

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **National Consultant (NC) to support the management and** **field-implementation of the Building Blocks project in Dhaka** |
| Hiring Office: | UNFPA Bangladesh  |
| Purpose of consultancy: | The purpose of this consultancy is to support the daily operation, management, implementation, and monitoring of the Building Blocks project in the urban slums of Dhaka. The consultant will have to work in close collaboration with the A&Y staff of UNFPA. S/he will also have to work closely with partner UN agencies, non-governmental organizations, , and local counterparts to ensure timely implementation of the project and delivery of the results  |
| Scope of work:(Description of services, activities, or outputs) | **Scope of work and background:** UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA focuses on three transformative results: to end preventable maternal death; to end unmet need for family planning; and to end gender-based violence and harmful practices. UNFPA is one of the world’s largest providers of donated contraceptives and UNFPA aims at creating a more strategic approach to meet the needs of the hardest-to-reach women and girls for modern contraceptives, life-saving maternal health medicines, dignity kits and menstrual products, while building more sustainable systems and visibility around the availability of these supplies to the last mile in development and humanitarian contexts. Given Bangladeshi’s everlasting risk to multiple natural hazards that affect women and girls disproportionally, a unique partnership was established between UNFPA and WFP in late 2021 to explore and innovate supply distribution of menstrual products in two urban slums in Dhaka. WFP is implementing a project using Block Chain technology in these urban slums of Dhaka, where it tracks food purchases by beneficiaries and rewards the purchase of a diversified basket of nutritious food by given additional cash with the next payment. UNFPA has been using this proof of concept to demonstrate implementation of innovative menstrual health management programming through Block Chain technology. Through application of Building Blocks in Block Chain technology, UNFPA with support from WFP and local implementing partners started distributing menstrual products to over 3,000 adolescent girls (10-19) and women of reproductive age (20 – 49) since June 2022. Over 30,000 menstrual pads have been distributed so far and this pilot project will continue until March 2023. Against this background and to capitalize on the building block technology, UNFPA needs a project manager who can collaborate with diverse partners of the project and ensure management of smooth implementation of the project in the field. The consultant will be expected to perform the following key functions: 1. Directly manage daily operation of Building Blocks project in urban slums.
2. Efficiently collaborate with all partners and stakeholders.
3. Prepare project related documents and reports.
4. Conduct routine monitoring of project in slums.

**Description of services and activities to be provided by the consultant:**The following is an indicative but not exhaustive list of tasks to be undertaken by the consultant:1. Manage the daily operations of the Building Blocks project and the timely development and monitoring of workplan.
2. Liaise with partner UN agencies, i.e., WFP and FAO, and NGO partners to identify implementation bottlenecks and coordinate actions to overcome them.
3. Establish and maintain strong relations with all relevant partners and stakeholders to ensure synergies in project interventions.
4. Ensure timely clearance of periodic invoices and payment to vendors based on the approved invoices.
5. Ensure timely preparation and delivery of behavior change communication materials to beneficiaries.
6. Ensure timely development, submission and management of work plan and all other related annual and quarterly reporting documents relevant to the Building Block projects;
7. Closely monitor project implementation to identify best practices as well as constraints, share them with the relevant UNFPA programme teams and implementing agencies, and in case of constraints, recommend solutions to overcome them.
8. Undertake regular field visits to monitor the quality and timely implementation of project activities and provide support to implementing partners.
9. Identify capacity development needs in relation to Building Blocks project interventions for the project partner staff and make recommendations for the required trainings.
10. Provide substantive inputs to prepare communication material and edutainment resources for the project.
11. Prepare evidence-based project briefs and reports as necessary.
12. Coordinate the UNFPA senior management team/high level UN staff/donor visits to the project sites; and
13. Any other relevant activities/responsibilities as assigned by the Supervisor.

**Outputs of the contract:** 1. Smooth daily operations of the building blocks project interventions are ensured.
2. Strong working relations with all relevant partners and stakeholders are established and maintained.
3. Project invoices and reports are prepared, and payments are made to the relevant stakeholders.
4. BCC messages and IEC materials are prepared and delivered to the project beneficiaries.
5. Field level interventions are monitored, and report provided; and
6. IPs received adequate technical support to implement the project interventions.
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| Duration and working schedule: | This consultancy will be for six (6) months starting from as early as possible with possible extension. |
| Place where services are to be delivered: | The services are to be delivered within Bangladesh. The consultant will be based at the UNFPA Country Office in Dhaka.  |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Delivery dates per output will be agreed on during the contract negotiation. All versions of the final documents should be delivered in electronic format, proofread, spell checked, using the appropriate software. The quality of the deliverables will be evaluated by the Programme Analyst-Adolescents and Youth and other relevant team members of the team in UNFPA Bangladesh.  |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will work with Program Analyst–A&Y on a daily basis and detailed reporting requirement will be agree during contract signing.  |
| Supervisory arrangements:  | The consultant will work under the direct supervision of the Programme Analyst of the A&Y Unit with overall guidance from A&Y unit chief to carry out the activities mentioned above.S/he will be supported by the A&Y team, as and when necessary.  |
| Expected travel: | Consultant will adopt the same work modality as the UNFPA staff members.  |
| Required expertise, qualifications and competencies, including language requirements: | * Post-graduate degree in Development Studies, Education, Gender, Sociology/Anthropology, Public Health and/or a related Social Sciences subject.
* At least four years of relevant experience with three years working on adolescent and youth issues.
* Working level IT knowledge to understand block chain technology and its use in development programme
* Practical experience in A&Y programming (ASRHR, gender, GBV, life skills), including programme management and monitoring as well as the provision of technical assistance.
* Demonstrated experience in coordinating and liaising with a range of IPs, both government and non-government at national and district level, including communities.
* Expertise in capacity development, analytical reporting, knowledge management and communication in relation to A&Y SRHR issue.
* Solid knowledge and understanding of the socio-cultural, health and economic underpinnings of A&Y issues.
* Exceptional interpersonal, communication, networking, and negotiation skills.
* Ability to self-manage, emotional intelligence, empathy, team spirit, conflict management as well as negotiating skills.
* Ability to express ideas and concepts clearly and concisely, both in written and oral forms.
* Excellent English writing skills, communications skills, and inter-personal skills.
* Ability to deal with culturally and religiously sensitive and complex issues skillfully and at different levels.
* Proficiency in Microsoft Office applications is required.
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| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA will consider providing support services, equipment including laptop and other office equipment, subject to availability and upon request from the consultant.The consultant will be given office space at the UNFPA country office, however, may also be required to work from home depending on management decisions.  |
| Other relevant information or special conditions, if any: | Monthly payment upon submission and approval of the timesheet by the supervisor.  |
| **Application instruction:**Applicants with the required qualifications and experience stated above (required expertise, qualifications, and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.Please submit your application electronically to the following email ID: msfarid@unfpa.org. In the subject of the email mention the name of the position and mention which preferred district.Note: Only shortlisted candidates will be contacted for further consideration. The application deadline is 20 September 2022.Female candidates are encouraged to apply. |