

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Title: Local Consultant for Technical and Programme Coordination - SDG Fund Joint Programme for Integrated Population Data and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat

Hiring Office: UNFPA Sub-regional Office for the Caribbean (SROC), Jamaica

Purpose of consultancy: Provide technical and coordination support to the SDG Fund Joint Programme for Integrated Population Data and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat.

Scope of work:
(Organizational context, description of responsibilities and expected outputs)

Background

The Joint Programme “Integrated Population Data and Policy Solutions to Accelerate SDGs Achievement in Barbados and Montserrat” is being implemented by the Joint SDG Fund to accelerate achievement of the Sustainable Development Goals in Barbados and Montserrat by 2030. It aims to facilitate increased access and availability of quality, real-time population data for SDG monitoring, development of population policies and to conduct gender analysis with focus on SDG3 and SDG5. Specifically, SDG 3, target 3.7 aims to ensure universal access to sexual and reproductive health-care services, including for family planning, information and education, and the integration of reproductive health into national strategies and programmes. SDG 5, target 5.4 seeks to recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate.

It is being implemented by two Participating UN Organizations (PUNOs), the United Nations Population Fund (UNFPA), the United Nations Entity for Gender Equality and Women’s Empowerment (UN Women) over a two-year period. The main government focal points are Ministry of Finance, Economic Affairs and Investment in Barbados and the Ministry of Finance and Economic Management in Montserrat. To ensure adequate implementation of the Joint Programme, a multi-disciplinary team will guide the implementation of the interventions including agencies’, government focal points, the Resident Coordinator’s Office and the Programme Coordinating Unit.

Purpose

The Consultant is responsible for the effective technical delivery and programme coordination of the Joint Programme as per the approved Joint Programme document. He/she will provide technical guidance and coordinate the implementation of the Joint Programme activities with the PUNOs and the Government main counterparts. Additionally, the Consultant will facilitate the participation of other stakeholders and groups involved that are key in obtaining planned results including from civil society organizations. He/she will ensure that Joint Programme implementation, monitoring and reporting as well as delivery of resources is provided, including guidance to the Programme Coordinating Unit or agencies’ consultants on specific components.

Scope of work/Main tasks and responsibilities

The Consultant is expected to:

1. Provide technical and programme coordination support to ensure coordinated and effective implementation of the Joint Programme with the UN and its stakeholders.

- Lead the implementation and coordination of the Joint Programme in full compliance with the operational implementation practices of the Joint SDG Fund and the MPTF Office;
- Provide technical and quality oversight to the programme implementation schedules, completion of deliverables, and disbursement of budgets as articulated in the Joint Programme Document working closely with the relevant implementing agencies;
- In collaboration with UNFPA and UN Women, provide guidance to ensure coherence of the programme strategy implementation; the overall PUNO transfer of technical assistance and guidance to implementing partners, engagement with and between them;
- Support the Multi-Country Joint Steering Committee (JSC), Country Coordination Committees (CCC) and the Programme Coordination Unit (PCU) in the preparation of meetings, briefing papers, as well as reports, and ensure follow up of actions agreed with the relevant UN Agencies, partners and stakeholders are completed. This includes acting as Secretariat of the JSC and reporting on progress of those actions as needed as per defined mechanisms.

2. Facilitate knowledge management in accordance with the Joint Programme strategy

- Track relevant Joint Programme activities, issues, risks and how to manage them, record and maintain respective documents to support lessons learned and address bottlenecks to implementation of activities;
- Identify and/or collaborate to develop a platform/forum for exchanging experiences; consolidate lessons learned and key outcomes of workshops, webinars and other meetings/events;
- Support implementation of the Communications and Knowledge Management Strategies of the Joint Programme and ensure documentation of the programme implementation process and products produced are in accordance with UN rules, regulations, policies, and recording and reporting systems as well as branding.
- Oversee the documentation of best practices and lessons learned to guide programme improvement and strategy planning and contribute to the exchange of information and knowledge products internally and externally of the Joint Programme.

3. Coordinate the monitoring and reporting on the Joint Programme

- Prepare and consolidate all information necessary for monitoring and reporting on programmes and projects from the planning to the evaluation stages;
- Monitor the implementation of activities and the expenditure of funds by partners; conduct regular monitoring visits;
- Support preparation, organization of and reporting from meetings, workshops;
- Develop and implement a monitoring mechanism that alerts of risks and facilitate prompt decision making on the Joint Programme implementation;

