

**TERMS OF REFERENCE FOR INDIVIDUAL**

**INTERNATIONAL CONSULTANCY SERVICE**

|  |  |
| --- | --- |
| **International Individual Consultancy Service**  **on Information Technology, Building Blocks application**  **and Beneficiary Management System** | |
| **Hiring Office:** | UNFPA Bangladesh |
| Purpose of consultancy: | The purposes of this consultancy are to support implementation of Building Blocks pilot project in Dhaka and Flood Response and provide strategic guidance to Adolescents and Youth and Humanitarian units of UNFPA to adapt appropriate IT systems including beneficiary management, distribution of supplies, and analysis of supply distribution for its humanitarian operation. |
| Scope of work:  *(Description of services, activities, or outputs)* | **Scope of work and background:**    UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every child birth is safe and every young person's potential is fulfilled. UNFPA focuses on three transformative results: to end preventable maternal death; to end unmet need for family planning; and to end gender-based violence and harmful practices. UNFPA is one of the world’s largest providers of donated contraceptives and UNFPA aims at creating a more strategic approach to meet the needs of the hardest-to-reach women and girls for modern contraceptives, life-saving maternal health medicines, dignity kits and menstrual products, while building more sustainable systems and visibility around the availability of these supplies to the last mile in development and humanitarian contexts.  Given Bangladeshi’s everlasting risk to multiple natural hazards that affect women and girls disproportionally, a unique partnership was established between UNFPA and WFP in late 2021 to explore and innovate supply distribution of menstrual products in two urban slums in Dhaka. WFP is implementing a project using Block Chain technology in these urban slums of Dhaka, where it tracks food purchases by beneficiaries and rewards the purchase of a diversified basket of nutritious food by given additional cash with the next payment.  UNFPA has been using this proof of concept to demonstrate implementation of innovative menstrual health management programming through Block Chain technology. Through application of Building Blocks in Block Chain technology, UNFPA with support from WFP and local implementing partners started distributing menstrual products to over 3,000 adolescent girls (10-19) and women of reproductive age (20 – 49) since June 2022. Over 30,000 menstrual pads have been distributed so far and this pilot project will continue until March 2023.  Given WFP’s leadership and prior experience of using Building Blocks application, UNFPA Bangladesh has been seconded an IT consultant who will be supporting UNFPA Adolescents and Youth unit only until October 2022.  Currently, UNFPA Bangladesh is exploring various systems of beneficiary registration, management of monthly entitlement, delivery of assistance, beneficiary data analysis, and vendor management for its national humanitarian operation. This includes also WFP’s data management system SCOPE to manage beneficiary lists to avoid potential overlaps in the operation.  Against this background, UNFPA is now looking for an experienced professional to work as a dedicated technology expert to support implementation of Building Blocks pilot project in urban slums and advise UNFPA Adolescents and Youth and Humanitarian units on how to innovate its beneficiary management system, that can be used to optimize delivery of UNFPA’s mandate in development and humanitarian contexts. This includes providing:   1. Technological support and guidance for the implementation of Building Blocks pilot; 2. Strategic technological advice to UNFPA Adolescents and Youth unit on the directional way forward of the Building Blocks pilot; 3. Support to the flood response focusing on beneficiary management system – namely SCOPE.   **Description of services and activities to be provided by a consultant:**  The following is an indicative but not exhaustive list of tasks to be undertaken by the consultant:   1. Data analytics support, including trend and gap analysis; providing technical analysis on utility of SCOPE to UNFPA 2. Review all relevant materials, including, but not limited to    1. UNFPA’s global mandate and strategic plan, organizational vision and operational footprint in Bangladesh    2. The pilot project concept note, budget, work plan etc.,    3. Former and ongoing Building Blocks, SCOPE-based project implementation by UNFPA in Dhaka 3. Provide IT support related to pilot implementation – namely monthly review of distribution lists, facilitate adjustment of dataset if needed, and inform of any irregularities in IT and data management systems; 4. Facilitate knowledge transfer from WFP to UNFPA (A&Y unit) regarding the beneficiary management system and Building Blocks; 5. Participate in the development of a strategy document post pilot, building on the lessons learned. The strategy document embeds options that guide future direction of how UNFPA Bangladesh can scale up humanitarian and resilience work (slums, climate vulnerable locations, etc.); 6. Participate and contribute to discussions and meeting with the regional and/or headquarters on the strategy document as appropriate; 7. Provide technical knowledge on digital systems (e.g. SCOPE, MoDA) to support the north-eastern flood response.     **Outputs at the of the contract:**   1. Coaching conducted to the A&Y unit pilot team on beneficiary management system and Building Blocks. 2. Strategy document developed in collaboration with the designated team on the way forward for UNFPA Bangladesh on the pilot. 3. Presentation to the management team on the strategy document. 4. Data analytics support for the flood response. |
