**TERMS OF REFERENCE**

**FOR**

**INDIVIDUAL CONSULTANT- NATIONAL MONITORING AND EVALUATION**

**FOR ROHINGYA HUMANITARIAN RESPONSE PROGRAMME**

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| **TERMS OF REFERENCE** | |
| Title: | Individual Consultant- National Monitoring and Evaluation |
| Hiring Office: | UNFPA Bangladesh Cox’s Bazar Office |
| Purpose of consultancy: | UNFPA has been implementing programs supporting the Rohingya people from the beginning of the humanitarian crisis. An estimated 860,000 Rohingya refugees, out of which 51% are women and girls, have fled from Myanmar to Cox’s Bazar. A significant number of the women and girls have either personally survived or witnessed incidences of sexual assault, rape or murder of a close family or neighbours in Myanmar and live with the trauma. In addition to Rohingya refugees, UNFPA sub office in Cox’s Bazar is working with Bangladeshi host communities surrounding the camps area. In order to respond to the Covid-19 pandemic, UNFPA sub office extended its support to 509,000 host communities, as in addition to already 440,000 community members who are already covered with UNFPA interventions. UNFPA supports the sexual and reproductive health (SRH) activities within the camps, and the host communities, Gender Based Violence (GBV) interventions through Women Friendly Spaces and Women Led Community Centres. In addition, UNFPA promotes life skills amongst adolescent boys and girls through the provision of structured sessions on gender, SRHR, conflict resolution, safety, social and emotional skills, among other topics.  Under the supervision of the Humanitarian Coordinator and overall guidance of Head of Sub Office, and in close collaboration with programme staff, the Individual Consultant-National Monitoring and Evaluation will be responsible for maintaining the monitoring and evaluation system, checking and communicating monthly kobo data, providing analysis of various information related to programme activities, and preparing and reviewing quarterly and annual progress reports and monitoring project activities on a regular basis and supporting to prepare donor reporting, situation reporting and budget management. S/he will provide necessary assistance to strengthen the M&E system and practices of the Cox’s Bazar office. |
| Scope of work:  (Description of services, activities, or outputs) | Under the supervision of the Humanitarian Coordinator, and in close collaboration with the programme leads, the Individual Consultant – National Monitoring and Evaluation will perform the following;  **Description of Services:**   * Monitor data of the implementing partners relating to Sexual Reproductive Health (SRH), including family planning and Gender-based Violence (GBV) services as prescribed in the project document. * Monitor and report on the implementation of each activity by partners and suggest for corrective actions. * Timely review of the workplans and workplan progress reports of IPs, and provide feedback following UNFPA corporate guidelines. * Summarize the results of IP reports for UNFPA corporate and donor reporting. * Support in preparation of donor progress report as per reporting requirement of the agreement. * Provide input into Annual reporting, donor reporting, funding proposal and fact sheets. * Conduct monitoring visits to monitor IPs’ workplan activities. * Monitor/follow up the implementation of field monitoring visit recommendation actions of the programme staff. * Guide the IPs to develop and implement monitoring and evaluation activities. * Assist the Humanitarian Coordinator in ensuring timely submission of donor reporting, situation reporting, donor funding matrix, budget management, proposal budgeting etc. * Perform any other tasks assigned by the Supervisor.  |  |  | | --- | --- | | **Deliverables:** | **Timeline** | | * Develop Web based M&E system * Timely checking IP monitoring data on a monthly and quarterly basis. Analyze and present data collected from the field on a monthly and quarterly basis and communicate with Programme Leads. * Review of IP workplans and workplan progress reports, and provide comments and clearance * Assist in preparing donor progress report and donor funding matrix. * Assist preparing situation report, including humanitarian steering Committee report. | 1 month  4 months (monthly)  1 month  4 months (monthly)  1 month | |
| Duration and working schedule: | This consultant will be hired for four (4) months from the date of recruitment. |
| Place where services are to be delivered: | Cox’s Bazar sub-office |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | The consultant will work closely with programme staff of Cox’s Bazar and M&E unit in the country office in carrying out the responsibilities of the ToR.  S/he needs to provide weekly update through email. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will work closely with Cox’s Bazar team, programme colleagues, and under the supervision of Humanitarian Coordinator in carrying out the responsibilities of the ToR.  The deadline for each assignment has been provided along with the deliverables and the consultant should adhere to these deadlines, without exception. The consultant should inform, UNFPA of any anticipated delays, well in advance of the deadlines. |
| Supervisory arrangements: | The consultant will work under the supervision of the Humanitarian Coordinator. |
| Expected travel: | The consultant will travel to project/camp locations after discussing with Programme Leads and Supervisor where applicable. |
| Required expertise, qualifications and competencies, including language requirements: | Education:   * Master’s degree in Social Sciences, Development, Demography, Statistics, Project Management, Business/Public Administration and/or other related fields. A strong competency in research methods preferred. * 5 years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs/UN bodies/ Government;   Knowledge and Experience:   * A minimum of 5 years of professional experience in planning, designing and management implementation of M&E/MIS in humanitarian, development programme/projects by national/international NGOS/UN bodies/Government. * Proven ICT skills, especially in the development/humanitarian MIS software using database software; * Strong expertise in analyzing data and using statistical software * Strong training and facilitation skills * Substantive knowledge and understanding of the Bangladeshi socio-economic, cultural and political conditions and specific expertise in planning, monitoring and evaluation are expected. Knowledge of UN policies and practices is an asset. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | The consultant is expected to have all necessary resources, logistical facilities and equipment that are required to fulfil the responsibilities detailed in the ToR. However, office spaces and other associate services will be provided as per UNFPA policy and procedures. |
| Payment Instruction: | Monthly payment (upon submission of the deliverables) |
| Other relevant information or special conditions, if any: | N/A |
| COA | **BGA02/BGD09OPS/HUM\_RESPONSE/PU0074/60500** |
| 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: **recruitment-bgd@unfpa.org**  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 17 June 2021. | |
| Signature of Requesting Officer:  Marija Rakovic Date: May 27th, 2020 | |
| Cleared by:  Name: Victoria Filimonova, Operations Specialist, UNFPA Cox’s Bazar, Bangladesh  Signature Date: 27.5.21 | |
| Cleared by:  Name: Stenly Sajow, OiC, Head of Sub Office, UNFPA Cox’s Bazar, Bangladesh    Signature  Date: 31 May 2021 | |
| Approved by:    Name: Dr. Asa Torkelsson, Country Representative, UNFPA Bangladesh  Signature Date: 31 May 2021 | |