**TERMS OF REFERENCE**

**for INDIVIDUAL CONSULTANT (National) as a Programme Assistant**

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| **FOR**  **UNFPA BANGLADESH** | |
| Hiring Office: | UNFPA Bangladesh Country Office |
| Purpose of consultancy: | UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled. UNFPA places an emphasis on the need to ensure every girl and woman is treated with dignity and respect.  Strengthening the sexual and reproductive health Programme is being implementing by the Directorate General of Health Services (DGHS) with the objective to Increased availability and use of integrated sexual and reproductive health services, including family planning, maternal health, cervical cancer, fistula and HIV, that are gender-responsive and meet human rights standards for quality of care and equity in access.  UNFPA Bangladesh’s SRHR portfolio is a large and complex programming operation and a consultant is being sought to support the Programme Analyst, Maternal health, and the Health Systems Specialist to coordinate administrative and programming work related to several projects being implemented. |
| Scope of work:  *(Description of services, activities, or outputs)* | Under the direct supervision of Programme Analyst, Maternal Health and the overall supervision of Health Systems Specialist, the consultant is expected to complete the following activities:   * Attend all relevant meetings as requested by the supervisor and take meeting notes, share follow-up action points and be in-charge of scheduling and coordinating subsequent meetings * Follow-up with IPs regarding action points that need to be completed * Maintain documentation and record for all project related activities * Develop project briefs, presentations and other documents * Support coordination with government counterparts as required * Support coordination with the communications team to develop communication materials on visibility. * Support the Programme Associate to review work plans, quarterly progress reports, etc. * Other activities as directed by the supervisor |
| Duration: | 11 months |
| 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.): | There will be multiple assignments and tasks. The consultant can be paid a monthly fee after submission of monthly report. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will be expected to remotely till COVID-19 restrictions as per UNFPA Bangladesh rules. He or she will be expected to work in-person after remote working restrictions are lifted. |
| Supervisory arrangements: | The Consultant will work under the direct supervision of the Programme Analyst, Maternal Health at UNFPA with overall guidance from the Health System Specialist. |
| Expected travel: | * The Consultant will have to make her/his own arrangements and bear cost to attend meetings and consultations while in Dhaka. * The field travel will be managed by the UNFPA country office, including air ticket and DSA will be paid after submission of mission report and travel claim for the night spent in the field duty station as per UN DSA rate. |
| Required expertise, qualifications and competencies, including language requirements: | * Bachelor’s degree (Master’s degree preferred) on any discipline * At least 1-2 years’ relevant work experience * Fluent in English with excellent writing proficiency * High proficiency in use of Excel, Google Sheets, and Tableau * Working experience with the government or UN system will be preferred. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The consultant will have to use his/her own laptop. |
| Other relevant information or special conditions, if any: | 1. The tools, reports or documents or any part, cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA. 2. This consultancy is open to nationals. Expected start date: July 2021 3. The consultant is expected to be hired at the Programme Assistant level/SB2 |
| COA: | BGD09MRG – BGA03 – TALOC070SHGFPA – PU0074 |
| **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: [purno@unfpa.org](mailto:purno@unfpa.org) and [duti@unfpa.org](mailto:duti@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 24 June 2021. | |
| Signature of Requesting Officer in Hiring Office:    Nabila Purno, Programme Analyst – Maternal Health Date: 09 June 2021 | |
| Endorsed by:    Dr. Dewan Md. Emdadul Hoque, Acting Chief of Health Date: 09 June 2021 | |
| Endorsed by:    Al Masum, Acting Operational Manager Date: 13 June 2021 | |
| Approved by:    Dr. Asa Torkelsson, Representative Date: 14 June 2021 | |