

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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| Hiring Office: | United Nations Population Fund – Philippines Country Office |
| Purpose of consultancy: | <p>Project Coordinator of the 15 year Longitudinal Cohort Study</p> <p>Under the guidance and supervision of the National Programme Officer for RH and the Monitoring and Evaluation Officer. The Project Coordinator for the 15 Year Longitudinal Cohort Study will provide technical and administrative support on internal systems to both the UNFPA Philippine Country Office and the Implementing Partner. The coordinator will also be primary responsible for coordinating and monitoring activities in line with the conduct of the study which are relevant to UNFPA.</p> <p>The Longitudinal Cohort Study is a 15-year, nationwide study on Filipino adolescents that aims to put a human face to the 2030 Sustainable Development Goals (SDGs), and inform policy making and programming on health, education and other key areas of human capital development for today's and tomorrow's young people. In essence, it is a study of the trials, tribulations and triumphs of today's Filipino 10-year olds to 2030.</p> <p>The Cohort Study will follow a group of 5,000 10-year old Filipino girls and boys from 2016 to 2030, to observe the changes they go through, the opportunities and challenges they face, as well as the kinds of choices they make. Information on their profiles, characteristics, vulnerabilities and needs will be collected through household and community surveys, focus group discussions and case studies.</p> |
| <p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p> | <p><u>Programme Management of the Implementation of the Study</u></p> <ul style="list-style-type: none"> • Assist the National Programme Officer for RH and the Monitoring and Evaluation Officer in the over-all day to day management of the implementation of the Longitudinal Cohort Study; • Guide the implementing partners in formulating the Annual Targets of the implementation which includes setting annual output indicators, quarterly milestones; • Monitor the progress of implementation through technical inputs reporting and year-end targets; • Contribute to the knowledge management on M&E, by ensuring that studies using the cohort data are properly documented, distributed and discussed; • Assist in the annual review of the UNFPA Country Programme with the Government; • Provide technical backstopping to major cohort documents and activities such as: <ul style="list-style-type: none"> ○ Formulation of Implementation Partner's Annual Work Plans, Quarterly Work plans, and other UNFPA programming and reporting documents, in the right format with narratives and SMART indicators, targets and baselines, and reviewing quarterly monitoring reports submitted by implementing partners to ensure that they are results-focused and aligned with the CO strategic plan/high-level work plans; ○ Formulation of proposals and other relevant documents needed during the conduct of the Cohort Study ○ Conduct of Periodic Review of the Budgetary and Administrative requirements of the study for the implementation period ○ Conduct of Review and assessment of relevant research documents of the study such as questionnaires, methodologies, etc. ○ Provide initial review of outputs borne out of the study such as findings, reports, policy notes, etc. ○ Prepare IEC materials (ie. Briefers, Presentation Materials, Program Design). <p><u>Partnerships, Coordination and Advocacy</u></p> <ul style="list-style-type: none"> • Coordinate UNFPA inputs and participate during the regular National Steering Committee meeting of the study; • Provide technical support and coordination to partner initiated activities relevant to the study; • Oversee the information dissemination in close coordination with the UNFPA communications officer the findings, conclusions and policy recommendations of the study; • Assist to resource mobilization efforts for the conduct of the study. <p><u>Other corporate tasks</u></p> <ul style="list-style-type: none"> • Any other relevant activities/responsibilities as assigned by the National Officer for RH and/or the M&E Officer. |

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| Duration, working schedule, fee basis: | 15 August 2018 – 31 December 2018; full- time position |
| Place where services are to be delivered: | UNFPA Country Office (Manila based) |
| 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 Project Coordinator and approved by the National Officer for RH and the Monitoring and Evaluation Officer. |
| Supervisory arrangements: | The Project Coordinator will be under the overall supervision of the UNFPA Representative and the immediate supervision of the National Officer for Reproductive Health. |
| Expected travel: | Occasional travel to programme sites (depending on need) |
| Required expertise, qualifications and competencies, including language requirements: | <p>Job requirements:</p> <ul style="list-style-type: none"> • First level university degree in Public Health, Population, Management, Demography, Development, Economics or Public Administration is required; • Advanced Degree in Public Health, Population, Management, Demography, Development, Economics or Public Administration. • At least 2 years of relevant experience in programme/ project management and development; • Experience in planning, monitoring and evaluation will be an advantage; • Prior experience in community-based development is preferred; • Strong research management experience; • Proficiency in current office software applications; • Familiarity with UN policies and principles will be an advantage; • Strong analytical and strategic thinking and a commitment to results; • Ability to organize work effectively and to meet planned deadlines; • Demonstrated ability to work harmoniously with persons of different backgrounds in multicultural environment; • Must possess negotiations skills; • Experience working with government implementing partners; and • Familiarity with government planning processes and systems. <p>Core Competencies:</p> <ul style="list-style-type: none"> • Integrity, commitment, cultural sensitivity and valuing diversity; • Developing people/Coaching and Mentoring; • Building and managing relationships; and • Personal leadership and effectiveness. <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Business acumen; • Implementing management systems; • Innovation and marketing of new approaches; • Client orientation; • Organizational awareness; • Strategic alignment of human resource practices; • Promoting organizational change and development; • Impact and influence; and • Job knowledge/technical expertise. |
| 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: | |
| Name and Signature of Requesting Officer in Hiring Office: | |
| | Joseph Michael Singh National Officer for RH |
| Approved by: | Rena Dona Officer-In-Charge |
| Allotment Account Number: | <u>PHL7U201 –FPA90- 62800- SALARY06P- PU0074</u> |

