



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.

<p><i>Duration and working schedule:</i></p>	<p>The consultancy will be for a period of 6 months from the signing of the contract.</p> <p>Working schedule</p> <table border="1" data-bbox="456 201 1305 499"> <thead> <tr> <th data-bbox="456 201 1162 233">Product</th> <th data-bbox="1162 201 1211 233">07</th> <th data-bbox="1211 201 1260 233">09</th> <th data-bbox="1260 201 1305 233">12</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 233 1162 285">First two quarterly reporting of work plans developed with funds mobilized through the MHTF and Supply Fund in CAC</td> <td data-bbox="1162 233 1211 285">X</td> <td data-bbox="1211 233 1260 285"></td> <td data-bbox="1260 233 1305 285"></td> </tr> <tr> <td data-bbox="456 285 1162 338">SRH dashboard reflecting data and CO interventions</td> <td data-bbox="1162 285 1211 338"></td> <td data-bbox="1211 285 1260 338">X</td> <td data-bbox="1260 285 1305 338"></td> </tr> <tr> <td data-bbox="456 338 1162 390">Monitoring report on the SRH work plan</td> <td data-bbox="1162 338 1211 390"></td> <td data-bbox="1211 338 1260 390"></td> <td data-bbox="1260 338 1305 390">X</td> </tr> <tr> <td data-bbox="456 390 1162 499">-Final comprehensive report of work plans developed with funds mobilized through the MHTF and Supply Fund in CAC and -Analysis of results of 2024 implementing partners' work plans</td> <td data-bbox="1162 390 1211 499"></td> <td data-bbox="1211 390 1260 499"></td> <td data-bbox="1260 390 1305 499">X</td> </tr> </tbody> </table>	Product	07	09	12	First two quarterly reporting of work plans developed with funds mobilized through the MHTF and Supply Fund in CAC	X			SRH dashboard reflecting data and CO interventions		X		Monitoring report on the SRH work plan			X	-Final comprehensive report of work plans developed with funds mobilized through the MHTF and Supply Fund in CAC and -Analysis of results of 2024 implementing partners' work plans			X
Product	07	09	12																		
First two quarterly reporting of work plans developed with funds mobilized through the MHTF and Supply Fund in CAC	X																				
SRH dashboard reflecting data and CO interventions		X																			
Monitoring report on the SRH work plan			X																		
-Final comprehensive report of work plans developed with funds mobilized through the MHTF and Supply Fund in CAC and -Analysis of results of 2024 implementing partners' work plans			X																		
<p><i>Place where services are to be delivered:</i></p>	<p>The consultancy will be carried out from the location of the consultant.</p>																				
<p><i>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</i></p>	<p>The documents generated from the consultancy will be delivered in electronic format to UNFPA LACRO.</p>																				
<p><i>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</i></p>	<p>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.</p>																				
<p><i>Supervisory arrangements:</i></p>	<p>The person responsible for coordination, monitoring, supervision and contact is: Alejandra Corao, SRH Regional Adviser, corao@unfpa.org</p>																				
<p><i>Expected travel:</i></p>	<p>N/A</p>																				
<p><i>Required expertise, qualifications and competencies, including language requirements:</i></p>	<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. 																				
<p><i>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</i></p>	<p>The consultant will work from their location and must have their own operational capabilities (office, information and communication technologies).</p>																				

<p><i>Other relevant information or special conditions, if any:</i></p>	<p>Send the Form P11 to: ardines@unfpa.org</p> <p>Deadline: June 16, 2024 (5:00 p.m. Panama).</p> <p>Subject line: SRH-2024-07 - Sexual Reproductive Programme Consultant</p> <p>UNFPA will only contact the selected candidate.</p>
---	---