



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

National Consultant (NC) to provide technical support to implement the Child Marriage Programme at selected districts under A&Y unit	
Hiring Office:	UNFPA Bangladesh
Purpose of consultancy:	<p>The purpose of this consultancy is to support the A&Y interventions at the district level by working closely with all the Implementing Partners for the management and implementation of the Ending Child Marriage Programme.</p> <p>The consultant will have to work in close collaboration with the A&Y staff of UNFPA. S/he will also have to work closely with relevant government authorities, civil society and local counterparts to ensure effective, and timely implementation of the programme at the district level.</p>
Number of positions	Total six (6) positions in six different districts.
Name of the consultancy	District Facilitator-Adolescent and Youth
Location	<p>The selected districts are Gaibandha, Bogura, Jamalpur, Sirajgonj, Patuakhali and Bagerhaat.</p> <p>One position in each of the districts.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Description of Activities</p> <p>The following is an indicative but not exhaustive list of tasks to be undertaken by the consultant:</p> <p>Programme Management and Coordination:</p> <ul style="list-style-type: none"> ○ Work closely with relevant programme staff in the selected district and in Dhaka to support the implementation of the Child Marriage Programme at district level. ○ Providing administrative support to the child marriage programme and any/all child marriage related interventions. ○ Liaising with Department of Women Affairs (DWA) at district level to implement all programme interventions in a timely manner. ○ Network and build relationships with district level relevant government agencies, youth organizations, community initiative groups, NGOs and private sector organizations and participate in local initiatives that are relevant to child marriage prevention. ○ Network with other adolescent groups/clubs/organizations to ensure their participation in UNFPA's programmes. ○ Support the quarterly fund disbursement processes of the Implementing Partners to the selected district. ○ Provide all necessary financial management and administrative support to Government IP (Department of Women Affairs). ○ Work with different partner organizations including the media, as and when required.

	<ul style="list-style-type: none"> ○ Maintain documents for filing purposes of the child marriage programme at the district level. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> ○ Closely monitor project implementation to identify best practices as well as constraints, share them with the DWA and UNFPA programme teams and in case of constraints, recommend solutions to overcome them. ○ Undertake regular field visits to monitor the quality and timely implementation of project activities and provide support to all Implementing Partners in the delivery of the child marriage programme interventions. ○ Conduct weekly meetings with the project staff of Implementing Partners, including DWA, and arrange quarterly district coordination meetings to assess progress made, challenges and planned interventions. ○ Support the preparation of quarterly M&E reports of the implementing partners. <p>Capacity Development:</p> <ul style="list-style-type: none"> ○ Support the ongoing activities of the Kishori Resource Centres (in Bogura and Jamalpur only), ensuring the availability of resource material, effective LSE sessions and by enabling adolescent girls to use GPECM project resources and communication materials. ○ Act as the youth focal person whom adolescent girls can reach out to for addressing specific issues and questions. ○ Provide necessary support to all capacity development activities at the district level. ○ Provide technical advice and support to relevant project staff of the Department of Women Affairs and identify priority capacity development needs to enhance the skills required for implementing interventions and developing, monitoring and coordinating work plans. <p>Other Corporate Tasks:</p> <ul style="list-style-type: none"> ○ Support, organize and participate in missions for UNFPA senior management team, 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.
<p>Duration and working schedule:</p>	<p>This consultancy will be for eleven (11) months from as completed all the selection & recruitment process to when cover total 11 months.</p> <p>This consultancy for each selected district will be with possible extension upon successful delivery of duties and continued requirement of services.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The consultant will work under the overall guidance of the Programme Specialist-Adolescent and Youth and direct supervision of the Programme Analyst-Adolescent and Youth/Child Marriage and will deliver services as outlined below:</p> <ul style="list-style-type: none"> ● Implementing Partners at each district received adequate technical support to implement the Child Marriage Programme interventions.

	<ul style="list-style-type: none"> • Effective monitoring, quality management and timely implementation of all district level interventions under the Child Marriage Programme.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work closely with the Program Analyst-Adolescent and Youth/Child Marriage and the A&Y team in the UNFPA Bangladesh Country Office to carry out the duties, as detailed above.
Supervisory arrangements:	<p>The consultant will work under the direct supervision of the Programme Analyst-Adolescent and Youth/Child Marriage of the A&Y Unit to carry out the activities mentioned above.</p> <p>S/he will be supported by the A&Y team, as and when necessary.</p>
Expected travel:	<p>Consultant will adopt the same work modality as the UNFPA staff members.</p> <p>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.</p> <p>The consultant will also adopt the same work modality as the UNFPA staff members in the Covid Pandemic.</p>
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • Graduate degree in Development Studies, Education, Gender, Sociology/Anthropology, Public Health and/or a related Social Sciences subject. <p>Professional Experience:</p> <ul style="list-style-type: none"> • At least four years of relevant experience with two years working on adolescent and youth (Adolescent & 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. • Demonstrated experience in coordinating and liaising with a range of IPs, both government and non-government at national and district level, including communities. • Expertise in capacity development, knowledge management and communication in relation to A&Y SRHR issue. • Solid knowledge and understanding of the socio-cultural, health and economic underpinnings of A&Y issues. • 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 inter-personal skills. • Ability to deal with culturally and religiously sensitive and complex issues skillfully and at different levels. • Proficiency in Microsoft Office applications is required.

	<p>VALUES:</p> <p>Core Competencies:</p> <ul style="list-style-type: none"> • Exceptional interpersonal, • Communication • Networking • Negotiation skills <p>Functional Skill Set:</p> <ul style="list-style-type: none"> • 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 <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in Bangli and English
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will be given office space at the Implementing Partner’s office at the selected district. UNFPA have the rights to transfer consultant from one district to another for program preference.</p> <p>A&Y Unit will also provide Laptop, accessories and other relevant logistical support to perform their assignment.</p>
<p>Other relevant information or special conditions, if any:</p>	<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.</p> <p>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 Monthly payment upon submission and approval of monthly work plan and time sheet by the supervisor.</p> <p>No additional payment will be provided other than what is contracted.</p>

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. 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 14 March 2022

Female candidates are encouraged to apply.