


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANCY CONTRACT - LEGAL ASSISTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Sri Lanka
Purpose of consultancy:	<p>Organizational Context:</p> <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>Sri Lanka has several policies and action plans to address SGBV and SRHR, such as the, National Maternal and Child Health Policy; Prevention of Domestic Violence Act; Policy on Anti Trafficking; the Human Rights Commission Sri Lanka National Action Plan (HRCSL 2017-2019) and the Policy Framework and National Action Plan to address SGBV (2016-2020) among others. Despite the action plans and the legal & policy framework in place the monitoring of progress and implementation needs to be strengthened.</p> <p>The consultancy aims to support the legal unit of the Ministry of Women and Child Affaires to monitor and evaluate action plans and policies in line with the CEDAW recommendations, SDG's, the UPR, HRCSL Action Plan and other binding conventions and establish a policy unit at the Ministry.</p> <p>In this context, UNFPA, together with Ministry of Women and Child Affairs of Sri Lanka, is inviting prospective individuals to submit applications for the Post of Junior – legal Consultant – (Ministry of Women and Child Affairs).</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Support the legal unit of the Ministry in reporting of progress of the different plans within the Ministry. • Support in the development and implementation of a system to monitor the Action plans of the Ministry in line with the Sustainable Development Goals, Universal Periodic Review and CEDAW recommendations. • Support in the preparation of reports as and when required. • Support in information gathering system. • Liaise with field officers and other stakeholders internal and external to monitor progress. • Assist and support in any others related to the development of a policy unit within the Ministry.
Duration and working schedule:	1 st July - 31 st December, 2018
Place where services are to be delivered:	Ministry of Women and Child Affaires, Sri Lanka
Delivery dates and how work will be delivered	Key results expected

(e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> • Support in the development of reports on progress of international conventions • Support in the development of a Monitoring and evaluation framework. • Support in the development of Systems to record the progress of the Ministries Action Plans.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Periodic written updates</p> <p>Meetings</p>
Supervisory arrangements:	Direct supervision of the Legal Officer - Ministry of Women and Child Affairs and overall supervision of the NPPA – Gender.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications/Requirements:</p> <ul style="list-style-type: none"> • Completion of secondary level education required. Degree in the relevant field is desirable. • Minimum of 3 years of relevant experience • Good interpersonal, leadership, networking and communication skills; • Willingness to contribute and work as part of a team; • Flexible and open to learning and new experiences; • Respect for diversity and adaptability to other cultures, environments and living conditions; • Fluency in English and Tamil or Sinhala languages is preferred • Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	N/A
Other relevant information or special conditions, if any:	N/A
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: 8/6/2018</p>	