">Knowledge Transfer Note</td> <td data-bbox="1109 1892 1436 1960">At the end of the contract</td> </tr> </tbody> </table>	<b>Key Deliverables</b>	<b>Time-line</b>	Monthly update of priorities and a brief report of the task undertaken.	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Supervisory arrangements:	Head of Provincial office , Butwal, Lumbini Province will be the supervisor for the consultant.																																		

Expected travel:	The Consultant is expected to undertake field missions as applicable in consultation with the supervisor.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Master’s degree in Public health, Health Management or Social Sciences with at least 2 years’ professional experience in planning, programming, implementation, monitoring and evaluation, preferably in the area of, Family Planning, SCM, Youth and Sexual Reproductive health and gender.</li> <li>• Experience in policy advocacy, documentation/report writing, coordination, development of project proposal, concept note, strategy, and policy documents.</li> <li>• Good analytical skills and ability to handle complexity and diverse local contexts as well as effective engagement with a range of stakeholders and Program interventions</li> <li>• Experience of working with Government and Non-Government partners at the national and sub-national level, with knowledge of decentralized health systems.</li> <li>• Ability to work independently and demonstrated experience in working successfully as a member of a multidisciplinary team.</li> </ul>