

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	United Nations Population Fund – Philippines Country Office
Purpose of consultancy:	<p>Youth/HIV Programme Analyst</p> <p>Under the guidance and supervision of the National Programme Officer for RH, the Youth/HIV Programme Analyst supports the delivery of UNFPA's programme in particular the cluster related to Youth and HIV prevention in partnership with in-country implementers. Primary focus is placed on sexual and reproductive health of adolescents and youth as well as HIV prevention targeting youth and other vulnerable populations affected by HIV. The Youth/HIV Programme Analyst assesses relevant political, social and economic trends and provides inputs, formulate projects, and assist in joint programming initiatives including monitoring of the programme. S/he establishes and maintains collaborative relationships with counterparts in government, non-government, civil society and development partners, including multilateral and bilateral donor agencies.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<ol style="list-style-type: none"> 1. <u>Thematic Area Leadership & Strategic Planning</u> <ul style="list-style-type: none"> • Supports the Programme Team in defining the country office strategic focus on ASRH and HIV with focus on creating supportive policy environment, strengthening partnerships with government and NGO networks and leveraging support from government and development partners. • Analyzes and interprets the political, social and economic environment relevant to adolescent and youth sexual and reproductive health and prevention of HIV and identifies opportunities for UNFPA assistance and intervention. • Keeps abreast of new policy developments and strategies, analyzing policy papers, strategy documents, national plans and development frameworks on reproductive and maternal health, and prepares briefs and inputs for policy dialogue, technical assistance and development frameworks. • Helps create and document knowledge about current and emerging adolescent sexual and reproductive health and prevention of HIV trends and issues, by analyzing programmes, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies. • Participates in global and regional UNFPA discussions on ASRH and HIV policy advocacy and programming, to ensure that country office priorities are aligned with global or regional strategies (and vice versa). 2. <u>Programme Quality Assurance and Technical Support</u> <ul style="list-style-type: none"> • Serves as the lead technical resource in state-of-the-art ASRH and HIV programming through government and NGO partners, ensuring that programmes are aligned with globally accepted standards • Provides technical support to ongoing ASRH and HIV programmes, in close coordination with the Programme, and Humanitarian Teams • Advocates for and supports integration of ASRH and HIV programming with other thematic areas such as Population and Development, Gender and Humanitarian Response • Assists in coordinating with UNFPA ASRH and HIV staff at the regional and HQ levels • Supports in the oversight and management of the budget assigned to the ASRH and HIV areas 3. <u>Networking, Partnership & Advocacy</u> <ul style="list-style-type: none"> • Assists in resource mobilization activities and in the preparation of concept papers or project proposals for ASRH and HIV. • With proper delegation, represents the Country Office in UN Joint Programmes, networks, meetings, forums and working groups on ASRH and HIV • Supports in establishing and maintaining active working relationships with key national partners working on ASRH and HIV such as Government, UN Agencies, NGOs/Civil Society Organizations, and Donors/Funders 4. <u>Monitoring and Evaluation</u> <ul style="list-style-type: none"> • In coordination with the M&E Specialist, leads in the designing of results frameworks and indicators for ASRH and HIV. • Leads in the analysis of ASRH and HIV indicators and generates recommendations intended for continuous programme improvement • Leads in the drafting of reports and documentation of good practices 5. <u>Others</u> <ul style="list-style-type: none"> • Assumes other tasks as deemed necessary by the Country Representative, Assistant Representative and the National Programme Officer for RH.
Duration, working schedule, fee basis:	01 April to 31 December 2018; full- time position
Place where services are to	UNFPA Country Office (Manila based)

