

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

National Consultant (NC) to support the Implementation and Management of the National Humanitarian Response under Adolescent and Youth (A&Y) Programme in Bangladesh	
Hiring Office:	Country Office of UNFPA Bangladesh
Purpose of consultancy:	<p>The purpose of this consultancy is to provide extensive support in the management and coordination of national humanitarian response under A&Y programmes in Bangladesh. In close collaboration with the Country Office humanitarian team, the Sub-Office SRHR and gender Programme Units and M&E Unit, and under direct guidance from AY team, the consultant will substantively contribute to the implementation, management, coordination and monitoring of humanitarian preparedness and response activities in different targeted districts. The consultant will work closely with government authorities, humanitarian agencies, civil society and local counterparts to promote collaborative information exchange for ensuring more effective humanitarian assistance to adolescent and youth of Bangladesh.</p> <p>According to the Global INFORM Index ranking, Bangladesh's exposure to hazards are in the following order - flood (10), earthquake (9.2) and cyclone (6.9). Lack of access to health care, poor institutional coping capacity and poor governance are few of the major risk dimensions, as per the index. Bangladesh normally experiences two cyclone seasons - April to May and October to November. UNFPA Bangladesh supported approximately 6 percent of affected women and 2 percent of affected girls in last year's cyclones and floods. This consultancy is to support UNFPA A&Y unit to coordinate and better manage all the national humanitarian response in 2022 that is embedded under 2 AY outputs of the UNFPA Country Programme Document (CPD).</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Description of Activities:</p> <p>The consultant will be required to perform the following tasks:</p> <p><u>Programme Management:</u></p> <ul style="list-style-type: none"> • Ensure the timely development of results-based work plans (WPs) and all other related annual and quarterly documents relevant to the A&Y humanitarian projects, consistent with UNFPA's overall response to humanitarian situations. • Contribute substantively to the development of humanitarian support projects for A&Y in the targeted districts, in line with UNFPA policies and procedures and budgetary regulations. • Identify procurement needs and communicate these needs to the Country Office. • In collaboration with the Finance and Administrative officer, analyze project and financial expenditure status, recommend appropriate adjustments together with support from the UNFPA Country Office. • Liaise with Implementing Partners (IPs), including with all project personnel, other government counterparts, relevant clusters and UN agencies to identify implementation/management bottlenecks and coordinate the actions to overcome them. <p><u>Capacity Development:</u></p> <ul style="list-style-type: none"> • Provide technical advice and support to relevant project staff of national IPs and identify priority capacity development needs to enhance the skills required for implementing interventions and developing, monitoring and coordinating work plans.

	<ul style="list-style-type: none"> • Identify capacity development needs in relation to Gender, Adolescent and Youth issues, Adolescent Sexual and Reproductive Health and Rights (ASRHR), Sexual and Gender Based Violence (SGBV) and Life Skills Education amongst Implementing Partners • Plan/conduct appropriate trainings for relevant staff of IPs and ensure IP staff knowledge and skills levels are of a high standard to implement humanitarian projects which fall under the A&Y umbrella. <p><u>Monitoring and Evaluation:</u></p> <ul style="list-style-type: none"> • 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. • Prepare all M&E reports and forms for submission every quarter together with the quarterly fund request forms. • Undertake regular field visits to monitor the quality and timely implementation of project activities and provide support to IPs in the delivery of interventions to adolescent girls and boys. • Conduct weekly meetings with the IPs as well as arrange quarterly periodic project review meetings to assess progress made, challenges and planned interventions. • In collaboration with the Monitoring and Evaluation Unit, collect and analyse data/information from the projects and draft relevant quarterly/annual reports and donor reports. <p><u>Communication, Knowledge Management and Partnerships:</u></p> <ul style="list-style-type: none"> • Maintain collaborative relationships with all IPs and external stakeholders, as relevant for UNFPA's programmes and represent UNFPA at coordination/cluster meetings upon request. • Establish and maintain strong relations with relevant UN agencies to ensure synergies in project interventions. • Provide substantive inputs to prepare communication material and edutainment resources for A&Y programmes. • Ensure knowledge management by documenting good practices, challenges and responses and sharing these with all relevant programmes of the UNFPA Country Office. <p><u>Other Corporate Tasks:</u></p> <ul style="list-style-type: none"> • Collaborate with all relevant programme units of the UNFPA country office and Sub-Office in Cox's Bazar to ensure teamwork and promote programmatic convergence. • Support, organize and participate in missions from the UNFPA Country Office, donors, government officials, and media to highlight A&Y issues. • Any other relevant activities/responsibilities as assigned by the Supervisor, Representative and/or Deputy Representative.
Duration and working schedule:	The consultant will be recruited for a period of eleven month starting from as early as possible.
Place where services are to be delivered:	The services are to be delivered within Bangladesh. The consultant will be based in Country Office with travel within Bangladesh, as and when necessary.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will work under the direct guidance of and will deliver services as directed by the Programme Analyst (A&Y), in both electronic and hard copy as required.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work under the direct supervision of the Programme Analyst (A&Y) with overall guidance from AY unit chief in carrying out the duties detailed above and will provide weekly updates on progress and challenges. The Programme Analyst (Adolescent and Gender) will provide guidance on humanitarian activities that are under Output 2 of CPD.

