

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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<b>Hiring Office:</b>	UNFPA Country Office, Kathmandu
<b>Title:</b>	Sexual and Reproductive Health and Rights (SRHR) Consultant
<b>Scope of work:</b> <i>(Description of services, activities, or outputs)</i>	<p>The purpose of the consultancy for the Sexual and Reproductive Health and Rights (SRHR) is to receive services from a qualified professional 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 Lumbini Province. The consultant will engage in policy advocacy efforts, provide technical assistance for implementation, and offer oversight and management of the UNFPA supplies and maternal health program activities, strategically positioning UNFPA's work within the health sector.</p> <p>The SRHR consultant will be entrusted with the responsibility of engaging in advocacy and policy dialogue for concerted actions by provincial and local counterparts, the UN system, other development partners, and civil society organizations and networks on issues related to SRHR. Additionally, consultant will provide technical leadership and build partnerships to leverage financial and technical resources for the accelerated achievement of UNFPA's transformative program goals. The consultant ensures effective oversight and management of UNFPA-supported SRHR interventions, including the development and implementation of UNFPA supplies and maternal health activities in both development and humanitarian settings. Through substantive analysis and assessment of political, social, and economic trends relevant to SRHR, they assess the implications for UNFPA's work in the province; contribute to provincial and local policy and program formulation, guide program implementation, and ensure the achievement of program results. The consultant will establish collaborative partnerships with key stakeholders and promote coherence among partners in the development of policies, strategies, guidelines, and protocols, as well as programs and will engage with UNFPA personnel working across thematic and other teams at all levels.</p> <p><b>S/he will be responsible for:</b></p> <p><b>A. Policy Dialogue and Technical Support</b></p> <ul style="list-style-type: none"> <li>• Facilitates UNFPA's engagement with government, civil society, academic institutions, and other partners, and participates in various health sector technical advisory/working groups and inter-agency task teams to position SRHR at the provincial and local levels.</li> <li>• Promotes awareness of the critical role of the ICPD PoA in achieving the SDGs, particularly Goals 3 &amp; 5, in relevant meetings, conferences, and other forums.</li> <li>• Engages in the prioritization of FP/RH/maternal health programs in provincial and local level budgeting and planning processes.</li> <li>• Identifies policy gaps in the fulfillment of reproductive rights and Reproductive health commodity security (RHCS) and supports the inclusion of SRHR priorities in provincial and local level policies,</li> </ul>

strategies, technical guidelines, operational plans, manuals, and training packages.

- Provides technical support in the development, , implementation, monitoring, and evaluation of policies, strategies, and programs related to SRHR, RHCS, maternal health and supply chain management.
- Provides technical support to strengthen the Maternal and Perinatal Death Surveillance and Response (MPDSR) program, including capacity building activities and monitoring the implementation of MPDSR activities at designated health facilities.
- Supports selected health facilities in implementing an integrated program covering MPDSR, PFP (Postpartum Family Planning), and EmONC (Emergency Obstetric and Newborn Care).
- Assists provinces and municipalities in developing and executing interventions aimed at enhancing awareness and referral systems for cervical cancer and other reproductive health (RH) morbidities.
- 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 is 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, ensuring key findings are fully integrated within UNFPA-supported policies and programs; and promotes an integrated approach linked to other relevant thematic areas of work.
- Guides rights-based, gender-centric, and inclusive policy and program 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, asserting UNFPA's comparative substantive role and contributions in advancing SRHR, RHCS, maternal health and supply chain management, and facilitating coordination and collaboration among key partners in development and humanitarian contexts.
- Examines and interprets the political, social, and economic environment and its implications for UNFPA's work in SRHR, advocating for increases in provincial and local government budgetary allocations and expenditures for SRHR, maternal health, RHCS, and supply chain management.
- Contributes to resource mobilization in the Reproductive Health Commodity Security sector by engaging in strategic partnership with the provincial and local governments.
- Supports and builds the capacity of stakeholders in forecasting, quantification, storage, and distribution of FP/RH commodities.
- Supports the production of high-quality communication materials for SRHR advocacy and the promotion of UNFPA's work and achievements, including preparing technical briefs, reports, and talking points/statements, as needed.