be delivered:	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Monthly accomplishment report to be submitted at the 25th of each month detailing: a) Target Deliverables; b) Deliverables Achieved; and c) other Comments/Remarks.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monthly accomplishment report described above will be prepared by the Youth/HIV Programme Analyst and approved by the National Programme Officer for RH.
Supervisory arrangements:	The Youth/HIV Programme Analyst will be under the overall supervision of the UNFPA Assistant Representative and the immediate supervision of the National Programme Officer for RH.
Expected travel:	Travels outside duty station are on a per need basis
Required expertise, qualifications and competencies, including language requirements:	<p>Job requirements:</p> <ul style="list-style-type: none"> • Advanced degree* in public health, medicine, health sciences, sociology, social anthropology, health education, health economics, epidemiology, behavioral studies, communication and other related fields; • Two years professional experience in the field of development and population activities, preferably in programme/project management; • Prior experience in programme/project design and planning, implementation, and monitoring; • Background and experience on Youth and HIV programming is an advantage; • Familiarity with UN policies and principles will be an advantage; • Proficiency in current office software applications; and • Fluency in English is required. <p>* Per UNFPA's policy on contracting ICs (as of August 2017), the lack of an advanced degree may be off-set by a Bachelor's degree and a total of four (4) years of relevant experience.</p> <p>Core Competencies:</p> <ul style="list-style-type: none"> • Values/Guiding Principles – Integrity, Commitment to the organization and its mandate, Cultural sensitivity/ valuing diversity; • Developing people – Coaching and mentoring, Performance management, Fostering innovation and empowerment; • Building and managing relationships – Working in teams, Communicating information and ideas, Self-management/ emotional intelligence, conflict management/ negotiating and resolving disagreements; and • Personal leadership and effectiveness – Analytical and strategic thinking, Results orientation/ commitment to excellence, Appropriate and transparent decision-making, Knowledge sharing/ continuous learning <p>Functional Competencies:</p> <ul style="list-style-type: none"> • <i>Results-based programme development and management</i> – Contributes to achievement of results through primary research and analysis and effective monitoring of programme/ project implementation. Uses analytical skills to identify opportunities for project development and participates in formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches. • <i>Innovation and marketing of new approaches</i> – Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change. • <i>Leveraging the resources of partners/ building strategic alliances and partnerships</i> – Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and share information. Analyzes selected materials for strengthening strategic alliances with partners and stakeholders. • <i>Advocacy/ advancing a policy oriented agenda</i> – Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts, and takes opportunities to advocate UNFPA's mandate.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office space Laptop Vehicle/driver in relation to participation in meetings and field visits Daily subsistence allowance for authorized travel outside of duty station
Other relevant information or special conditions, if any:	
<p>COA: PHL7U201, SALARY06P-UBRAF, UBRAF, PU0074 – 48% of salary PHL7U201, SALARY06P, FPA90, PU0074 – 52% of salary</p>	

see email approval

Name and Signature of Requesting Officer in Hiring Office:

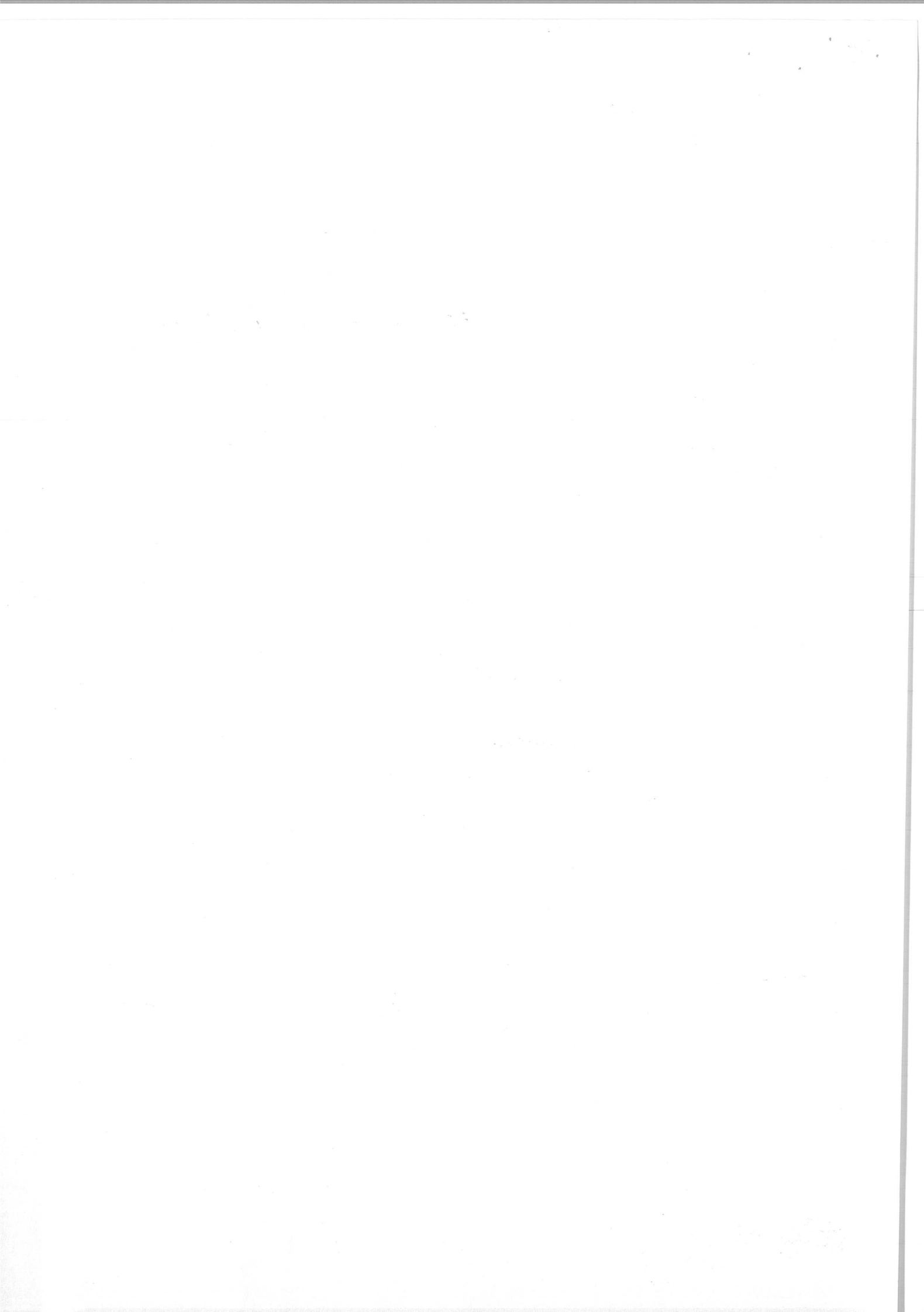
Joseph Michael Singh
National Programme Officer, Reproductive Health

