

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| TERMS OF REFERENCE | |
|---|---|
| Hiring Office: | UNFPA Nepal |
| Title: | Government Liaison and Strategic Engagement Coordinator |
| Scope of work: <i>(Description of services, activities, or outputs)</i> | <p>The purpose of the consultancy is to receive services from a qualified development professional who will play a key role in providing technical and programme coordination support to the Ministry of Social Development (MoSD) on Sexual and Reproductive Health Rights (SRHR), Gender Equality and Women’s Empowerment, Gender Based Violence (GBV) including harmful practices, Population and Development (P&D) and Humanitarian Responses towards accelerating the achievement of the International Conference of Population and Development (ICPD) Plan of Action (PoA) and Agenda 2030 in the Sudurpaschim province.</p> <p>S/he will engage in coordinating UNFPA’s work strategically within the jurisdiction of the MoSD. S/he will provide support to build partnerships, ensure smooth coordination and collaboration with different departments and sections of the ministry in the areas of SRHR, GBV and P&D thereby harmonizing UNFPA’s work within MoSD’s ongoing and future efforts in the Sudurpaschim province.</p> <p>Liaison and Coordination</p> <ul style="list-style-type: none"> - Under the supervision of the Head of Province and in coordination and consultation with the UNFPA Program team s/he will facilitate UNFPA’s engagement with the Ministry of Social Development to position UNFPA’s mandates within the Ministry. - Support in integrating UNFPA’s mandate into MoSD’s work plan considering the ICPD PoA comments to achieve SDGs, in particular Goals 3 & 5, basically family planning, maternal health and GBV. - Works as a UNFPA’s focal person at MoSD and maintains regular communication and coordination with relevant authorities. Support to establish necessary coordination and strategic relations with relevant departments of the MOSD. - Supports UNFPA team members to advocate for increasing provincial budgetary allocations and expenditures for SRHR; family planning, maternal health, RH morbidities, comprehensive sexuality education (CSE), gender equality and women’s empowerment, gender-based violence prevention interventions, GBV response interventions including OCMC functional operation, GBV elimination fund, safe house operation, health response to GBV, ending harmful practices and leverage financing for the ICPD agenda and ensure the sustainability of interventions. - Supports in identifying strategic possible opportunities for UNFPA engagement with the Ministry and the UNFPA provincial team. - Coordinates UNFPA team members and authorities of the MoSD to create linkages and networks/coalitions for sharing of information collaboration as well as support UNFPA in programme implementation. <p>Advocacy of UNFPA’s Mandate and Priorities</p> <ul style="list-style-type: none"> - Facilitates to maintain collaborative relationships with different divisions and sections within MoSD, relevant provincial counterparts and other key partners in advancing SRHR and GEWE in normal development |

and humanitarian contexts.

- Examines and interprets the programmatic context, political, social, and economic environment, and implications for UNFPA's work in SRHR and GBV and supports to advocate for increase in provincial resources and advocates with provincial offices to position UNFPA's support.
- Advocates for the integration of UNFPA's support with evidence based good practices within provincial systems and processes.
- Supports and coordinates to regularize protection cluster meeting provincial health coordination team (PHTC), PSRHR TWG and health, and nutrition cluster meeting and GESI related thematic committee meeting to better cater UNFPA's support.
- Supports MoSD in strengthening provincial GBV network and regularizing its meeting to regularly take stock of GBV situation in the province.

Programme Support Function

- Supports the Provincial Office to design and implement joint activities and initiatives between Province Office and the MoSD and its relevant division and center, including capacity- building activities, data collection, and advocacy campaigns.
- Supports MoSD to prepare/fine-tune different draft guidelines (Child and Adolescent Policy, Youth Policy, GBV related policy etc) and process documents, capacity development material to localize UNFPA's mandates at provincial level in close coordination with the Provincial Office.
- Facilitates the integration of the Province Office's technical assistance into the ministry's programs, plan, ensuring a full alignment with national priorities and strategies.
- Supports the UNFPA provincial team for the documentation of lessons learned, best practices related to UNFPA's work in SRHR, gender equality and women empowerment.
- Facilitates for undertaking regular (joint) monitoring visits, coordination meetings as required in close consultation with the Provincial Office.
- Supports in the implementation of different UNFPA's programme; GBVPR, SRHR, CSE, EWPN including AWP of the provincial IP, related to MoSD.
- Coordinates and support for mapping of SRHR, GESI/GBV and P&D initiatives through regular tracking and documentation of who is doing what in the province.
- Supports MoSD to establish GESI thematic committee post approval of GESI policy and provide technical assistance to the committee to coordinate.
- Supports the execution of GESI related initiatives, track progress and report progress periodically.

