**TERMS OF REFERENCE**

**for**

**Individual Consultant (National) - Programme Assistant (SRH Unit)**

**(Health and Gender Support Project in Cox’s Bazar District)**

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| **FOR** **UNFPA BANGLADESH** |
| Hiring Office: | UNFPA Bangladesh Country Office |
| Purpose of consultancy: | UNFPA is implementing a Health and Gender Support Project (HGSP) in Cox’s Bazar. The project objectives are to strengthen integrated sexual and reproductive health and rights (SRHR) and gender-based violence (GBV) prevention and response services and information for the host communities and the displaced Rohingya population in Cox's Bazar district. The project is part of the Government’s Operational Plan (OP) on Health and Gender Support in Cox’s Bazar District under the 4th Health, Population and Nutrition Sector Programme (4th HPNSP) of the Ministry of Health and Family Welfare. Some of the technical and financial assistance will focus on to improve access to and utilization of integrated SRHR and GBV prevention and response services in district, upazila, union and community levels. The purpose of this consultancy is to assist SRH unit for programmatic and financial support services. The consultant will provide operational support to carry out day-to-day for work planning, implementation and financial reporting. Some of the key tasks includes: review of budget submitted by implementing partners for GPS work plan; review of expenditures in line with approved budget; follow up approval of WP, FACE and reimbursement authorisations; timely review and processing of travel authorisation, claims and mission reports; follow up on deliverables from individual consultants and payments; support in procurement of goods and services, preparation of action plan and follow up of micro assessment, audit and spot checks and compilation of mission reports and update the status of action points. |
| Scope of work:*(Description of services, activities, or outputs)* | The Programme Assistant (individual consultant) will provide programmatic and financial support.**Programme support*** Assists in the coordination and reporting of the SRH programmes/projects planning, monitoring and evaluation, including preparation of workplans;
* Participates in preparation of workplans and budgets within the office and with the implementing partners (IPs);
* Reviews of budget in line with WP policy and expenditures submitted by IP for reporting in line with approved WP/budget and UNFPA activity coding;
* Facilitates preparation of planning and review meetings, drafts minutes of meetings and provides any other necessary logistical support to such activities;
* Compiles mission reports and update status of key action points of the missions.
* Ensures that all official documents (workplans, IP agreements, work plan progress reports, travel authorisations, claims, meeting minutes) are kept in google drive for retrieval and archiving;
* Facilitates in travel arrangements for field and joint missions, reviews, meetings and provides logistical support;
* Provide support to Programme Associate in procurement of goods and services and follow-ups on deliverables from consultants and ensure timely payments;
* Provides support for implementation and follow-ups on HACT assurance plans (micro assessment, audit and spot checks).

**Financial support*** Review IP budgets and prepares budget revisions based on approved workplans Reviews of expenditures and advance submitted by IP in line with approved workplan and submit them for approval (eFACE) and F.10 claims and other payments for accuracy and consistency against approved budgets and policies; .
* Generates required financial reports from UNFPA financial reporting portal (Cognos) and share with the programme officers for financial monitoring;
* Checks and examines various financial reports (eFACE, F10 claims and other payments) Follow-ups with IPs for the timely submission of quarterly eFACE and work plan progress reports, reimbursement authorisation and submit them for review and approval, incuding monitoring (dates) of submission and approvals.
* Assists in preparation of requisitions for procurement of goods and services, including mission travel, HR, etc.
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| Duration and working schedule: | This consultant will be hired for eleven (11) months from the date of recruitment. |
| Place where services are to be delivered: | UNFPA Bangladesh Country Office |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Monthly summary activity report will be submitted by the incumbent and will be reviewed by the supervisor. Before the end of the first month, a work plan will be completed in consultation with the Programme Analyst (Compliance), SRH and Chief of Health. Each monthly payment will be based on submission of monthly summary report. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Monitoring and progress control is conducted on a daily basis and in accordance with the standard operating procedures |
| Supervisory arrangements:  | Consultant will be directly reporting to Programme Analyst – Compliance, SRH and closely work with Programme Associate – SRH and overall supervision of the Chief of Health |
| Expected travel: | Travel will depend on ongoing restriction of travel and requirement. |
| Required expertise, qualifications and competencies, including language requirements: | The following qualification and experience is required: * Completion of secondary level education required. First level university degree in management, social science or project administration desirable.
* Five (5) years of relevant experience in programme, finance or administrative management, preferably in health and/or social sectors or in any other UN agencies/ IPs/ I(NGOs) will be an added advantage.
* Knowledge on results based management, monitoring and evaluation
* Time management and multi-tasking
* Knowledge of financial management and procurement
* Proven skills in communication and writing and ability to express clearly and concisely ideas and concepts in written and oral form.
* Knowledge of computer systems and applications, preferably ERP systems
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| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | The consultant will be responsible for arranging his/her own computer and other working aid equipment. S/he will be working remotely until the in-person work starts and therefore should have good access to the internet and modern communication methods. When in-person work in office is announced, the consultant will come to office and fix the office time in consultation with the supervisor. She/he could be sitting in UNFPA office located at IDB/Gulshan office as feasible. |
| Other relevant information or special conditions, if any: |  |
| Payment Instruction:  | The consultant will be paid on a monthly basis subject to submission of his/her monthly report.  |
| Level of the Consultant:  | Commensurable to the qualification and experience of the selected Consultant as per the IC guideline. |
| Other relevant information or special conditions, if any: | Working arrangement will be 40 hours/week  |
| COA | BGD09MRG-TALOC070SHGFPA-BGA03-PU0074-71300 |
| **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 send your application electronically to dedicated email addresses of: **unfpa-bangladesh@unfpa.org**Please mention the title of the consultancy in the subject line of the email.Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.**Female candidates are encouraged to apply.** The application deadline is **26 May 2021** |
| Name and Signature of Requesting Officer:  Sheikh Md. Jakaria, Programme Analyst Date: 6 May 2021 |
| Endorsed by: Abu Sayed Md. Hasan, Programme Specialist, SRH Date: 6 May 2021 |
| Cleared by: Signature file_DrVibhavendra S. Raghuvansi, Chief of Health Date: 6 May 2021 |
| Cleared by Operations: D:\YZB Signature.jpgYitbarek Zewdie Beshah, International Operations Manager Date: 06/05/2021 |
| **Approved by:**Name and Designation: Asa Torkelsson, Country Representative, UNFPA, BangladeshDate: 6 May 2021 |