Approved by:

[Signature]
Klaus Beck
Country Representative

2/3/18

Equivalent to NCB Am 28 Feb 18



Fwd: Feed-back on ToR

Joseph Michael Singh <jsingh@unfpa.org>

Mon, Feb 26, 2018 at 1:46 PM

To: Ivy Lecitona <lecion@unfpa.org>

Cc: Jaramia Amarnani <amarnani@unfpa.org>, Presmarley Grace Cortez <pcortez@unfpa.org>

This is cleared from my end, thanks

On Monday, February 26, 2018, Joseph Michael Singh <jsingh@unfpa.org> wrote:

thanks Ivy, please proceed with next steps, Mike

On Mon, Feb 26, 2018 at 11:51 AM, Ivy Lecitona <lecion@unfpa.org> wrote:

Dear Doc Mike,

I've revised again the TOR for the analyst. After checking the UBRAF and FPA90 workplan, the salary needs to be split in the two COAs.

The total salary of the analyst is USD 26,700 for an 8 month engagement. The budgeted amount in UBRAF for the salary of the analyst is USD 13,000 and USD 13,700 under the FPA90 work plan. Hence, the 48% (UBRAF) and 52% (FPA90) distribution of the salary.

For your approval.

Thanks,

Ivy

 Sent with Mailtrack

On Fri, Feb 23, 2018 at 9:46 AM, Joseph Michael Singh <jsingh@unfpa.org> wrote:

This is cleared from my end thanks

On Friday, February 23, 2018, Ivy Lecitona <lecion@unfpa.org> wrote:

Dear Doc Mike,

Please see attacehd revised TOR. Salary will be charged 100% to UBRAF since the budget can accommodate the entire salary for 8 months.

For your approval.

Regards,

Ivy

 Sent with Mailtrack

On Mon, Feb 19, 2018 at 8:41 AM, Joseph Michael Singh <jsingh@unfpa.org> wrote:

will do, Anna Maria, thanks, Mike

On Thu, Feb 15, 2018 at 6:54 PM, Anna Maria Mata <amata@unfpa.org> wrote:

Dear Mike,

I looked for you but you had already left. If you can pls revise the requirements as it is two years of experience for NOB which is required. I put the documents in your pigeon hole and I printed the standard jd for NOB for reference.

