

TERMS OF REFERENCE FOR NATIONAL CONSULTANT
Study Tour Coordinator for UNFPA Mongolia Country Office

TERMS OF REFERENCE	
Purpose of Consultancy	<ol style="list-style-type: none"> 1. To coordinate with government agencies, NGOs, and other stakeholders in the Philippines to be met by the delegation from Mongolia for the study tour; and 2. To make all local logistical arrangements prior to and during the study tour.
Scope of work <i>(Description of services, activities, or outputs)</i>	<p><i>Background</i></p> <p>In line with the overall outcome of the Combating Gender-based Violence (CGBV) Project of strengthening national capacity for GBV prevention and response, national and provincial government officials have been selected to take part in a study tour to the Philippines to learn about their experiences in gender laws, gender financing, and service delivery to GBV survivors. In March 2019, the first Study Tour was conducted for a delegation of 17 government officials and UNFPA Mongolia staff. A second Study Tour is currently being organized for a separate delegation so that all key officials have the opportunity to learn from the Philippines' experience.</p> <p>The overall purpose of the study tour is to learn from the experiences of the Philippines regarding laws on gender and gender-based violence, including the Magna Carta of Women (Republic Act 9710) which mandates allocation of certain percentage of state and local budget to gender and development (GAD) projects. In addition, the study tour aims to expose the participants, who have taken the first step toward ending GBV in their provinces, to strategies and tested practices in operating and sustaining One Stop Service Centers (OSSCs).</p> <p>In particular, the following areas of interest will be explored during the study tour:</p> <ul style="list-style-type: none"> • The local gender legal framework, in particular the law mandating budgetary allocations at both national and local levels for GAD projects, including gender-based violence (GBV) • The mechanisms for gender budgeting in the Philippines, including how they determined the fixed percentage to be allocated to financing GAD projects. • The challenges faced and strategies used during the lobbying process for these laws. • Operational and sustainability strategies, standards and service protocols, and other experiences of OSSC and shelter operations.

- Multi-disciplinary team functions, working regulations, and service guidelines.
- UN Guidelines on Essential Service Package (ESP) as applied and used in OSSCs and shelters
- Perpetrator training programmes in detention centers
- GBV Protection in Humanitarian Contexts

The national consultant, who will act as a Local Coordinator in the Philippines, is expected to lead the coordination for the study tour, both with the stakeholders to be met as well as with logistical service providers (e.g., hotels, transportation, etc.). The national consultant will be under the direct supervision of the National Programme Officer for Gender and the CGBV Project Team from the UNFPA Mongolia Country Office in close coordination with the National Programme Officer for Gender/GBV of the UNFPA Philippines Country Office.

Scope of work

The selected consultant will:

1. Coordinate with the stakeholders to be met for the Study Tour to secure meeting schedules, communicate learning expectations and objectives, among other things. The stakeholders include, but are not limited to, the following:
 - a. Philippine Commission on Women
 - b. Department of Social Welfare and Development
 - c. Department of Justice
 - d. Department of the Interior and Local Government
 - e. Philippine National Police
 - f. Women and Children Protection Unit in Hospital
 - g. Shelters/Safe Havens for Abused Women and Girls
 - h. NGO involved in service delivery for GBV Survivors
 - i. Actors involved in GBV Protection in Humanitarian Contexts
 - j. UNFPA Philippines
2. Draft and finalize the itinerary of the Study Tour to ensure all stakeholders are given ample time and that all objectives are met.
3. Coordinate and oversee the logistical preparations for the study tour, including but not limited to finalizing hotel accommodations and transportation arrangements throughout the Study Tour.
4. Accompany the delegation throughout the Study Tour to ensure its smooth implementation and to provide Filipino to English translation services as necessary.

Hiring Office	This post will be fully funded by the United Nations Population Fund (UNFPA) Mongolia Country Office under the “Combating Gender-Based Violence” (CGBV) Project, but the post will be recruited by the UNFPA Philippines Country Office.								
Duration and working schedule	This national consultancy will be on a part-time basis. The total contract duration will be a maximum of 20 days spread over a 2-month period.								
Place where services are to be delivered	The national consultant is not expected to report at the UNFPA Philippines Country Office and may complete her/his tasks remotely during the preparation phase. S/he is expected to accompany the delegation throughout the 1 week of the study tour. The consultant will arrange any necessary meetings during the preparation phase is expected to include these logistical costs in their budgetary requirements.								
Delivery dates and how work will be delivered	<p>The study tour is tentatively scheduled on 24 – 30 August 2019, with meetings to be scheduled from 26 – 29 August 2019. The Consultant is expected to begin work by 8 July 2019.</p> <p>Below are the expected deliverables and indicative timeline for each item. The final work plan and schedule will be developed and agreed upon during the contracting process.</p> <table border="1"> <tr> <td>Detailed Work Plan</td> <td>10 July 2019</td> </tr> <tr> <td>Secured schedules with all stakeholders</td> <td>9 August 2019</td> </tr> <tr> <td>Final itinerary with specific objectives per meeting/activity</td> <td>16 August 2019</td> </tr> <tr> <td>Final Report</td> <td>6 September 2019</td> </tr> </table>	Detailed Work Plan	10 July 2019	Secured schedules with all stakeholders	9 August 2019	Final itinerary with specific objectives per meeting/activity	16 August 2019	Final Report	6 September 2019
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Monitoring and progress control, including reporting requirements, format and deadline	The national consultant will work closely with the CGBV Project Team of UNFPA Mongolia, with regular consultations with UNFPA Philippines. The reporting requirements, formats and deadlines will be confirmed during the first briefing session with the consultant.								
Supervisory arrangements	The overall supervision for the national consultant will be provided by UNFPA Mongolia NPO for Gender, with regular consultations with UNFPA Philippines NPO for Gender.								
Expected travel	Travel within Metro Manila may be required to meet with key stakeholders, such as government ministries, NGOs, universities, One Stop Service Center, and other relevant organizations.								
Required expertise, qualifications and	Requirements:								

<p>competencies, including language requirements</p>	<ul style="list-style-type: none"> ● Bachelor's Degree in any relevant subject ● Minimum 5 years of professional experience in coordinating with government agencies ● Extensive network within government agencies and relevant sectors ● Experience in coordinating or implementing study tours, conferences, and similar events is preferable ● Fluency in written and oral English and Filipino ● Past experience with the UN, and familiarity with UNFPA's agenda, mandates, policies, and strategies is an asset <p>Core Competencies:</p> <ul style="list-style-type: none"> ● Respects values/guiding principles of the UN ● Performance Management ● Working in Teams ● Self-Management/Emotional Intelligence/ Conflict Management and Resolving Disagreements ● Communicating ideas, information and knowledge sharing ● Results Orientation/Commitment to Excellence ● Knowledge Sharing/Continuous Learning <p>Functional Competencies:</p> <ul style="list-style-type: none"> ● Advocacy ● Results-Based Programme Development and Management ● Building Strategic Alliances and Partnerships ● Innovation and Marketing of New Approaches ● Technical Expertise in the subject matter ● Proficiency in English (oral and written communication)
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable</p>	<p>The consultant will be working remotely and will use his/her, with the exception of one week during which the consultant will accompany the delegation throughout the Study Tour. The consultant will cover all logistical costs during the preparation phase, while local travel will be covered by UNFPA Mongolia during the Study Tour.</p>