

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund (UNFPA) Nepal Country Office.
Title of Consultant:	Programme Coordination Analyst
Purpose of consultancy:	<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 nationwide, this role becomes pivotal. The expansion is made possible through augmented and sustained financial backing from development partners including Norway, Switzerland, the Republic of Korea, and the European Union, and pipeline fundings.</p> <p>The consultant will play a crucial role in ensuring the seamless coordination and efficient execution of programs in line with the strategic goals of the organization. The multifaceted nature of this role will require collaboration with thematic leads, project teams, and various stakeholders, facilitating the successful implementation of projects across diverse geographical areas.</p> <p>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 and development within the country.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Programme Coordination Analyst will perform the following duties:</p> <ol style="list-style-type: none"> 1. 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 UNFPA mandate. 2. 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. 3. Provide hands-one support for the Resident Representative and the Deputy Representative in leading the Programme delivery and performance/results 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. 4. Support coordinating high-level events and workshops organized by UNFPA CO Nepal and ensure smooth delivery of related programme and communications deliverables. 5. 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. 6. Collect and analyze information/data in the subject areas and drafts analytical reports, project documents, funding proposals and donor reports. 7. Assist in improving existing processes and products in Programme delivery. 8. Perform all other duties required to ensure efficient and effective implementation and monitoring of the Country Programme as requested by the Deputy Representative and 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. ● 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. ● 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

	<p>and communications materials, including reports, presentations, and other necessary documents.</p> <ul style="list-style-type: none"> ● 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: Conduct mapping exercise of potential partners and regularly update.
Duration and working schedule:	11 Months
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, who directly oversees the Programme Coordination Analyst, will play a key role in monitoring 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:	Under the overall guidance of the Resident Representative, the IC will report directly to the Deputy Representative.
Expected travel:	Possible travel to UNFPA supported project sites, and provincial offices.
Required expertise, qualifications and competencies, including language requirements:	<p>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>Languages:</p> <ul style="list-style-type: none"> ● Fluency in written and spoken English.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	As appropriate, all support services will be provided.
Other relevant information or special conditions, if any:	Not applicable