

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Nepal
Title	Project Management Consultant
Purpose of consultancy:	<p>UNFPA Nepal began implementation of its 8th Country Programme in January 2018. The Country Programme is, at its core, concerned with realizing expanded access to reproductive health and rights; in order to achieve this, the country office will work both upstream and downstream within four outcome areas: 1) reproductive health, 2) adolescents and youth; 3) gender equality and reproductive rights, and 4) population data.</p> <p>The UNFPA Gender Equality Strategy 2018–2021 focuses on empowering women and adolescent girls and reaffirming UNFPA’s commitments to supporting the realization of international commitments and resolutions, including the Convention on the Elimination of all Forms of Discrimination against Women (CEDAW), ICPD Beyond 2014 Review, the Beijing Declaration and Platform for Action +20 review, Rio+20, the UN General Assembly (GA) resolutions addressing gender equality issues including the UN System-Wide Action Plan on Gender Equality and the Empowerment of Women (SWAP), Commission on the Status of Women (CSW), the 2030 Agenda for Sustainable Development, the UN Declaration on the Elimination of Violence Against Women (DEVAW), UN Security Council Resolution 1325 (2000) and its subsequent resolutions on women, peace and security and on sexual violence in armed conflict. Gender equality and the empowerment of women and adolescent girls is at the heart of UNFPA’s work – both as a stand-alone dedicated area of work and from an Integrated/mainstreaming approach.</p> <p>The UNFPA Nepal Country Office manages a portfolio of Gender-Based Violence (GBV) programmes, focused both on multi sectoral essential services and on prevention. This includes its flagship GBV Prevention and Response (GBVPR) project, jointly funded by the Governments of Norway and Switzerland; and 3 shorter-term GBV Response to COVID-19 projects supported by the EU, the Australia Department of Foreign Affairs and Trade and the DFID Multi Partner Trust Fund respectively.</p> <p>This position is intended to assist the country office in managing the inception, set up and implementation of the GBVPR project as well as to ensure coherence between the development and humanitarian projects. The GBV Programme Consultant, under the supervision of the GBV Prevention and Response Team Leader, will provide high quality project and programme management, implementation and coordination support in order to ensure compliance with international standards across the UNFPA mandated areas of work.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will deliver the activities outlined below under 2 projects: the GBV Prevention and Response II project (jointly funded by the Governments of Norway and Switzerland) and the shorter-term GBV Response to COVID-19 project supported by the EU. Additionally, the consultant will provide necessary technical inputs to the concept notes being drafted to mobilize additional support from the EU and the FCDO Multi-Partner Trust Fund (MPTF).</p> <ol style="list-style-type: none"> i. Complete the GBVPR-II Inception Phase in coordination with the Inception Task Team, and produce the Inception Completion report detailing progress against all 6 inception priority areas of work: Recruitment; Procurement; M&E; Strategic Engagement; Programme Management and Technical Content; and Administration and logistics. ii. In liaison with the Operations (Procurement) Team, finalize the smooth on-boarding of the implementing partners (IP). This includes, but is not limited to, <ul style="list-style-type: none"> • Supporting the mandatory micro assessment and PSEA processes required before the on-boarding of IPs; and the eventual negotiation and signing of new IP agreements. • The design of the orientation package technical support to the IPs, project work plan development, and facilitation of meetings between different IPs to promote collaboration from the outset.

	<ul style="list-style-type: none"> • Ensure a smooth transition from project inception to implementation by maintaining adequate paper trail; proper digital documentation and handover. <p>iii. Lead the design and implementation of an orientation package for the on-boarding of new staff in the Kathmandu and Provincial duty stations, in coordination with the Program Specialist, HR and the Regional Development Coordinators.</p> <p>iv. Support the M&E Team in the uptake and institutionalization of project tools, guidelines and reporting templates for new IPs.</p> <p>v. Provide relevant support to the GBV Team Leader and Deputy Team Leader on the proposal development process of the joint EU/UN Gender Equality and Women's Empowerment Programme, and the FCDO Multi Partner Trust Fund Programme as required.</p>		
Duration and working schedule:	The work will be spread over a period of 7.5 months, full time, from 17 May 2021 to 31 December 2021.		
Place where services are to be delivered:	Services will be delivered remotely for the duration of lockdown/prohibition orders in Nepal. If the selected consultant is Kathmandu based, they will be required to work from the office once UNFPA staff are required to operate from the office.		
Monitoring and progress control, including reporting requirements:	<ul style="list-style-type: none"> • Weekly updates to the GBV Team Leader and Deputy Team Leader on progress against the assigned tasks as outlined in the Scope of Work • Submission of assigned tasks to agreed timelines and deadlines that will be agreed with the Team Leader. 		
Supervisory arrangements:	The consultant will work in close coordination with the UNFPA Gender Team under the direct supervision of GBV Team Leader.		
Expected travel:	Possible travel outside of Kathmandu as required. Daily duties will be done in accordance with UNFPA Nepal regulations on home and office working.		
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Master's Degree in Project Management, Gender, Social Work, Social Sciences, Development Studies, Public Health or related field; • At least 5 years of professional experience in project and program management of complex, multi-year donor-funded programs • Experience of working in UNFPA, and understanding of UNFPA systems an added advantage • Experience on working on GBV an added advantage • Excellent proficiency in written and spoken English • Excellent facilitation, presentation and analytical skills. 		
Working conditions:	Admin. requirements		
	Location:	Office space required:	Others:
	Kathmandu	Yes	
	IT requirements		
	Desktop required:	Email access:	Others:
	Yes	Yes	
Other relevant information or special conditions, if any:			
Signature of Requesting Officer in Hiring Office:			
Date: 27 April 2021			
Signature of UNFPA Representative:			
Date:			