

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Philippine CO
Purpose of consultancy:	<p>Mindanao is the second largest among the country's three major island groups. Mindanao encompasses six (6) administrative regions, 27 provinces and 27 cities. Mindanao is home to approximately 21.9 million people in 2015, almost a quarter of the total population of the Philippines composed of a multi-ethnic and multi-faith mix of inhabitants generally categorized into three groupings: Indigenous Peoples (IPs) or Lumad, Muslims, and the Christian settlers from Visayas and Luzon.</p> <p>Based on the Human Development Index (HDI), Philippines had an overall development index value of 0.644 in 2012. Of the bottom 20 provinces, eight were from Mindanao, with the Autonomous Region in Muslim Mindanao (ARMM) provinces occupying the bottom four. Lanao del Sur was at the lowest, at 0.217.</p> <p>Mindanao is considered the country's food basket as it supplies over 40 percent of the country's food requirements. Mindanao's economy, which contributes 18% to the national economic output, has kept pace with growth in the rest of the country. However, conditions in Mindanao vary geographically; different areas across the region host varying levels of peace or conflict, and benefit differently from economic growth.</p> <p>The Philippine Development Plan, 2017-2022, the 8th CPD, 2019-2023, and the 4th UN Partnership Framework for Sustainable Development recognizes that Mindanao has been left behind in the development arena. Inequities abound across geographical and social divides in Mindanao, manifested in the magnitude and incidence of poverty; disparity in annual family incomes; uneven levels of human development, the quality of governance, and the levels of violent conflict.</p> <p>Given the need to draw out a strategy/road map for UNFPA Philippines for the island of Mindanao for the 8th Country Programme which will support the Philippine Government in its efforts to achieve desired fertility of Filipinos, empower young people, and attain a sustainable, inclusive, and lasting peace in Mindanao, UNFPA is seeking to procure the services of a consultant to develop the strategy, in close consultation with key stakeholders in national and local governments, ARMM and Bangsamoro officials, civil society and local communities, including indigenous groups, UN agencies and other development partners working in Mindanao. The study will build upon the report of Priya Marwah and Erika Yague in February of 2018 which looked into possibilities for UNFPA support in Mindanao having considered the nexus among development, peace building and humanitarian response. The study will also have to consider the 7th country programme evaluation report as well as good practices and research studies supported by UNFPA in the areas of demographic dividend, sexual reproductive health and rights, adolescent sexual and reproductive health, among others.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall guidance of the Representative, the consultant will work closely with the Assistant Representative, the Head of Sub-Office in Cotabato and the technical specialists in the UNFPA CO.</p> <p>The consultant is expected to develop the strategy for Mindanao from 2019 to</p>

