

<b>TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT</b>	
<b>Hiring Office:</b>	<b>Sub-regional Office for the Caribbean (SROC), Guyana</b>
<b>Post Title:</b>	<b>Project Management Specialist</b>
<b>Background:</b>	<p><b>Organizational context and brief project description:</b></p> <p>The UNFPA Sub-regional Office for the English and Dutch speaking Caribbean supports 22 countries and territories and has offices in six countries, i.e. Jamaica, Barbados, Belize, Guyana, Suriname and Trinidad &amp; Tobago. UNFPA and UN Women, with funds from Global Affairs Canada, will jointly work in four Eastern Caribbean countries with the aim to improve economic and social equality for women and girls, including for marginalized or vulnerable women and girls. UNFPA will particularly contribute to enhanced quality and accessibility of sexual and reproductive health and rights frameworks and services for women and adolescent girls, especially for survivors of sexual and gender-based violence.</p> <p>The project management specialist will support the oversight of the day-to-day management of two main projects funded by the government of Canada; one in Guyana dubbed Equal Access to Sexual and Reproductive Health and Rights (SRHR) and the second project in the four Eastern Caribbean project countries - Build Back Equal (BBE) to improve economic and social equality for women and girls, including for marginalised or vulnerable women and girls. The projects contribute to enhanced quality and accessibility of sexual and reproductive health and rights frameworks and services for women and adolescent girls, especially for survivors of sexual and gender-based violence.</p> <p>The Project Management Specialist is located in the UNFPA Guyana office. Under the general guidance and direct supervision of the SROC Sexual and Reproductive Health Advisor and under the overall guidance of the Deputy Director, the Project Management Specialist will be responsible for providing strategic and technical support for project coordination, day-to-day management, implementation, and reporting. She/he will work closely with the Liaison Officer for Guyana and the Liaison Officer for Barbados and the OECS; staff from the two offices and particularly the project teams. She/he assists in advocating and mainstreaming the rights-based approach and result-based management to development programming and implementation. The job also involves maintaining constructive relationships with stakeholders; the Government and other UN agencies, donors and the private sector.</p> <p><b>How you can make a difference:</b></p>

	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.</p> <p>In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in program results.</p> <p><b>Sustainable Development Goals:</b></p> <ul style="list-style-type: none"> <li>• SDG 3: Good Health and Well-being</li> <li>• SDG 5: Gender Equality</li> <li>• SDG 10: Reduced Inequalities</li> <li>• SDG 17: Partnerships for the Goals</li> </ul>
<b>Purpose of consultancy:</b>	<p>The consultant will provide strategic and technical support for project coordination, implementation, and reporting for key SRHR projects funded by Global Affairs Canada. In addition, the consultant will work with the Deputy Director on overall project management and coordination support for programme implementation in alignment with the 7th Sub-regional programme for the Caribbean.</p> <p>The donor funded projects focus on improving economic and social equality for women and girls, enhancing the quality and accessibility of sexual and reproductive health and rights (SRHR) frameworks and services, particularly for survivors of gender-based violence.</p>
	<p>The Consultant is expected to undertake the following tasks:</p> <p><b>1. Programme management</b></p> <ul style="list-style-type: none"> <li>- Lead and facilitate the development of tools, work plans and mechanisms for effective and efficient monitoring of project implementation</li> <li>- Carry out monitoring of project activities and help to prepare Implementing partners annual workplans and their implementation;</li> <li>- Collaborate with relevant colleagues to ensure the achievement of results according to targets and performance standards. Identify bottlenecks and potential problems that may hinder the achievement of results and alert the relevant project technical lead and liaison officers to ensure remedial actions are taken promptly.</li> <li>- Provide recommendations linked to result-based management,</li> </ul>

