**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT National Consultant (IC) on Programme support and administration (P&D)**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | | |
| Hiring Office: | Population Planning and Research (PPR) Unit, Bangladesh CO | |
| Background of the assignment | 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's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning, and end gender-based violence and harmful practices.  The global Agenda 2030 including the Sustainable Development Goals (SDGs) adopted in September 2015 by all UN Member States, call for a life of dignity for all, through development pathways that integrate the economic, social and environmental aspects of human lives. The UN Member States including Bangladesh also re-affirmed that the Programme of Action from the 1994 International Conference on Population and Development (ICPD) is an "unfinished agenda" that is still relevant to all countries, and UN Member States expressed their full commitment to carrying forward the ICPD PoA.  The collection, analysis and effective utilization of population data are increasingly important, especially in realizing the imperative of Agenda 2030 to "reach those furthest behind first" and "leave no one behind." A people-centered and gender-responsive approach to sustainable development demands systematic analysis of population dynamics and its implications for more sustainable development and growth that is more equitable.  The Population Planning and Research (PPR) component of UNFPA Bangladesh aims to further disaggregate data in censuses, key surveys and data analysis to generate evidence-based targeted planning and budgeting that helps to address human development-related inequalities and benefit from the demographic dividend. The component also supports in-depth analysis, research and exchange of good practices to build knowledge related to population dynamics to promote sustainable development and inclusive growth. | |
| Purpose of consultancy: | The consultant will assist in all aspects of the implementation of the P&D programme, especially in the research and documentation processes, preparing meeting minutes, and drafting reports. | |
| The scope of work:  (Description of services, activities, or outputs) | The consultant will work under the overall guidance of the Unit Chief, PPR. The following is an indicative but not exhaustive list of tasks to be undertaken by the Programme Associate (P&D:   * Assist PPR Unit in identifying emerging issues, and collect background information for research needs, and policy niche for UNFPA, including on the impact of population dynamics in public policies and investments; * Act as a communication focal person of PPR and support the Chief-PPR with preparing papers and briefings, including position papers and policy briefs; * Support the Chief-PPR to ensure the periodic documentation and dissemination of research findings and recommendations, lessons learned and best practices from the Data for Development (D4D) projects supported by UNFPA; * Assist in the organization of population-related workshops, seminars, conferences, training, meetings and visits; and provide necessary administrative support to the PPR team; * Liaise with UNFPA’s partner academic institutions and think-tanks, as and when needed by the unit, in the generation of knowledge and data on UNFPA mandated issues; * Support to the identification and dissemination of latest (international, regional, and national) research and publications on population and development issues. | |
| Duration and working schedule: | This consultancy will be from September 15 to December 31, 2021 with a possibility of extension in 2022 based on the performance.  The consultant will be based at the UNFPA Bangladesh Country Office and will work as per UNFPA standard office time. | |
| Place where services are to be delivered: | The UNFPA Bangladesh Country Office. | |
| Supervisory arrangements: | The consultant will be working under the direct supervision of the Chief, Population Planning and Research (PPR) component of UNFPA. | |
| Expected travel: | This consultancy is based at UNFPA Country Office in Dhaka. The consultant will adopt the same work modality as the UNFPA staff members. However, s/he may need to go on field trips outside Dhaka during the contract period. | |
| Required expertise, qualifications and competencies, including language requirements: | The consultant will be expected to have qualifications and competencies appropriate to the requirements of United Nations standards.  ***Qualification***   1. Master’s degree in Social Sciences or another related field; 2. Fluency in oral and written English and Bangla; 3. Experience in the usage of computers and office software packages (MS Word, Excel, etc.), experience in handling of web-based management systems; 4. Experience in research, policy analysis and advocacy, design, monitoring and evaluation of development projects; 5. Experience in working with UN and International NGO.   ***Functional Competencies***   1. Experience in preparing quality policy papers, factsheets, position papers, briefing notes; 2. Analysis and creation of messages and strategies; 3. Identifying and building partnerships; 4. Promoting organizational learning and knowledge sharing; 5. Preparing technical presentation; 6. Substantive understanding of the core mandates of UNFPA. | |
| Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The consultant will have access to all relevant available written/ web-based background information necessary for this assignment. The consultant will be provided with office space and the necessary equipment to carry out the responsibilities. The consultant will also have the possibility to organize regular meetings with the UNFPA management and if necessary, with other relevant stakeholders. | |
| Payment Instruction: | The UNFPA Bangladesh in accordance with UNFPA contract procedures will issue an Individual Consultant (IC) contract and will pay monthly consulting fees in accordance with UNFPA procedures and standard fee schedule upon submission of monthly time sheet. | |
| Level of the Consultant: | Equivalent to SB3 level (TBD by HR) | |
| Other relevant information or special conditions, if any: | COA:BGD09D4P-PROCU22PPPRFPA-FPA90-60500-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: [**saiful@unfpa.org**](mailto:saiful@unfpa.org)**, and marahman@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 **14 September 2021.** | | |
| Signature of Requesting Officer in Hiring Office:      **Mahboob E Alam**, Acting Chief, PPR  Date: 25 August 2021 | | E:\MEAlam_all_UNFPA\MEAlam_UNFPA\Mahboob E Alam_eSignature.jpg |
| Signature of the Head of Programme in the Hiring Office:  Iliza Azyei, A&Y Chief, OIC for Deputy Representative’s functions, UNFPA Bangladesh  Date: September 5, 2021 | | C:\Users\Iliza Azyei\Desktop\BNG 2. A_Y unit Dhaka\Iliza_esignature.jpg |
| Signature of the Head Operations in the Hiring Office:  **Al Masum,** International Operations Manager, a.i  Date: 06 September 2021 | |  |
| Signature of Approving Manager in Hiring Office:  **Dr. Asa Torkelsson**, Representative, UNFPA Bangladesh  Date: 7 September 2021 | |  |