



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Sexual Reproductive Health Programme Consultant

TERMS OF REFERENCE (to be completed by Hiring Office)	
<i>Hiring Office:</i>	UNFPA - LACRO
<i>Purpose of Consultancy:</i>	The Program Consultant substantively contributes to the effective management of UNFPA SRH activities and program implementation. S/he Provides substantive inputs to project formulation and evaluation, implementing partners workplan preparation and implementation and support SRH area reporting process to donors. The Program Consultant supports the delivery of UNFPA's programs by technical and financial monitoring results achieved during implementation.
<i>Scope of work:</i> <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • To assist the regional office and particularly the SRH area, in the implementation of the regional program, with focus on SRH programs, in line with regional priorities and according to UNFPA programme policies and procedures. Ensures quality of program / project implementation based on lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems. • Supports project implementation establishing collaborative relationships with implementing partners (IPs), facilitating timely and efficient delivery of project inputs. • Support the development and utilization of programme indicators and indicator databases- Establish a database on the progress of SRH at the regional level. • Analyze policy papers, strategy documents, technical updates in the field, and prepares briefs and inputs for policy dialogue, development frameworks and preparation of reports. • Helps create and document knowledge about current and emerging reproductive health trends by analyzing programme, projects, strategies, approaches and supports documentation of best practices in the field and ongoing experience for lessons learned. • Assists advocacy and technical support efforts of LAC Regional Office, and SRH area by preparing relevant documentation, i.e., project summaries, conference papers, presentations, speeches, and public information events. • Understand and respond to the needs of the regional office in developing and updating policies, frameworks, guidance, standards, instruments, and tools in the SRH area. • Any other activities related to the SRH area needed.
<i>Duration and working schedule:</i>	The consultancy will be for a period of 8 months , from 1 st . September 2023 to 30 April 2024.
<i>Place where services are to be delivered:</i>	The consultancy will be carried out from the location of the consultant.
<i>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</i>	The documents generated from the consultancy will be delivered in electronic format to UNFPA LACRO.
<i>Monitoring and progress control, including reporting</i>	Monitoring and progress will be carried out and documented by e-mail. Coordination and follow-up meetings will be held, as well as teleconferences. The reports will be presented in printed and electronic format.

<i>requirements, periodicity format and deadline:</i>	
<i>Supervisory arrangements:</i>	The person responsible for coordination, monitoring, supervision and contact is: Alejandra Corao, SRH Regional Adviser, corao@unfpa.org
<i>Expected travel:</i>	N/A
<i>Required expertise, qualifications and competencies, including language requirements:</i>	<ul style="list-style-type: none"> • University degree in Medicine, Social Science, Public health, sexual and reproductive health, or other health related field. • At least 5 years' experience at the national or regional level in the development, implementation, and management of sexual and reproductive health issues. • Experience in writing proposals and reports. • Fluently in English and Spanish is required.
<i>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</i>	The consultant will work from their location and must have their own operational capabilities (office, information and communication technologies).
<i>Other relevant information or special conditions, if any:</i>	<p>Total amount of consultancy services: USD 25,000</p> <p>Contract duration: 8 months Type of work: Virtual Job schedule: Full time (Monday through Friday) Required languages: Spanish and English Apply before: 17 August 2023 (5:00 p.m. Panama)</p> <p>Send your P11 Form to the email: ardines@unfpa.org</p> <p>Subject: SSR-2023-04 - Sexual Reproductive Health Programme Consultant</p>