	<p><b>C. Programme Management and Coordination</b></p> <ul style="list-style-type: none"> <li>• Manages the provincial SRHR program; supports the implementation of work plans with implementing partners; maintains oversight of program delivery; and ensures quality assurance.</li> <li>• Undertakes regular monitoring visits; assesses the effectiveness of SRHR, FP and maternal health interventions; identifies areas for further improvement; and addresses barriers and bottlenecks with partners, while building capacities for sustainability.</li> <li>• Regularly monitors the availability of FP/RH commodities and stock-out levels at provincial warehouses and service delivery points through analysis of information from the national Logistics Management Information Systems (LMIS).</li> <li>• Undertakes results-based monitoring and reporting under the SRHR program, including timely submission of progress and other reports as required.</li> <li>• Contributes to the documentation of lessons learned and best practices related to UNFPA's work in SRHR; shares new approaches with UNFPA and implementing partners for optimal results.</li> <li>• 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.</li> <li>• Strengthens partnerships and collaboration with the government, civil society actors, and other development partners by supporting effective coordination mechanisms in development and humanitarian contexts.</li> <li>• Performs any other duties as requested by the supervisor and the management team at UNFPA.</li> </ul>							
<p><b>Duration and working schedule:</b></p>	<p>The consultant will be employed for a duration of 7.5 months, beginning from 16 June 2024 to 31 January 2025.</p>							
<p><b>Place where services are to be delivered:</b></p>	<p>The consultant will be based in the UNFPA Provincial Office Butwal, Lumbini Province Nepal.</p>							
<p><b>Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc)</b></p>	<ol style="list-style-type: none"> <li>1. Activity completion report – monthly – total number of reports: 8 – June, July, August, September, October, November, December 2024, and January 2025.</li> <li>2. Field visit reports – as applicable – totaling at least 35 days in different districts.</li> <li>3. Meeting minutes of RH sub-cluster, supply chain management committee (quarterly meetings) and other thematic group meetings – total number of reports: 4 – June to December.</li> <li>4. WP progress report of the provincial IP – total number of reports: 3 – July, October 2024, and January 2025.</li> <li>5. Field Monitoring reports – at least 4 onsite ELMIS coaching and KHUSHAL visits.</li> <li>6. All the reports will be submitted through electronic copy.</li> </ol>							
<p><b>Monitoring and progress control, including reporting requirements, periodicity format and</b></p>	<table border="1"> <thead> <tr> <th data-bbox="496 1921 1158 1957">Key Deliverables</th> <th data-bbox="1158 1921 1398 1957">Time-line</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 1957 1158 2033">Monthly plan and the progress report of the task undertaken</td> <td data-bbox="1158 1957 1398 2033">Monthly</td> </tr> <tr> <td data-bbox="496 2033 1158 2132">Provide technical support to Implementing Partners for timely completion of activities and utilization of allocated resources as agreed in the work Plan</td> <td data-bbox="1158 2033 1398 2132">Regular</td> </tr> </tbody> </table>		Key Deliverables	Time-line	Monthly plan and the progress 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
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<b>deadline:</b>	Support for work plan progress 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	As applicable
	Support to organize Provincial staff meeting	November
	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
<b>Supervisory arrangements:</b>	The consultant will report to the Head of Provincial Office, Butwal and will work under the technical guidance of the Programme Analyst, FP/RHCS in the Kathmandu office	
<b>Expected travel:</b>	The consultant is expected to undertake field missions as applicable in consultation with the supervisor. Approximately 35 days in different districts to provide technical support, coordination with different stakeholders and monitoring of SRHR interventions.	
<b>Required expertise, qualifications and competencies, including language requirements:</b>	<p><b>Qualifications and Experience:</b></p> <p><b>Education:</b> Advanced Degree in Public Health, Health Economics, Medicine/Health Sciences.</p> <p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• At least five years or more of experience as a public health professional, preferably working at the provincial and local level.</li> <li>• Practical experience in development, implementation, and monitoring of the SRHR programs including, logistics systems and family planning programs.</li> <li>• 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.</li> <li>• Proven ability to engage in high-level policy dialogue and advocacy at provincial and local level, development of the SRHR strategies, protocols, and training packages.</li> <li>• Ability to express clearly and concisely ideas and concepts in written and oral forms.</li> <li>• Demonstrated experience in coordination and liaison with government counterparts, NGOs, UN agencies, private sector, development partners and CBOs.</li> <li>• Good understanding of the national, provincial, and local governments 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.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience of using office software packages and web-based management systems.</li> <li>• Ability to work independently and demonstrated experience of working successfully as a member of multidisciplinary team.</li> </ul> <p><b>Languages:</b> Excellent proficiency in both spoken and written in Nepali and English languages.</p>																				
<b>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</b>	Travel: DSA and travel arrangement will be made from UNFPA for travel. Office space: To be provided at Butwal office. Laptop: To be provided by UNFPA.																				
<b>Working conditions:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Admin. requirements</th> </tr> <tr> <th style="width: 33%;">Location:</th> <th style="width: 33%;">Office space required:</th> <th style="width: 33%;">Others:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Butwal</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Travel and DSA</td> </tr> <tr> <th colspan="3" style="text-align: center;">IT requirements</th> </tr> <tr> <th>Desktop required:</th> <th>Email access:</th> <th>Others:</th> </tr> <tr> <td style="text-align: center;">No</td> <td style="text-align: center;">Yes</td> <td style="text-align: center;">Laptop required</td> </tr> </tbody> </table>			Admin. requirements			Location:	Office space required:	Others:	Butwal	Yes	Travel and DSA	IT requirements			Desktop required:	Email access:	Others:	No	Yes	Laptop required
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