	S/he will also provide written monthly updates to the Programme Analyst (A&Y) via e-mail, highlighting overall achievements and any bottlenecks/challenges in implementing the work plan.
Supervisory arrangements:	<p>The consultant will work under the direct supervision of the Programme Analyst (A&Y) of the A&Y Unit to carry out the activities mentioned above.</p> <p>S/he will be supported by the A&Y unit in Dhaka, as and when necessary,</p> <p>S/he will have to work in close collaboration with all colleagues in the Cox's Bazar Office as well as Dhaka Office.</p>
Expected travel:	For all official travel in the country, UNFPA will provide the consultant with travel or meet the travel related costs as per standard UN policy and procedure. The consultant will also adopt the same work modality as the UNFPA staff members in the Covid Pandemic.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Post-graduate degree in Development Studies, Education, Gender, Sociology/Anthropology, Public Health and/or a related Social Sciences subject. • At least five years of relevant experience with three years in adolescent and youth issues. • Practical experience in A&Y programming (ASRHR, gender, life skills), including programme management and monitoring as well as the provision of technical assistance. • Experience in humanitarian/development/peace-building programming and operations, preferably with the UN, will be an asset. • Demonstrated experience in coordinating and liaising with a range of IPs, both government and non-government at district level, including communities. • Expertise in capacity development, knowledge management and communication in relation to A&Y SRHR issue and capacity building tools on the subject and their application. • Solid knowledge and understanding of the socio-cultural, health and economic underpinnings of A&Y issues especially in relation to humanitarian contexts. • 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 interpersonal skills. • Ability to deal with culturally and religiously sensitive and complex issues skillfully and at different levels. • Proficiency in Microsoft Office applications is required.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The consultant will be given office space at the UNFPA Country Office and may be given computer, if needed. However, the consultant would need to follow the guideline related to working modality from UNFPA in view of COVID 19 pandemic.
Other relevant information or special conditions, if any:	<p>The consultant will be paid at the end of every month, upon submission of written and signed attendance schedule and details of the work progress made.</p> <p>No additional payment will be provided other than what is contracted.</p>

Any products resulting from this consultancy will be treated as UNFPA property. The title right, copyright and other rights of whatsoever nature in any material produced under the provision of the consultancy shall be vested exclusively with UNFPA.

The products, tools, report or documents or any part, cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA.

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Name and Signature of Preparing Officer in Hiring Office:



Dr. Muhammad Munir Hussain, Program Analyst- A&Y,

Date: 22 December 2021

Name and Signature of Requesting Officer in Hiring Office:

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Dr. Hiza Azyei, Chief Adolescent and Youth Unit

Date: 22-Dec-2021

Name and Signature of Clearing Officer in Hiring Office:

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Peter Matunga Nkhoma, International Operations Manager

Date: 22-Dec-2021

Name and Signature of Approving Officer in Hiring Office:

DocuSigned by:



Narita, UNFPA Representative a.i

Date: 23-Dec-2021