Performs any other duties as requested by the supervisor and the management team in UNFPA.

| | |
|--|--|
| Duration and working schedule: | <u>Initial contract period:</u> 11 months: 1 July 2024 – 31 May 2025 |
| Place where services are to be delivered: | S/he will spend 50% of the time at the Ministry of Social Development in Sudurpaschim Province and the other 50% at the UNFPA Sudurpaschim Province Office, Dhanghadi. |
| Delivery dates and | <u>As per the initial contract period:</u> |

| <p>how work will be delivered (e.g. electronic, hard copy, etc)</p> | <ol style="list-style-type: none"> 1. Monthly progress report — monthly — total number of reports 1 July 2024 – 31 May 2025 2. Field visit reports — as applicable — Meeting minutes of Protection Cluster, Health, and Nutrition cluster, Provincial SRHR TWG, GESI thematic meeting (quarterly meetings), GBV network meetings 3. Finalize Child and Adolescent Policy and Youth Policy 4. Functional provincial CSETWG <p>Mapping of GESI/GBV programme being implemented in the province.</p> | | | | | | | | | | | | |
|---|---|------------------|----------|--|---------|--|---------------|---|---------|---|---------------|-------------------------|----------------------------|
| <p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Key Deliverables</th> <th style="width: 40%;">Timeline</th> </tr> </thead> <tbody> <tr> <td>Monthly update of priorities and brief report of the task undertaken</td> <td>Monthly</td> </tr> <tr> <td>Support Health and Nutrition, Protection cluster, PSRHR TWG, PHTC meetings and report back</td> <td>As applicable</td> </tr> <tr> <td>Support UNFPA supported different programme; GBVPR, SRHR CSE, and EWPN (joint UN project of UNFPA, UN Women, ILO, and UNICEF)</td> <td>Regular</td> </tr> <tr> <td>Participate in key provincial office team meetings of the province as and when required</td> <td>As applicable</td> </tr> <tr> <td>Knowledge Transfer Note</td> <td>At the end of the contract</td> </tr> </tbody> </table> | Key Deliverables | Timeline | Monthly update of priorities and brief report of the task undertaken | Monthly | Support Health and Nutrition, Protection cluster, PSRHR TWG, PHTC meetings and report back | As applicable | Support UNFPA supported different programme; GBVPR, SRHR CSE, and EWPN (joint UN project of UNFPA, UN Women, ILO, and UNICEF) | Regular | Participate in key provincial office team meetings of the province as and when required | As applicable | Knowledge Transfer Note | At the end of the contract |
| Key Deliverables | Timeline | | | | | | | | | | | | |
| Monthly update of priorities and brief report of the task undertaken | Monthly | | | | | | | | | | | | |
| Support Health and Nutrition, Protection cluster, PSRHR TWG, PHTC meetings and report back | As applicable | | | | | | | | | | | | |
| Support UNFPA supported different programme; GBVPR, SRHR CSE, and EWPN (joint UN project of UNFPA, UN Women, ILO, and UNICEF) | Regular | | | | | | | | | | | | |
| Participate in key provincial office team meetings of the province as and when required | As applicable | | | | | | | | | | | | |
| Knowledge Transfer Note | At the end of the contract | | | | | | | | | | | | |
| <p>Supervisory arrangements:</p> | <p>S/he will work under the overall guidance and direct supervision of the Head of Provincial Office, Sudurpaschim, Dhanghadi and in close collaboration with the UNFPA teams at all levels.</p> | | | | | | | | | | | | |
| <p>Expected travel:</p> | <p>The Consultant is expected to undertake field missions as applicable in consultation with the supervisor to provide technical support, coordination with different stakeholders and monitoring of UNFPA interventions</p> | | | | | | | | | | | | |
| <p>Required expertise, qualifications and competencies, including language requirements:</p> | <p>Education:</p> <ul style="list-style-type: none"> • Advanced Degree in Gender and Development, Public Health, Nursing, Health, Economics, Health Sciences other related disciplines. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least 2 years of professional experience in program management coordination, and partnership-building in the field of GBV, harmful practices and reproductive health including; ASRH, CSE, adolescent and youth empowerment or population dynamics. • Knowledge and understanding of UN/UNFPA humanitarian/development programming and operations, and about UN common programming principles including a human-rights based approach. • Hands-on skill on 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 GBV prevention and response programmes/projects. | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|--|--|----------------------------|--|--|------------------|-------------------------------|----------------|------------------------------|-----------|--|-----------------|--|--|--------------------------|----------------------|----------------|-----|-----|--|
| | <ul style="list-style-type: none"> • Knowledge of health logistic supply chain management: forecasting warehousing, distribution, transportation, logistics information systems. • 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 system and related policy, strategy, gender equality 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 a multidisciplinary team. <p>Languages competency</p> <ul style="list-style-type: none"> • Proficiency in English and Nepali is required. Working knowledge of UN language or local language is an asset. | | | | | | | | | | | | | | | | | | |
| <p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p> | <p>Arrangement for travel and office space at the provincial office as required. S/he will be stationed at MoSD, 50% of the time and the other 50% at the UNFPA Sudurpaschim Province Office. Therefore, office space will be provided by the provincial office as well.</p> | | | | | | | | | | | | | | | | | | |
| <p>Working conditions:</p> | <table border="1"> <tr> <td colspan="3" style="text-align: center;">Admin. requirements</td> </tr> <tr> <td>Location:</td> <td>Office space required:</td> <td>Others:</td> </tr> <tr> <td>Sudur Paschim Pradesh</td> <td>No</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">IT requirements</td> </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: | Sudur Paschim Pradesh | No | | IT requirements | | | Desktop required: | Email access: | Others: | Yes | Yes | |
| Admin. requirements | | | | | | | | | | | | | | | | | | | |
| Location: | Office space required: | Others: | | | | | | | | | | | | | | | | | |
| Sudur Paschim Pradesh | No | | | | | | | | | | | | | | | | | | |
| IT requirements | | | | | | | | | | | | | | | | | | | |
| Desktop required: | Email access: | Others: | | | | | | | | | | | | | | | | | |
| Yes | Yes | | | | | | | | | | | | | | | | | | |