

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Nepal Country Office
Title:	Project Management Consultant (International) - SAFE-Girls project
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will support a wide range of planning and establishment of the project implementation structures of the SAFE-Girls project during inception phase. He/she will work in close collaboration with focal persons of the Nepal office of Korea International Cooperation Agency (KOICA), partner government/line ministries, and implementing partner organizations. S/he is responsible for providing various materials, documents or information required for policy advocacy, programme and operational management of the project that covers Lumbini, Madhesh, and Sudurpaschim. Besides, the consultant will provide the necessary technical support to ensure effective implementation of a series of programme activities planned, during the inception phase, in 2024. S/he will report to the programme specialist (harmful practices) and work closely with the programme analyst (adolescents and youth).</p> <p>Deliverables include but are not limited to:</p> <ul style="list-style-type: none"> • Drafting and revision of an inception-phase-workplans of UNFPA as well as the implementing partners fully aligned with the multi-year work plan of the project document with financial budgeting • Coordinating the IP section process as well as the orientation for the new IPs • Developing a coordination structure at the federal and provincial levels • Facilitating a base line survey in close partnership with the M&E team • Liaising with the KOICA office, government counterparts, and the provincial offices to support implementation of planned activities as per the inception phase workplan. • Advise and report on achievement of the project results (including quarterly reports and project fact sheets), proactively measuring substantive progress and the effective utilization of the resources using appropriate monitoring and measuring mechanisms and tools. • Provide strategic guidance and technical support in preparing donor reports. • Any further tasks required to ensure the smooth functioning of the project as requested by the supervisor of the thematic area.
Duration and working schedule:	6 months. From 15 th August 2024 to 15 th February 2025
Place where services are to be delivered:	<p>The consultant will be based at the Nepal country office in Kathmandu to manage the project while will be expected to travel regularly the project sites in those provinces.</p> <p>Travel and DSA will be provided according to the applicable UN rates.</p>
Delivery dates and how work will be delivered <i>(e.g. electronic, hard copy, etc)</i>	<p>Electronic submissions.</p> <ul style="list-style-type: none"> • Monthly summary reports should outline all key activities and deliverables and a monthly timesheet should be maintained. • Final report at the end of the consultancy on 15th February 2025
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Weekly updates to the programme specialist (harmful practices).</p> <p>The expected deliverables, including reports and other documents prepared should be annexed to the monthly summary report.</p>

Supervisory arrangements:	Under the overall supervision of the Country Representative and close collaboration with the Deputy Representative and the youth team, the consultant will report to the Programme Specialist (Harmful Practices).		
Expected travel:	Possible travel to UNFPA project areas.		
Required expertise, qualifications and competencies, including language requirements:	<p>Knowledge and experience:</p> <ul style="list-style-type: none"> • At least 5 years of increasingly responsible professional experience in international development including programme design, management and coordination; ideally this should also include in field of development of adolescent/youth or empowerment of adolescent girls and young women-centered programming in international organizations. • Solid experience in project/programme management including planning, monitoring, and reporting in the areas of sexual reproductive health and rights of adolescents/ youth and/or gender-based violence. • Knowledges and hands-on experience in working with the KOICA • Experience in project implementation at local government level is essential. • Working experience in Nepal is an asset. • Demonstrated skills in basic office software programmes are required. <p>Education and languages</p> <ul style="list-style-type: none"> • Advanced Degree in any of the following disciplines: public health, education, medical science, social science, sociology, gender, international relations, international development, economics, communications, management, or another related field. In lieu of a degree the equivalent professional work experience will be considered. • Fluency in English is required while fluency in Korean is desired 		
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	Office space/ desk.		
Working conditions:	Admin. requirements		
	Location:	Office space required:	Others:
	Kathmandu	Yes	
	IT requirements		
	Desktop required:	Email access:	Others:
No (consultant is expected to bring her/his own laptop)	Yes		