	<p>priority settings, intervention strategy, partner reporting when required, to ensure timely delivery of project targets.</p> <ul style="list-style-type: none"> <li>- Support data collection and analysis of the project implementation challenges, results, and strategies to inform learning and reflective processes during implementation.</li> <li>- Produce project analytical inputs for defining Implementing partner capacities for delivering integrated SRH, GBV, in the project areas.</li> <li>- Collaborate with the Deputy Director and the SRH technical advisor on monitoring project specific consultants' work to ensure timelines are adhered to.</li> <li>- Facilitate evidence-based decision making on critical issues related to the project implementation through provision and analysis of information, preparation and briefing notes, and through internal information dissemination.</li> </ul> <p><b>2. Capacity Building and System Efficiency</b></p> <ul style="list-style-type: none"> <li>- Manage the planning and organizing of training activities linked to project management and act as resource person and facilitator during such training m;</li> <li>- Support in the design and delivery of project training modules along with partners aimed at sustainability, when needed;</li> <li>- Contribute to the documentation of results and impacts of project activities including documentation of impact stories for the project collaboratively with the sexual and reproductive health team and the communication specialist;</li> </ul> <p><b>3. Financial management of the project(s)</b></p> <ul style="list-style-type: none"> <li>- Ensures monitoring of financial activities, an updated financial recording/reporting system for the projects following UNFPA rules, regulations, policies and donor requirements with support of the relevant Programme Assistants dedicated to project activities</li> <li>- Support implementation of the effective internal control, proper design and functioning of the financial resources management system working closely with the Programme Coordination Team.</li> <li>- Provide advice to the Deputy Director, SRH Advisor and relevant Liaison Officers on the financial management and performance of the projects, continuous analysis and monitoring of the financial situation, presentation of the financial reporting</li> <li>- Draft quarterly monitoring/donor reports, and annual reports for the projects.</li> <li>- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions</li> <li>- Contribute when needed, to the procurement procedures in support of the review of projects/fund requests and the monitoring and tracking of allocation and utilization of budgeted resources for project process.</li> <li>- Support the development of tools and mechanisms for effective and efficient monitoring of project budget, coordinate compilation of financial data and provide accurate and up-dated financial information to project staff and partners on a continuous basis.</li> <li>- Monitors the implementation of financial, procurement, and administrative systems related to the implementation of the project, ensuring adequate training of project staff and partners working in close collaboration with operations and programme</li> </ul>
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	<p>management.</p> <ul style="list-style-type: none"> <li>- Reviews and recommends corrective action as appropriate on audit findings for implementing partners working of relevant projects</li> </ul> <p><b>4. Other</b></p> <ul style="list-style-type: none"> <li>- Any other responsibility specifically related to the concerned programme portfolio as assigned by the Deputy Director and SRH Advisor.</li> </ul> <p><b>Results/expected outputs:</b> As an active UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:</p> <ul style="list-style-type: none"> <li>● Regular updates on the project's progress, including achievements, challenges, and risks.</li> <li>● Documentation of proposed changes to the project scope, along with their impact and approval status.</li> <li>● Documentation of key project decisions made and follow up to implementation.</li> <li>● Capacity building of project staff and Implementing Partners.</li> </ul> <p>Regular updates and overview of the project's outcomes, including achievements, challenges, and financial performance.</p>								
<b>Duration &amp; working schedule:</b>	<p>The consultant will be engaged for eleven (11) months from 1st May 2025 to 31st March 2026.</p> <table border="1"> <thead> <tr> <th>Deliverables</th><th>By When</th></tr> </thead> <tbody> <tr> <td>Monthly Progress Report</td><td>Months 1-10</td></tr> <tr> <td>Annual Reports</td><td>March 2026 (BBE)</td></tr> <tr> <td>Hand-over Notes</td><td>Month 11</td></tr> </tbody> </table>	Deliverables	By When	Monthly Progress Report	Months 1-10	Annual Reports	March 2026 (BBE)	Hand-over Notes	Month 11
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<b>Place where services are to be delivered:</b>	<p>Services are to be delivered in the UNFPA offices either in Guyana or Barbados or Trinidad and Tobago. Remote delivery of services can be negotiated on a part time basis.</p>								
<b>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)</b>	<p>The consultant is expected to submit deliverables related to the expected results and RRP, relevant progress reports and mission reports in electronic copy. Deliverables will be certified by the SROC Sexual and Reproductive Health Advisor in collaboration with the Deputy Director and the relevant Liaison Officers supported.</p>								
<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>Monitoring and progress will be conducted and documented by e-mail and teleconferencing with the consultant in accordance with the agreed workplan.</p> <ul style="list-style-type: none"> <li>● Regular updates on project progress, including achievements, challenges, and risks.</li> <li>● Documentation of project scope changes and key decisions.</li> <li>● Capacity building reports and financial tracking updates.</li> </ul>								

<b>Supervisory arrangements:</b>	The consultant will report to the UNFPA SROC Sexual and Reproductive Health Advisor and work closely with the relevant Liaison Officers f, under the overall guidance of the Deputy Director.
<b>Expected travel:</b>	Travel to project locations in the Caribbean may be required.
<b>Required Expertise, Qualifications &amp; Competencies:</b>	<p><b>Required Education Level:</b> Master's degree (or equivalent) in International Development, Public Administration, Social Sciences, Project Management, or another related field;</p> <p><b>Required Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 years of experience in project management of which at least 1 is at international level;</li> <li>• Experience in capacity building and training in the areas of planning, preparation and implementation of projects would be an asset;</li> <li>• Understanding of development landscape in the Caribbean including health and gender programming would be an asset</li> <li>• Strong writing skills and ability to synthesise information</li> <li>• Strong expertise in financial and Result-based Management a requirement;</li> <li>• Demonstrated ability to manage multi-stakeholder processes;</li> <li>• Familiarity with UN systems would be considered an asset;</li> <li>• Proven ability to produce demonstrable results;</li> <li>• Excellent interpersonal skills;</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>• Strong oral and written communication skills in English;</li> </ul> <p><b>Required Competencies:</b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Conflict Management</li> <li>• Result orientation</li> <li>• Teamwork</li> <li>• Self-management and emotional intelligence;</li> <li>• Promoting Organizational Learning and Knowledge Sharing: Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things; documents and analyses innovative strategies and new approaches;</li> <li>• Promoting Accountability and Results-Based Management;</li> <li>• Job Knowledge/Technical Expertise, Fundamental knowledge of processes, methods and procedures;</li> </ul>

<b>Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</b>	<p>The relevant Liaison Office will make office equipment and resources (such as printer, internet, telephone, stationery) available for use by the Project Officer to conduct his/her tasks. S/he will be expected to have a laptop, phone and internet connectivity.</p>
<b>Other relevant information or special conditions, if any:</b>	<p>Payments will be made on a monthly basis upon submission and approval of the consultant's monthly report.</p>