

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT FOR PRIVATE SECTOR PROGRAMME ASSISTANT

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 Programme Assistant shall provide programme support to the implementation of Sexual and Reproductive Health (SRH) partnerships of UNFPA Philippines with the private sector. She/He is expected to primarily manage the systems-based programme and budget information system on all activities related to UNFPA’s work with the private sector. In addition, she/he is expected to provide administrative, financial, programme and human resources support tasks to the private sector team.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Individual Consultant is expected to:</p> <ul style="list-style-type: none"> • Primarily encode and maintain the status of work plans in the UNFPA systems-based information system. She/He assists in the monitoring and sharing of reports on the work plans status using the said information system. • Assists in coordinating with different government and non-government partners in managing the private sector work plans. • Performs administrative, financial, programmatic and human resources support tasks in the implementation of the private sector work plans. • Perform any other duties, as may be required of the position.
Duration, working schedule, fee basis <i>(daily / weekly / monthly / lump sum / per deliverables)</i>	20 May to 20 August 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 Programme Assistant 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 Programme Assistant 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	<p>Job Requirements:</p> <ul style="list-style-type: none"> • Secondary Level combined with five (5) years relevant work experience

competencies, including language requirements:

- Previous work experience in the health sector is an advantage.
- Previous work experience with the United Nations is an advantage.

Corporate Competencies:

- Integrity, commitment, cultural sensitivity and valuing diversity;
- Building and managing relationships; and
- Personal leadership and effectiveness.

Functional and Technical Competencies:

- 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.