	<p>2023. The Consultant will review reference documents, conduct interviews with key national government officials, such as NEDA and OPAPP, selected local and national NGOs working in Mindanao, other UN agencies and development partners working in Mindanao, and organize a workshop/meeting with key stakeholders in Mindanao.</p> <p>The strategy document will contain the following parts:</p> <ul style="list-style-type: none"> - Executive Summary - Situation Analysis - Past Government and UNFPA Programmes in Mindanao on SRHR, Population and Development and Gender Equality and Lessons Learned - Opportunities/Future Prospects in Mindanao in the areas of SRHR, ASRH and Demographic Intelligence - Proposed Strategic Priorities and Partnerships for UNFPA in Mindanao based on UNFPA's mandate - Risks and Risk Mitigation Measures 								
<p>Duration, working schedule, fee basis (<i>daily / weekly / monthly / lump sum / per deliverables</i>)</p>	<p>The Writer will be engaged for 30 working days spread over two months (1 June – 31 July 2018) and shall be paid the fees based on the delivery of the following outputs and corresponding tranches:</p>								
<p>Place where services are to be delivered:</p>	<p>The services of the writer is output-based. Meetings will be held in Manila and in Mindanao and the actual workshop will be held in Mindanao. Local travel in Mindanao is expected.</p>								
<p>Delivery dates and how work will be delivered (<i>e.g. electronic, hard copy etc.</i>):</p>	<ul style="list-style-type: none"> • An Inception Report that operationalizes the content of the TOR, including methodology, action plan, and outline of the document • First draft of the Mindanao Strategy Paper • Final version of the Mindanao Strategy Paper incorporating the feedback from UNFPA <p>The consultant will be paid according to UNFPA Individual Consultancy Policy (2015). Payments will be done in three phases after approval of the report at each stage as shown below.</p> <table border="1" data-bbox="475 1458 1433 2054"> <thead> <tr> <th style="background-color: #FFD700;">Key Deliverables</th> <th style="background-color: #FFD700;">Payment schedule/amounts</th> </tr> </thead> <tbody> <tr> <td>1. Inception Report</td> <td>Within seven (7) working days from contract signing 20% of total value of contract (upon UNFPA's acceptance of the report)</td> </tr> <tr> <td>2. Draft Report</td> <td>Within fourteen (14) working days from contract signing 40% of total value of contract (upon UNFPA's acceptance of the report)</td> </tr> <tr> <td>3. Workshop with Key Stakeholders Conducted and Final Report (submitted in hard and electronic copy)</td> <td>Within twenty one (21) working days from contract signing Within thirty (30) working days from contract signing 40% of total value of contract (upon</td> </tr> </tbody> </table>	Key Deliverables	Payment schedule/amounts	1. Inception Report	Within seven (7) working days from contract signing 20% of total value of contract (upon UNFPA's acceptance of the report)	2. Draft Report	Within fourteen (14) working days from contract signing 40% of total value of contract (upon UNFPA's acceptance of the report)	3. Workshop with Key Stakeholders Conducted and Final Report (submitted in hard and electronic copy)	Within twenty one (21) working days from contract signing Within thirty (30) working days from contract signing 40% of total value of contract (upon
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular meetings will be held between the Consultant and the Country Representative, Asst. Representative and the Head of the Sub-Office in Cotabato to track the progress of the strategy paper.
Supervisory arrangements:	While the consultant is expected to work independently, the writer will work closely with the UNFPA Country Representative, the Assistant Representative, the Head of Sub-Office in Cotabato, the CO Technical Specialists, the M and E Unit, Communications Analyst, and Donor Analyst and the International Operations Manager, for operational issues that may affect the programme strategy.
Expected travel:	Selected parts of Mindanao, in close coordination with the Head of the UNFPA Sub-Office in Cotabato City
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> - A Master degree in public health, Social Science, Biology, Monitoring and Evaluation, Health Economics, Demography, International Development, Public Administration. (PhD in the afore-mentioned areas of specialization will be an added advantage) <p>Experience:</p> <ul style="list-style-type: none"> - Minimum of 5 years' experience in the field of development sector including consultancy work with the international NGOs & development partners, preferably in Mindanao - Prior experience of working with UN or other multilateral agencies and international non-governmental organizations, is an advantage - Knowledge of the UN role and UN programming at the country level including the United Nations Partnership Framework for Sustainable Development (formerly the UNDAF) processes and extensive work in the M&E would be an added advantage - Excellent communication skills - Demonstrated ability to deliver quality results within strict deadlines. <p>Language Requirements:</p> <ul style="list-style-type: none"> - Fluency in oral and written English
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Key Reference Materials to be reviewed:</p> <ol style="list-style-type: none"> 1. Government Plans: Philippine Development Plan, 2017-2022 and the Mindanao 2020 Peace and Development Framework Plan, 2011-2030, Philippine Youth Development Plan, 2017-2022 2. UNFPA-related documents: UNFPA's 7th Country Programme Document 2012 – 2016; 7th Country Programme Evaluation; UNFPA Strategic Plan 2014 – 2017; Latest Draft of the UNFPA's 8th Country Programme Document 2019 – 2023 3. Strategic Guidance on Mindanao programming under the development-humanitarian-peacebuilding nexus prepared by Priya Marwah and Erika Yague – February 2018 4. Think Pieces for the 8th CPD: RH, PD, Gender, Youth/ASRH,

	<p>humanitarian and peacebuilding</p> <ol style="list-style-type: none"> 5. Common Country Assessment for the 4th UNPFSD; Draft UNPFSD Narrative (once available) 6. Young Adult Fertility and Sexuality Surveys 7. National Demographic Health Surveys 8. Research studies on Demographic Dividend, SRHR including ASRH, and GBV supported by UNFPA (listing to be provided) <p>Consultant will use his or her own laptop as well as take care of printing a copy of the inception report, draft and final reports.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Not applicable</p>
<p>Signature of Hiring Officer: Klaus Beck</p> <p>Date: 11 May 2018</p>	