Thanks,
Anna Maria

On Thu, Feb 15, 2018 at 3:09 PM, Joseph Michael Singh <jsingh@unfpa.org> wrote:

Dear Anna Maria, we double checked with the link below and have the found the job requirements consistent with the link below for an NOB position. We have also edited the note on degree and relevant experience according to your recommendation. We shall be routing to you the revised version for review and approval, many thanks, Mike

On Wed, Feb 14, 2018 at 1:23 PM, Anna Maria Mata <amata@unfpa.org> wrote:

Dear Joseph,

As feed-back on your proposed ToR, kindly correct it after UNFPA standard for an NOB position for job requirements. Pls find standard jd link here <https://portal.myunfpa.org/web/dhr/generic-job-descriptions>

In addition, please adjust the comment "per UNFPA's policy on contracting ICs the lack of an advance degree may be off-set by a Bachelor's degree plus four years of relevant experience" to "....may be off-set by a Bachelor's degree **and a total of** four years of relevant experience", given that a Bachelor's degree requires in addition 2 years compared to a Master degree.

I put the folder back in your pigeon hole.

Best regards,
Anna Maria

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Anna Maria Mata
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UNFPA Philippines
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Mobile: +63 917 505 3402



Delivering a world where
every pregnancy is wanted
every childbirth is safe and
every young person's
potential is fulfilled

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Dr. Joseph Michael Singh
National Programme Officer, Reproductive Health
United Nations Population Fund Philippines Country Office
jsingh@unfpa.org
www.unfpa.org

UNFPA Cost Estimate for Individual Consultants

All calculations should be in PHP

Consultancy: HIV and Youth Programme Analyst
NOB level

Fees	Current Year		Next Year		Combined Total			
	Unit of measurement	Unit price ¹	Number of units	Total		Unit of measurement	Unit price ¹	Number of units
IC fees	Monthly rate	171,442	8	1,371,536	-	-	-	1,371,536
IC additional fees								
Sub-total fees (A)				1,371,536				1,371,536

Travel ²	Current Year		Next Year		Combined Total			
	Unit of measurement	Unit price	Number of units	Total		Unit of measurement	Unit price	Number of units
Airfare	Lump sum	100,000		100,000	Lump sum			100,000
DSA first 60 days	Days	4,730	60	283,800	Days			283,800
DSA after 60 days	Days				Days			
DSA after 120 days	Days				Days			
Travel Other								
Terminal expenses								
Sub-total travel (B)		93,850		93,850				93,850
				477,650				477,650

Other operational costs	Current Year		Next Year		Combined Total			
	Unit of measurement	Unit price	Number of units	Total		Unit of measurement	Unit price	Number of units
Rent recovery ³								
Other operational costs								
Sub-total operational costs (C)								
Total cost (A + B + C)				1,849,186				1,849,186

¹ Fees should be estimated based on the following options:

- (1) A lump sum per output
- (2) A monthly rate (calculated on the basis of an annual salary divided by 12)
- (3) As a weekly rate (calculated on the basis of the annual salary divided by 52)
- (4) As a daily rate (calculated on the basis of the annual salary, divided by 12, then divided by 21.75)

² Travel costs should be estimated in accordance with UNFPA Duty Travel Policy

³ Rent recovery should be estimated as follows:

For HQ consultants: an annual USD 19,000 charge per year (pro rated for the duration of the IC contract)
For field offices: apportioned cost of office premises (pro rated for the duration of the IC contract)

1. The first part of the document is a list of names and titles, including 'John Doe, President' and 'Jane Smith, Secretary'. This list is followed by a section of text that appears to be a letter or a report, but the content is mostly illegible due to the low resolution of the scan.

2. The second part of the document contains several paragraphs of text. The first paragraph seems to discuss a meeting or a project, while the subsequent paragraphs are too blurry to read accurately. There are some words like 'meeting' and 'project' that are faintly visible.

3. The third part of the document appears to be a list of items or a table. The first column contains what looks like dates or times, and the second column contains names or descriptions. The text is very faint and difficult to decipher.

4. The fourth part of the document contains a few lines of text that might be a signature or a closing statement. There are some words like 'Sincerely' and 'Yours truly' that are barely legible.

5. The fifth part of the document is a list of names and titles, similar to the first part. It includes names like 'Robert Johnson' and 'Mary White'. The text is very faint and difficult to read.

6. The final part of the document contains a few lines of text that might be a footer or a reference. There are some words like 'Page 1 of 1' and 'Document ID' that are faintly visible.