



## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Title:	Senior Consultant, Project Management and Oversight
Hiring Office:	UNFPA Country Office, Kathmandu
Purpose of consultancy:	<p>The United Nations Population Fund (UNFPA) is currently implementing the UK Government Department for International Development (DFID) funded Nepal Family Planning Project (NFPP), with the time frame December 2016 to December 2020. The project is designed to increase demand for, and provide better access to, family planning (FP) services for those women and girls with the greatest need in Nepal.</p> <p>The project has made significant progress over the last three and a half years in ensuring women and girls from hard-to-reach communities have access to family planning information and services. Through the project, 26,000+ women and girls have received LARC services, which accounts for more than 40 percent of the total LARC uptake in the project districts during the same period.</p> <p>As the project is ending in December 2020, UNFPA's focus has been on ensuring a smooth transition and closeout of the project by assuring sustainability of efforts and documenting key lessons learned from the project. The project's sustainability and exit strategy – drafted in consultation with implementing partners (IPs) and Family Welfare Division (FWD) – focuses on sustaining key gains made by the project and ensuring a successful transition. UNFPA has also initiated dialogue at the federal, and sub-national levels for the development of a longterm FP sustainability roadmap for services and commodities.</p> <p>To provide oversight to the implementation of remaining planned activities within the project lifetime, monitor the progress against the key milestones in the log frame, and to manage the project closure by 31 December 2020, a senior level consultant has been sought.</p> <p>The key responsibilities of the consultant include, 1) ensuring donor compliance in relation to the project closure; 2) leading donor coordination, and liaison with government and non-government partners as required under the UNFPA national family planning project; 3) facilitating timely preparation and submission of project closure documents, donor responses and related reports 4) facilitating the smooth exit of the project through regular tracking of timely implementation of remaining project interventions, and sharing/dissemination of the project learning amongst a wider group of stakeholders.</p> <p>During the process, the consultant will strategically liaise with UNFPA thematic leads including operations team, donor focal points, implementing partners, key FP stakeholders, and government counterparts, as needed.</p>

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The senior consultant will perform the following activities as a part of this consultancy work:</p> <ul style="list-style-type: none"> <li>• Conduct interaction meeting with stakeholders, implementing partners (IPs) staff, and beneficiaries to understand their overall performance of the project and way forward.</li> <li>• Lead biweekly meeting with Implementing Partners to get stock of project implementation status, key bottlenecks to support in smooth completion of project activities.</li> <li>• Provide weekly project closeout progress update to the senior management and sought guidance as deemed necessary.</li> <li>• Coordinate for a regular meeting with the donor, and ensure appropriate responses and updates are prepared and timely shared.</li> <li>• Oversee day to day programme operations, including tracking of UNFPA implementation component of the project.</li> <li>• Provide leadership and required support to the project team at the Kathmandu and Provincial offices.</li> <li>• Lead the process of conceptualization, agenda development, and organization of a national level sharing meeting on project learnings and way forward (SRHR policy dialogue workshop, and FP Conclave) with a wider range of FP stakeholders and policymakers.</li> <li>• Organize and facilitate project closeout meetings with stakeholders and partners.</li> <li>• Lead the process of writing the project closeout report by reviewing all the project documents, periodic donor reports, annual and semi-annual project reports submitted by implementing partners, case studies, success stories, VfM briefs, NFPP annual review reports, and study reports as relevant, and in consultation with the project staff.</li> <li>• Ensure compliance with donor’s closeout requirements and keep senior management abreast of the closeout progress.</li> <li>• Any other project oversight and closeout related work assigned by the supervisor.</li> </ul>
<p>Duration and working schedule:</p>	<p>The duration of the assignment will be three months and fifteen days starting from 15 October 2020 to 30 January 2021</p>
<p>Place where services are to be delivered:</p>	<ul style="list-style-type: none"> <li>• Kathmandu</li> </ul>
<p>Delivery dates and how work will be delivered (<i>e.g.</i> electronic, hard copy etc.):</p>	<p>The consultant will provide programmatic oversight to ensure timely implementation of the project, and managing the day to day operations towards its closure. The following deliverables are expected during the consultancy period, but not limited to:</p> <ul style="list-style-type: none"> <li>• Project closeout plan</li> <li>• Successful completion of FP Conclave and national level sharing of project learnings</li> <li>• Final Annual report of the UNFPP project</li> <li>• Final Project Closeout report</li> </ul>

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work in close coordination and collaboration with UNFPA Country Office Deputy Representative, Assistant Representative – RH, IOM, FP programme officer, and NPO – FP & RHCS.
Supervisory arrangements:	The consultant will report to the Deputy Representative, UNFPA, Nepal.
Expected travel:	<ul style="list-style-type: none"> <li>• Consultant is expected to undertake require coordination from Kathmandu office or virtually, as required.</li> </ul>
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Advanced degree in Public Health, Social Sciences or relevant subject, expertise in the area of health policy, program oversight and management is desirable.</li> <li>• At least 7 years of professional experience in the area of strategic planning, project management, and coordination in the area of public health. Working experience in Nepal is desirable.</li> <li>• Excellent English language skills, both oral and written. The ability for communication in the Nepali language is preferable.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> <li>• Arrangement for Office space as required</li> </ul>
Other relevant information or special conditions, if any:	
COA	NPL081RH-UKB13-MONITORRH-62500-PU0074 (Oct-Dec 2020) NPL081RH-FPA90-OPSCOSTRH-62500-PU0074 (Jan 2021)
Signature of Requesting Officer in Hiring Office: 	
Date: 7 October 2020	
Signature of Representative in Hiring Office: 	
Date: 7 October 2020	