


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT – COORDINATING ASSISTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA
Purpose of consultancy:	<p>The UNFPA 2018-2021 country programme will contribute to the equitable enjoyment of sexual and reproductive health and reproductive rights by all Sri Lankans, particularly among women and young people, and to the achievement of the Sustainable Development Goals (SDGs) and the International Conference on Population and Development (ICPD) agenda. Within the classification of a middle-income country UNFPA Country Office in Sri Lanka is engaged in policy advocacy & dialogue backed by evidence.</p> <p>The consultancy is to coordinate capacity building / training sessions for the 10 regional offices of the Human Rights Commission of Sri Lanka (HRCSL) on Reproductive Health and Reproductive Rights (RH & RR) and Sexual and Gender Based Violence (SGBV). The HRCSL is mandated to promote, and protect the enjoyment and the full realization of rights to all citizens, adhering to the universally accepted norms and practices and the constitutional guarantees of the country. However, in order to make informed decisions the cadre and officers need to build on their knowledge on RH & RR & SGBV.</p> <p>UNFPA in close collaboration with Human Right Commission of Sri Lanka and as the United Nations lead agency in reproductive health and rights and on elimination of SGBV will conduct a series of workshops to ensure that the officers at the sub national level are equipped to investigate, mediate and promote the rights of women and girls on RH & RR and SGBV.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Assist and convene and facilitate regional workshops in consultation with the Human Rights Commission Sri Lanka • Assist and oversee timely and quality implementation of the project. • Assist resource person in formulating materiel for training based on UNFPA publication “ Women’s Rights are Human Rights” • Coordination of vendor payments. • Support and facilitate logistical arrangements. • Support to facilitate pre and post workshop evaluations. • Assist in the compilation of report on the project. • Assist with the delivery of the overall gender program.
Duration and working schedule:	1 st March - 31 st December, 2018 (9 Months – Approximately 12 days a month)
Place where services are to be delivered:	Human Rights Commission.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Complete task spelled out above by 31 st December 2018
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The monitoring & progress will be done by NPPA - Gender and Women’s Rights Meetings will be scheduled to discuss the progress of the work on a weekly basis and consistent updates via email.
Supervisory arrangements:	The consultant will work under the direct supervision of the UNFPA National Programme and Policy Analyst - Women’s Rights & Gender (NPPA) and under the overall guidance of the Assistant Representative of UNFPA
Expected travel:	To the 10 Sub regional officers of the HRCSL
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Completed secondary level education (G. C. E. Advanced Level) required. • A diploma/degree in Social Sciences or any other development field is preferred. • Minimum 5 years relevant experience in project management and delivery in the development sector or First level degree with 4 years’ experience. • Good facilitation skills and experience in the field of gender-based violence after the completion of the degree is desirable.

	<ul style="list-style-type: none"> • Proficiency in current office software applications and knowledge of social media. • Strong verbal and written communications skills in English together with Sinhala/and or Tamil • Demonstrated ability to network within the government officials is beneficial.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Laptop and internet connection.
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office: 	
Date: 26/1/2016	