

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT  
FOR PRIVATE SECTOR MONITORING AND EVALUATION ANALYST

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Reproductive Health (RH) Unit UNFPA Philippines Country Office (CO)
Purpose of consultancy:	<p>Access to family planning is essential for women to join the workforce and to remain active in the formal economy. Women’s participation in the formal economy is crucial for economic growth and for companies’ ability to recruit and retain workers. A 2016 report by the Asia-Pacific Economic Cooperation (APEC) recognizes health concerns, which includes difficult access to family planning, as one of the key hindrances to women’s economic participation.</p> <p>The Private Sector M&amp;E Analyst shall assist the Country Office in the process documentation on the implementation of Family Planning in the workplace program implemented by UNFPA Philippines. She/He is expected to generate evidence on the positive contribution of the project in ensuring universal access to SRH information and services in the business sector. The Analyst shall also develop recommendations on how to disseminate evidence generated and on how to effectively use the said evidence to influence relevant SRH policies and programmes.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The Private Sector Monitoring and Evaluation (M&amp;E) Analyst will be responsible for the following:</p> <ol style="list-style-type: none"> <li>1. Assists the Country Office in identifying and studying sustainable SRH models in the business/private sector;</li> <li>2. Develop a report on at least four sustainability models as options for scaling up or replicability of the SRH private sector model. Each model should show a clear pathway or logic of development, analysis, testing and validation. Using case studies, each model should be able to capture best practices and lessons learned by early adopters of the programme; and</li> <li>3. Assists in developing the monitoring system for UNFPA’s work in promoting SRH in the private sector. Such system should be developed in coordination with other stakeholders, including partner companies. The monitoring system shall include a monitoring framework and tools.</li> </ol>
Duration, working schedule, fee basis ( <i>daily / weekly / monthly / lump sum / per deliverables</i> )	20 May to 20 Aug 2019
Place where services are to be delivered:	Duty Station: UNFPA CO, Mandaluyong
Delivery dates and how work will be delivered ( <i>e.g. electronic, hard copy etc.</i> ):	Monthly Accomplishment Report to be submitted every end of each month detailing: 1) Target Deliverables; 2) Deliverables Achieved; and 3) Additional Inputs if necessary
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The monthly accomplishment report described above shall be prepared by the Private Sector M&E Analyst and reviewed and verified by the National Programme Officer for RH of UNFPA.

Supervisory arrangements:	Under the overall direction and supervision of the National Programme Officer for RH, the Private Sector M&E Analyst maintains collaborative relationships with counterparts in government, other UN Agencies, civil society organizations and other relevant stakeholders. Internal contacts, include the Country Representative, the Assistant Representative, the Private Sector Programme Analyst, and the CO's programme, field and operations teams.
Expected travel:	As the need arises.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Job requirements:</b></p> <ul style="list-style-type: none"> <li>• Advance degree in health sciences, demography, statistics, or relevant social science course or equivalent relevant experience monitoring and evaluation</li> <li>• At least 2 years of professional experience working on Monitoring and Evaluation.</li> <li>• Previous work experience in the health sector is an advantage.</li> <li>• Previous work experience in the private/business sector is an advantage.</li> <li>• Previous work experience on sexual and reproductive health and rights is an advantage.</li> </ul> <p><b>Corporate Competencies:</b></p> <ul style="list-style-type: none"> <li>• Integrity, commitment, cultural sensitivity and valuing diversity;</li> <li>• Building and managing relationships; and</li> <li>• Personal leadership and effectiveness.</li> </ul> <p><b>Functional and Technical Competencies:</b></p> <ul style="list-style-type: none"> <li>• Business acumen;</li> <li>• Implementing management systems;</li> <li>• Innovation and marketing of new approaches;</li> <li>• Client orientation;</li> <li>• Organizational awareness;Strategic alignment of human resource practices;</li> <li>• Promoting organizational change and development</li> <li>• Impact and influence; and</li> <li>• Job knowledge/technical expertise.</li> </ul>