	<ul style="list-style-type: none"> ● Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to SDG Fund Secretariat. ● Regular reporting and updating of data for all indicators of the results framework to be shared with the Fund Secretariat, including annual, (bi)annual and quarterly reports. <p>4. Monitor allocation and disbursement of financial resources</p> <ul style="list-style-type: none"> ● Review and coordinate the submission of implementing partner financial and narrative reports; ● Provide inputs from the SDG Fund on LNOB activities and results for broader UN programme reporting (SDG Fund Secretariat, UN Info, Annual reporting, etc.); ● Provide coordination support to the development and preparation of financial reporting of the Joint Programme, alerting and advising on need for budget revisions or changes to activities/ components (with the co-lead agencies) and ensure compliance with grant agreement. <p>Results/expected outputs</p> <p>As an active member of the Programme Technical and Coordination Team, the expected to deliver efficient, timely, response and high-quality support in the execution of his/her functions under the Joint Programme.</p> <p>The consultant shall submit a progress report every month containing the following, but not limited to:</p> <ul style="list-style-type: none"> ● work plan update (on implementation schedules, completion of deliverables, and disbursement of budgets), systematic planning/monitoring, knowledge management and risk management. ● Reporting shall conform to the requirements of the SDG Fund Secretariat and UNFPA. 						
Duration and working schedule:	The consultancy contract period is for 11 months starting from January 15, 2023 - December 15, 2023, with possibility of an extension.						
Place where services are to be delivered:	The services are to be delivered at the SROC, Barbados.						
Delivery dates and how the work will be delivered (e.g. electronic, hard copy etc.):	<p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed.</p> <table border="1" data-bbox="446 1619 1458 1801"> <thead> <tr> <th data-bbox="446 1619 509 1696"></th> <th data-bbox="509 1619 1130 1696">Deliverable</th> <th data-bbox="1130 1619 1458 1696">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="446 1696 509 1801">1</td> <td data-bbox="509 1696 1130 1801">Final programme implementation workplan, incorporating all agencies' inputs.</td> <td data-bbox="1130 1696 1458 1801">Month 1</td> </tr> </tbody> </table>		Deliverable	Due Date	1	Final programme implementation workplan, incorporating all agencies' inputs.	Month 1
	Deliverable	Due Date					
1	Final programme implementation workplan, incorporating all agencies' inputs.	Month 1					

	2	Final draft of annual programme delivery targets (identifying quarterly milestones) and budget with corresponding allocations.	Month 2
	3	Draft Knowledge Management Strategy based on the JP communications plan, incl. plans for exchange platform/forum, webinars and other formats to share lessons learned; guidance document for partners on performance indicators, and monitoring achievement of results.	Month 3
	4	Submission of biannual report/6-month monitoring update.	Month 4
	5	Report on quality assurance and updated workplan.	Month 5
	6	Presentation on knowledge management measures.	Month 6
	7	Review of knowledge management activities including consolidation of lessons learned and key outcomes.	Month 7
	8	Report on monitoring plan (updated data for results framework indicators and visits);	Month 8
	9	Draft of annual narrative progress report (including result matrix, updated risk log, and anticipated expenditures and results for the next 12-month funding period); review of partners' financial and narrative reports.	Month 9
	10	Final revised workplan for 2023/2024.	Month 10
	11	Consolidated inputs from the first year of implementation (2022/2023) for the final consolidated narrative report; final report on contract duration.	Month 11
Monitoring and progress control, including reporting requirements, periodicity	The Consultant will be required to submit monthly monitoring reports on the implementation of the SDG Fund Programme.		

format and deadline:	
Supervisory arrangements:	The consultant will report directly to the UNFPA Deputy Director supported by the Liaison Officer for Barbados and OECS. In addition, the work will be guided in close consultation with co-lead UN Women and under the overall guidance of the UN Resident Coordinator.
Expected travel:	There is the possibility of travel to Montserrat periodically or as required for implementation and monitoring purposes based on an agreed mission plan.
Required expertise, qualifications and competencies, including language requirements:	<p>At a minimum, the Consultant should demonstrate the combined skills sets and work experience as detailed below:</p> <ul style="list-style-type: none"> ● Education: Undergraduate degree in demography, international development, public/social policy, project/programme management or other relevant discipline is required; ● Experience: At least 5 years of progressively responsible experience at the national or international level in managing programme interventions with national partners, preferably related to population and development, sexual and reproductive health, gender equality, social policy or similar areas; ● Demonstrated experience in coordinating, implementing, monitoring and evaluating development programmes and projects; and working with limited supervision. A project/programme management certification would be desirable. ● Proven ability to coordinate and manage teams/partners to implement plans and deliver results; ● Experience in partnering and interaction with governmental institutions at state/entity/local levels, as well as with civil society organizations and other non-state actors; ● Proven understanding of the principles and framework of the Sustainable Development Goals (SDGs); ● Previous experience working in the UN system is an asset; ● Oral and written fluency in English is required; ● Willingness to travel within the region, particularly to Montserrat for JP monitoring and meetings as required.
Inputs/ services to be provided by UNFPA	<p>The consultant will be based in Barbados and can be either a national of Barbados or an OECS or CARICOM national residing in Barbados. The consultant is expected to work between the UNFPA Barbados Liaison Office and a national counterpart office.</p> <p>Given that the Joint Programme is covering two countries, video calls will be held regularly as required. Remote technical assistance and coordination will take place to ensure the delivery of programme activities.</p> <p>The Consultant is expected to provide his/her own computer equipment and ensure reliable internet access. UNFPA will provide dedicated email account access.</p>

Payment schedule

This assignment should be completed during the period from January - December 2023, and payment will be made upon approval of completed deliverables in the agreed work plan and submission of agreed documents, on the agreed monthly rate.

Recourse

UNFPA reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNFPA and counterpart feedback.

Property Rights

UNFPA and UN Women shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract.