



TERMS OF REFERENCE

TERMS OF REFERENCE – Individual Consultant National Cash and Voucher Assistance and Social Protection Coordinator	
Hiring Office:	UNFPA Country Office, Sri Lanka
Purpose of Consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2022-2025) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.</p> <p>Since 2016 as part of the Grand Bargain, UNFPA joined donors, other UN agencies and NGOs in its commitment to scaling up high quality, well-coordinated Cash and Voucher Assistance (CVA) that maximizes results for women, girls, and youth during crises, leaving no one behind. UNFPA issued corporate commitments and guidelines on CVA in 2021 and started to scale-up the integration of CVA across its different programmes. UNFPA is also uniquely positioned as both an operational UN agency, working closely with local and national partners, and as the coordination lead of the Gender-Based Violence Area of Responsibility (GBV AoR) and national GBV coordination groups to promote quality CVA.</p> <p>In Sri Lanka, UNFPA has been including cash assistance in the Sexual and Reproductive Health (SRH) programming of its 2022 and 2023 emergency response to the economic crisis in the country, focusing on providing timely assistance to enable pregnant women to access SRH services and items. Leveraging its lead role of the GBV sub-cluster, UNFPA Sri Lanka has also been active on GBV risk mitigation in cash and vouchers programming through collaboration with the national cash working group.</p> <p>UNFPA is one of the UN agencies with solid entry points for linkages with Social Protection due to its dual Development and Humanitarian mandate. UNFPA has entry points with different Ministries (Ministry of Health, of Women and Child Affairs, etc) than some of the other actors (e.g. Welfare Board, etc), bringing on the option of linkages with other schemes as well. And works very closely with local and community-based partners when it comes to Sexual and Reproductive Health (SRH) and Gender-Based Violence (GBV) prevention and response.</p> <p>UNFPA Sri Lanka is part of the national working group on Social Protection and has positioned itself as one of the UN agencies providing key advice to the development of the Government's new social protection scheme "Aswesuma" (spinning off for previous Samurdhi), particularly on thematic such as gender-responsive social protection, on the need to address comprehensive sexual reproductive health, among others.</p> <p>Under the overall supervision of the UNFPA Humanitarian Development Nexus Specialist, the incumbent supports the design, implementation, coordination, monitoring and evaluation of the UNFPA CVA programmes. The incumbent ensures that cash and vouchers are implemented according to</p>

	<p>standards and best practices. S/he supports the implementing partners in the implementation of CVA. The national CVA Coordinator supports the assessment of the opportunities and challenges for the CO on CVA according to contextual and programmatic changes, monitors the impact of programmes and documents best practices and successful outcomes. The incumbent will also represent UNFPA in the cash coordination platforms in country. In addition, the incumbent will be supervised by the National Programme Analyst on Population and Ageing for the coordination and implementation of programmes related to National Social Protection.</p>
<p>Scope of work: <i>(Description of services, activities or outputs)</i></p>	<p>CVA Strategies, Policies and Capacity-building</p> <ul style="list-style-type: none"> - Support the development and strengthening of UNFPA Sri Lanka CVA approaches, operational arrangements and procedures in country. - Support and collaborate with technical colleagues to mainstream and increase the use of CVA in GBV in Emergencies, SRH in Emergencies, and access to dignity items, and other, in their relevant humanitarian-development programming and strategies. - Provide ongoing CVA capacity building and coaching to technical specialists (GBV, SRH, Humanitarian, Operations/Finance, etc.). - Identify opportunities and develop recommendations for a more systematic mainstreaming of CVA across UNFPA’s programmatic interventions in the country. - Assess the impact of UNFPA Sri Lanka CVA programmes, their technical strengths and weaknesses and generate data for evidence-based decisions. - Support the Country Office with CVA-related donor reporting requirements, contribute to knowledge management products, program development and resource mobilization. <p>Technical Support and Implementation of CVA</p> <ul style="list-style-type: none"> - Lead on the analysis and feasibility of using CVA, design, implementation, monitoring and evaluation of the CVA within programmes, as per context-specificities. - Collate and review information on financial infrastructure and available delivery mechanisms and advise on related opportunities and constraints. - Develop an action plan and timetable for all UNFPA Sri Lanka programmes using CVA. - Coordinate and facilitate planning and budgeting for implementing partners work plan development. - Provide CVA technical assistance and advice to implementing partners. - Support the establishment of standardized data management, data sharing and data protection arrangements. And support on communication plans with beneficiaries. - Together with the other technical colleagues involved, ensure adequate and timely follow up with implementing partners on activities implemented at the field level. - Support the office’s monitoring process for CVA, with collection, use and monitoring of baselines, standards and indicators to measure and analyze performance, as well as support for impact research depending on opportunities at CO level.

	<ul style="list-style-type: none"> - Draft, review and provide technical feedback for CVA related reports and proposals. - Lead on CO compliance with UNFPA CVA guidelines (risks analysis, data protection, CVA checklist, etc). - Support with the documentation, application and dissemination of best practices and lessons learned. <p>Coordination of CVA</p> <ul style="list-style-type: none"> - Coordinate inter-agency activities on CVA, including representing UNFPA at the Cash Working Group meetings and help create linkages with sector/cluster plans and programmes, where applicable. - Coordinate the work on GBV risk mitigation in cash programming more specifically through the lead of the GBV Sub-Cluster and in collaboration with the national Cash Working Group. <p>Social Protection</p> <ul style="list-style-type: none"> - Actively engage in the Social Protection Working group. - Provide advice to Government counterparts on gender-inclusive social protection, on the Do No Harm, protection and accountability when using CVA, esp. after a shock, and/or strengthen their capacity in some technical areas (targeting, risk analysis, M&E, etc), as may be relevant. - Advocate for the inclusion of those not accessing social assistance, particularly women and adolescent girls. - Coordinate and support delivery of the work on the Family Development Plan - Coordinate with the World Bank, Asian Development Bank, and UN agencies. - Propose pilots and initiate funding proposals as may be relevant. - Make intentional linkages between UNFPA CVA and social protection initiatives (complementing, aligning, stimulating improvements, etc).
Duration and working schedule:	The consultant will be engaged full-time for 6 months, starting from September 2024 until February 2025.
Place where services are to be delivered:	Colombo, Sri Lanka and travel is required for CVA (10%).
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work under the direct supervision of the Humanitarian-Development Nexus Specialist on CVA and the National Programme Analyst for Population and Ageing for Social Protection and also receive support from the regional CVA Specialist. The consultant will prepare monthly work plan to be approved by his/her supervisor and submit a monthly progress report by first week of each month for the previous month.
Supervisory arrangements:	The consultant will report to the Humanitarian-Development Nexus Specialist
Expected travel:	Potential travel to programme implementation sites across Sri Lanka based on safety/security and public health conditions.



<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education and experience:</p> <ul style="list-style-type: none"> - Either a master degree in social sciences, business administration or any related field and minimum one-year experience or a bachelor degree in social sciences, business administration or any related field and minimum two-years' experience in program/project management and/or coordination in humanitarian, early recovery or development settings, implementing cash and voucher programmes and working with social protection is required. - Good knowledge of CVA concepts and approaches. - Proven programmatic and implementation ability with strong conceptual and analytical skills for planning, monitoring, impact assessment & learning. - Demonstrated experience in interagency coordination. - Understanding gender and protection considerations in CVA is essential. - Knowledge and experience with Gender equality/GBV programme or/and Sexual and Reproductive Health is an asset. - Demonstrated experience in capacity-building and training is an asset. <p>Languages:</p> <p>Fluency in oral and written English is essential with ability to write clearly and concisely and to compose correspondence and documents. Functional oral and written capacity in Sinhala and/or Tamil is required.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>N/A</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Payment Schedule: Monthly basis at the end of each month upon submission of Certification of payment (COP), monthly report and a tracking sheet.</p>