


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE FOR CONSULTANT - MONITORING AND EVALUATION ANALYST - SRHR	
Hiring Office:	UNFPA Sri Lanka
Purpose of consultancy:	<p>Good sexual and reproductive health is a state of complete physical, mental and social well-being in all matters relating to the reproductive system. It implies that people are able to have a satisfying and safe sex life, the capability to reproduce, and the freedom to decide if, when, and how often to do so.</p> <p>When women and girls live a life free from violence, they can fully realize and exercise their sexual and reproductive health and rights. When young people have access to accurate information and services on sexual and reproductive health, they can make informed decisions about their bodies and lives. When population dynamics, shaped by people's sexual and reproductive health and choices, are used to inform policies, we can reach those furthest behind.</p> <p>UNFPA Sri Lanka, with a grant in aid from the Government of Japan, will implement a three-year project to improve access to youth friendly SRH information and services, as well as promote SRHR of young people and women at the National level and the Provincial level targeting North, East, South and Central Provinces. This is an initiative between Japan and Sri Lanka for further implementation of the Women, Peace and Security agenda.</p> <p>About the project:</p> <p>The project will support the Government of Sri Lanka, specifically the Ministry of Health, Nutrition and Indigenous Medicine, Ministry of Education and the Ministry of Women and Child Affairs, and contribute to the realization of the Government's reconciliation agenda. In particular, this project will identify and improve SRH knowledge of community leaders, religious leaders, civil society and youth groups and service providers to facilitate attitudinal and behaviour changes. At the community level, the project will implement a public awareness and sensitization campaign to change perceptions about SRH. At the organizational level, the project will build capacity of service providers and organizations to ensure access to quality services. This will ensure that individuals have the right knowledge and attitude towards SRH and will respect each other's choices with regard to SRH and facilitate the access to services. Further the project will be supporting key NGO's to provide comprehensive and coordinated services for victims and survivors of SGBV.</p> <p>Purpose of the consultancy:</p> <p>The Consultant - Monitoring and Evaluation Analyst will be responsible for the design, coordination and implementation of the project monitoring and evaluation plan including research and lesson learned. The post holder will apply and promote the results-based management (RBM) approach and facilitate the monitoring of results achieved during implementation.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> 1. Develop the overall project monitoring and evaluation plan including a monitoring plan with relevant data collection tools and systems. 2. Ensure that all implementing partners (IP) agree to the indicators set at all levels (output, outcome, impact), milestones etc. and ensure that these indicators are identified considering the IP's resource capacity for continuous monitoring and reporting. 3. Develop baseline data for each project component and agreed indicators. This will include reviewing existing data and identifying data that can be used as baseline data and designing and undertaking data collection for where there is a gap. 4. Review partners' existing monitoring and evaluation approaches and information management systems, and ensure that they are able to provide necessary data for measuring progress against indicators. 5. Support capacity building of implementing partners to strengthen M&E capacity where necessary. 6. Contribute to building capacity of the country office team in the use of RBM tools and techniques. 7. Work with IPs closely to collect and analyse data on a regular basis and ensure that information is appropriately represented in internal and donor reporting and of use to independent evaluation. 8. Identify lessons learned and in collaboration with IPs and UNFPA Communications colleagues develop case studies to capture qualitative outputs of the project and share with stakeholders.

	<p>9. Share M&E findings with the project team and implementing partners to find ways to improve project performance</p> <p>10. Support end of project evaluation. This will include the development of ToR, selection of consultant, organising field visits etc.</p> <p>11. Support the Project Manager to develop and regularly update the risk management strategy.</p>
Duration, working schedule and location:	<p>Part-time, 27 months (Dec 2019 – Feb 2022)</p> <p>The distribution of work days across the 30 months will vary depending on the project phase and related requirements. However, the consultant will have to put in at least 15 days per month for the first 3 months to finalize the M&E plan.</p>
Place where services are to be delivered:	<p>Colombo, with frequent travel to project locations in Central, Eastern, Northern and Southern provinces in Sri Lanka.</p> <p>M&E officer will be required to work with IPs closely, and therefore, will visit and work from IP offices frequently.</p>
Delivery dates and how work will be delivered:	<p>Finalize M&E plan with tools and systems (within 3 months)</p> <p>Reporting on internal system (every quarter)</p> <p>Donor reporting (as required)</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Monitoring and progress control: Regular meetings will be held on a need basis to monitor progress</p> <p>Reporting: Consultant is required to submit monthly time sheets for approval by the Project Manager</p>
Supervisory arrangements:	<p>Consultant will report to the Project Manager – Sexual & Reproductive Health and Gender Based Violence</p>
Expected travel:	<p>Frequent travel to project locations for monitoring project activities.</p>
Required expertise, qualifications and competencies, including language requirements:	<p>Academic/professional Qualification:</p> <ul style="list-style-type: none"> • Master's degree in statistics, social science, international development, public administration, or other relevant subjects • Professional qualification in M&E <p>Experience:</p> <ul style="list-style-type: none"> • With Master's degree minimum two years proven work experience in planning and implementing project M&E activities and systems. • With professional qualification minimum three years proven work experience in planning and implementing project M&E activities and systems. • Experience in data management and analysis • Experience in designing and management of quantitative and qualitative research • Experience in managing and/or conducting independent project evaluations • Experience of working with the government sector • Working knowledge of mobile and PC-based statistical applications (Apps) and Microsoft applications <p>Required Competencies:</p> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change <p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Delivering results-based programmes • Strong organizational skills including multi-tasking and time management • Advocacy/ Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships

	Language: <ul style="list-style-type: none">• Fluency in spoken and written English and Tamil and/or Sinhala
Inputs / services to be provided by UNFPA or implementing partner, if applicable:	UNFPA will provide a laptop and ensure a functional workspace at IP offices on days working from IP offices and at UNFPA when required to report to UNFPA
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office: 	
Date: 11/20/2019	