



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Consultancy: Provide support for the establishment and coordination of a Secretariat to Engage Civil Society Organizations and Parliamentarians on Population and Development Issues in the Caribbean, September 4 - December 22, 2017	
Hiring Office:	UNFPA Sub-Regional Office for the English and Dutch-Speaking Caribbean, Jamaica
Purpose of consultancy:	<p>The purpose of the consultancy is to establish and coordinate a Secretariat for engaging with civil society organizations (CSOs) and Parliamentarians in the Caribbean to advance population and development issues within the framework of the ICPD Programme of Action and the 2030 Agenda for Sustainable Development.</p> <p>The main objectives are to:</p> <ul style="list-style-type: none"> • Foster Civil Society engagement and leadership in the Caribbean, by strengthening their capacity within the context of the 2030 Agenda and the ICPD Beyond 2014 process; • Strengthen political dialogue and advocacy with Parliamentarians in the Caribbean to advance population and development issues of concern to the region; and • Strengthen a constituency among Civil Society Organizations and Networks in the Caribbean to advocate for government policies in line with their internationally agreed commitments and for the implementation of population and reproductive health programmes and policies at national and regional levels; <p><u>Background and Context</u></p> <p>The conceptualization of the establishment of a CSO and Parliamentary Secretariat in the Sub-Regional Office for the Caribbean originated in the “<i>Regional Meeting on Population and Sustainable Development in the Caribbean convened in Barbados (2015)</i>” and its Follow-up Consultation, which was held in Jamaica in March 2017. The civil society organizations present agreed that a Caribbean CSO network is required to advocate with government broadly and Parliamentarians specifically on issues relating to the International Conference and Development and also to build the capacities of civil society organizations at national and regional levels to engage effectively. It was felt that civil society organizations and regional networks have contributed tremendously to strengthening government’s accountability towards meeting their commitments and should continue to do so in the area of population and sustainable development. The establishment of a CSO and Parliamentary Secretariat will also contribute to the revitalization of the defunct Caribbean Coalition on Population and Development, which was established in 2012 at the Caribbean Regional CSO Consultation on ICPD+20.</p> <p>It is envisioned that the Secretariat activities will be implemented through actions with CSOs and Parliamentarians centered around four main areas:</p> <ul style="list-style-type: none"> • National-level Political Dialogues on P&D, SRHR and SDGs in key Caribbean countries • Regional and International Intergovernmental Parliamentary Advocacy • Capacity building of CSOs for effective advocacy • Knowledge Management <p>The Coordinator of the Secretariat will be supported in his/her tasks by an administrative assistant. It is expected that the Secretariat will also engage with donors, governments and foundations to establish a stable and sustainable source of funding.</p>
Scope of work: (Description of services, activities, or outputs)	<p>This consultancy will increase the SRO’s capacity to engage effectively with civil society organization and Parliamentarians in the Caribbean to advance the ICPD Beyond 2014, the 2017-2021 Sub-Regional Programme for the English-and Dutch Speaking Caribbean, the Montevideo Consensus on Population and Development, the UN Multi-Country Sustainable Development Framework and the 2030 Agenda for Sustainable Development.</p> <p>In this regard, the consultant is expected to implement the following activities:</p> <ol style="list-style-type: none"> 1. Establish and coordinate the activities of the Secretariat; 2. Develop an initial work plan and budget not exceeding three months;

	<ol style="list-style-type: none"> 3. Mobilize CSOs across the Caribbean and identify entry points for engaging with Parliamentarians; 4. Engage and advocate with parliamentarians to advance population and development issues in the Caribbean; 5. Facilitate capacity building and training of CSOs to advocate on population and development issues, including provision of relevant tools; 6. Develop a knowledge management platform to assist in identifying and documenting good practices; 7. Conduct environmental scanning to identify threats and opportunities for advancing the ICPD mandate in the Caribbean; 8. Support production of working documents and communication materials within the framework of ICPD and the SDGs; 9. Participate in relevant national, regional and global meetings to ensure inclusion of CSOs perspectives in population and development policies, strategies, plans, including: <ol style="list-style-type: none"> a) Caribbean Parliamentary Forum (16-17 October 2017 in Trinidad & Tobago); b) 5th Caribbean Youth Leaders' Summit (29 September – 4 October 2017 in Jamaica); c) Regional Political Dialogue on CSE and HFLE (October 2017); d) World Youth Conference (November 2017 in Belize); and e) Caribbean Preparatory Meeting on the Third Regional Conference on Population and Development (November 2017). <p>The specific deliverables under this consultancy are:</p> <ol style="list-style-type: none"> 1. Detailed workplan and budget. 2. Secretariat established and functional. 3. Mapping of CSOs and Parliamentarians in the Caribbean. 4. Advocacy plan on CSO engagement with Parliamentarians. 5. Facilitation of at least two capacity building sessions with civil society on how to advocate with parliamentarians on population and development issues. 6. Secretariat activity reports and corresponding Action Plans on the way forward.
Duration and working schedule:	The duration of the consultancy is from September 4 to December 22, 2017 (16 weeks).
Place where services are to be delivered:	This consultancy will be implemented in Jamaica with support provided to the other Caribbean countries by electronic means, through meetings and/or travel missions as necessary.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The proposed milestones and dates will be proposed by the consultant and agreed by UNFPA. The products will be submitted both electronically (word format) and in hard copy as appropriate.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work from the SROC and will provide an update at agreed intervals on the progress of the implementation of a work plan. Support and guidance will be provided on the development and implementation of strategies to effectively realize the purpose of this consultancy. The work of the consultant will also be supported an administrative assistant.
Supervisory arrangements:	The consultant will be supervised by the SROC Director.
Expected travel:	As deemed appropriate and approved by supervisor.
Required expertise, qualifications and competencies, including language requirements:	<p>The selected consultant will be an experienced professional who has a:</p> <ol style="list-style-type: none"> 1. Doctoral degree preferred or at least a Master's degree in Social Policy, International Development, Public Health, International Relations or other relevant Social Science Degree. 2. At least 10 years' professional experience in the area of working with civil society organizations, Parliamentarians, opinion leaders. 3. Sound knowledge of issues on the ICPD agenda including sexual and reproductive health and rights, gender and population issues. 4. Experience in workshop facilitation, training and consensus building among varied groups; demonstrated ability to work in harmony with people of diverse cultural background.

	<ol style="list-style-type: none"> 5. Initiative and sound judgement; strong writing and analytical skills and results-oriented. 6. Good understanding of UN rights-based approaches would be an asset. 7. Excellent oral and written communication skills and competence in basic IT packages, particularly MS Word and MS Excel.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Office space and computer will be provided by the SRO. Technical guidance and support of UNFPA's officers can be made available through coordination with the Directorate. Other specific support can be requested through the Deputy Director.</p>
<p>To apply, kindly complete and submit a United Nations Personal History Form (P-11) along with a cover letter. The P-11 form can be obtained at http://caribbean.unfpa.org/en/vacancies/un-p11-personal-history-form Completed applications should be sent either to the mailing or email address below. Only short-listed candidates will be contacted.</p> <p style="text-align: center;">Re: Consultancy #: 2017/01/CSO The Director, UNFPA Sub-regional Office, Jamaica 14-20 Port Royal Street, The Seabed Building, Kingston Email: vacancy.sroc@unfpa.org</p> <p>Note:</p> <ul style="list-style-type: none"> • There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. • UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity and integrity. • We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. 	