

TERMS OF REFERENCE FOR BAFP PROGRAM ANALYST

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Hiring Office:	Population and Development (PD) Unit UNFPA Philippines Country Office (CO)
Purpose of consultancy:	The Business Sector Programme Analyst assists in the coordination, design, planning and implementation of UNFPA's country programme by analysing relevant political, social and economic trends and providing inputs on effective business sector participation in programming and outcome achievement. The Programme Analyst assists with programme/project implementation by using and developing appropriate mechanisms and systems to ensure that the business sector is actively engaged in the delivery of country programme outcomes and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Coordinate, monitor and oversee the implementation of Business Action for Family Planning (BAFP) Phase 3 work plan and project budget based on the signed proposal between UNFPA and UN Foundation. Work closely with an Implementing Partner on the implementation of the BAFP project work plan and project budget; • Manage the overall field implementation of the project by ensuring that all training activities and other interventions are conducted to achieve desired results; • Oversees the work of the BAFP project assistant, as well as consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to contribute to achieving UNFPA's mandate. • Provides sustained technical support to BAFP Phase 1 and 2 partner-companies in the implementation of company-level family planning and reproductive health programs. Working closely with the NPO for PD, the individual is expected to provide technical assistance on establishing workplace FP program in another UNFPA CO chosen by UNF and Merck for Mothers; • Supports the project management teams of 13 BAFP partner-companies in monitoring program implementation based on set indicators and assists in re-programming activities to be able to achieve desired results. • Identifies new companies that are interested in setting up workplace family planning and reproductive health programs and links them with appropriate government or private sector organizations that can support in program design and service provision. • Prepare information and/or briefs, summaries and background documentation required, official missions and special meetings; and prepare power point and other presentations, including computer generated visuals such as graphs; • Liaise with local MSD programme counterparts on the progress of the BAFP project, media relations including social media platforms; • Monitors project and programme activities of BAFP partners, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions, preparing regular inputs to status and progress reports, recommending corrective actions and following up on recommendations made.

	<ul style="list-style-type: none"> • Provides regular monitoring and updates on business sector involvement and interest in the subject areas of the UNFPA Country Programme and identifies opportunities for their enhancement participation in these areas. • Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches relevant to business sector engagement in family planning and reproductive health, and drafting relevant materials for dissemination. • Develops knowledge management products and documents such as lessons learned, information materials, learning and teaching aids, modules and training program infographics. • Supports advocacy and resource mobilization strategy of the CO by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains networks of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events. • Prepares project proposals, concept notes and conference materials for donors, identifying areas to highlight project and programme opportunities and prior accomplishments. • Analyzes and interprets the political, social and economic environment relevant to population and development, reproductive health and gender, and identifies opportunities for UNFPA assistance and intervention. • Performs other tasks that maybe assigned to the BAFP Programme Analyst
Duration, working schedule, fee basis (<i>daily / weekly / monthly / lump sum / per deliverables</i>)	February to June 2019 full-time
Place where services are to be delivered:	Duty Station: UNFPA CO, Mandaluyong, Pasig City
Delivery dates and how work will be delivered (<i>e.g. electronic, hard copy etc.</i>):	The individual is expected to work from Monday to Friday.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The individual is expected to provide deliverables as supervised by NPO for PD. Monthly progress and accomplishment meeting between the BAFP Analyst and NPO for PD will be conducted and documented by the BAFP Project Assistant;
Supervisory arrangements:	The BAFP Program Analyst will work under the overall supervision of the Country Representative and the direct supervision of the National Program Officer for Population Development. He/she will also work in coordination with the Reproductive Health and Gender teams to ensure alignment with the project objectives and timeline.
Expected travel:	<p>The consultant is expected to travel to the following areas:</p> <ol style="list-style-type: none"> 1. Wave 1 Companies <ol style="list-style-type: none"> 1.1 CARD (San Pablo City, Laguna) 1.2 Hamlin Industrial Corporation (Cavite) 2. Wave 2 Companies <ol style="list-style-type: none"> 2.1 5 Zamboanga based companies 2.2 Moog Controls Philippines

	<p>2.3 Ibiden Philippines Inc., (Batangas)</p> <p>2.4 Daiwa Seiko Philippines (Binan,Laguna)</p> <p>2.5 II-VI Metals</p> <p>2.6 Gardenia Philippines</p> <p>2.7 ASA Philippines</p> <p>3. BAFP Phase 3</p> <p>3.1 Travel to another UNFPA CO in Asia (TBD)</p> <p>3.2 Four new BAFP Partner companies (TBD)</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The Program Analyst should possess the following qualifications and competencies:</p> <p>Education:</p> <ul style="list-style-type: none"> • Advanced degree in Business, Economics, Public Administration or other related field. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least a year of engagement in workplace-based health program is required • Prior experience in the field of development and population activities. • Prior professional work experience at national and international levels in development planning, management, research and/or evaluation • Exposure to and understanding of the issues in Private Sector Engagement <p>Core Competencies:</p> <p><i>Values / Guiding Principles</i></p> <ul style="list-style-type: none"> • Integrity • Commitment to the organization and its mandate • Cultural sensitivity and valuing diversity; <p><i>Developing People</i></p> <ul style="list-style-type: none"> • Developing People / Coaching and mentoring • Building and managing relationships; and, • Performance Management • Fostering Innovation and Empowerment • Rapport building • Facilitation skills • Designing joint initiatives <p><i>Functional competencies:</i></p> <ul style="list-style-type: none"> • Analytical and conceptual thinking • Communication, decisiveness, influence, networking, setting standards and monitoring work • Technical knowledge on relevant fields • Must be detail-oriented and able to work with a high volume of documents in a fast-paced environment • Highly organized and process-oriented.