| Duration and timing of the consultancy services | The consultant will work for70 days from 1 November 2022 to 1 April 2023. The detailed timeframe will be agreed on during contract negotiation. In-county mission for up to 10 days in Dhaka is expected in February/March 2023. |
| Place where services are to be delivered: | The final outputs must be delivered to UNFPA Adolescents and Youth and Humanitarian units in Bangladesh via email. |
| Delivery dates and how work will be delivered (*e.g.,* electronic, hard copy etc.): | Delivery dates per outputs will be agreed on during the contract negotiation. All versions of the final documents should be delivered in electronic format, proofread, spell checked, using the appropriate software. The quality of the deliverables will be evaluated by the Programme Specialist, Adolescents and Youth and other relevant team members of the team in UNFPA Bangladesh. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will report to Programme Specialist, Adolescents and Youth, and work closely with GBV Cluster Coordinator and Humanitarian Analyst in carrying out the responsibilities of the ToR. The consultant will provide written updates on a monthly basis and organize online meetings to share work updates, needs and challenges. The consultant should inform UNFPA of any anticipated delays, well in advance of the deadlines. |
| Supervisory arrangements: | The consultant will work under the direct supervision of the Programme Specialist, Adolescents and Youth, of UNFPA Bangladesh. |
| Expected travel: | Travel in the field is expected. |
| Required expertise, qualifications and competencies, including language requirements: | **QUALIFICATIONS & EXPERIENCE REQUIRED:**   |  |  | | --- | --- | | **Education:** | * A university degree, Information Technology, or similar field is required. | | **Experience:** | * At least 15 years of IT experience including 5-7 year of international experience working in humanitarian/development work focused on the customization and roll out of technology systems for vulnerable communities. Working in fragile states or with displaced populations a plus; * Experience with Block Chain and distributed ledger technology systems. Working with and alongside teams that leverage Block Chain systems is a plus; * Experience in IT systems, especially within the context of humanitarian response, providing network and data management support to facilitate response activities * Experience providing IT support in aid work with a special focus on including and supporting women and girls; * Expertise in, and alignment with, digital development principles; * Experience working with UNFPA and /or related entity with the mandate of sexual and reproductive health/gender equality and women’s empowerment/ adolescent youth would be highly desirable * Experience designing and delivering training (including Training of Trainers) of specific/IT systems to impart knowledge on the ground * Familiarity with UN system and UN experience would be an asset, especially with UNFPA. * Experience working in Bangladesh preferred. | | **Knowledge & Skills:** | * Solid understanding of Block Chain and distributed ledger technology systems; * Knowledge of e-vouchers, local and community currency initiatives (digital and analog), including knowledge of what optimizes them for failure or success; * Skills in data system, network connectivity, Block Chain, system integration, etc. especially within the context of emergency telecommunications * Good writing, and communication skills, able to synthetize and analyze data for the preparation of high-quality project analysis. | | **Languages:** | * Fluency in both written and spoken English required. | |
| 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 with required software and other working aid equipment. S/he is expected to work remotely in 2022 with in-country mission in 2023. |
| **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 submit your application electronically to the following email ID: [msfarid@unfpa.org](mailto:msfarid@unfpa.org). In the subject of the email mention the name of the position and mention which preferred district.  Note: Only shortlisted candidates will be contacted for further consideration. The application deadline is 15 September 2022.  Female candidates are encouraged to apply. | |
| Other relevant information or special conditions, if any: | As per UNFPA policy and procedures, and as per a contract based on the payment by deliverables, the payments for this consultancy will be made on a monthly basis. |