**TERMS OF REFERENCE FOR SOCIAL POLICY OFFICER**

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| **TERMS OF REFERENCE  - SOCIAL POLICY OFFICER** |
| Hiring Office:  | UNFPA, Sri Lanka  |
| Purpose of consultancy:  | The United Nations Population Fund (UNFPA) is the leading UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled. UNFPA works in partnership with governments, civil society, and other key stakeholders to promote reproductive health, gender equality, and the rights and well-being of young people.The United Nations Population Fund (UNFPA) plays a crucial role in shaping social policy, focusing on gender equality, reproductive health, and population dynamics. In the context of Sri Lanka, UNFPA's efforts include advocating for policies that support reproductive rights, providing data for informed decision-making, and offering technical assistance in health systems, particularly for maternal health. UNFPA emphasizes integrating population trends into national planning and actively promote gender equality and youth engagement. Additionally, in response to emergencies, UNFPA focuses on protecting the health and rights of vulnerable populations, especially women and girls. UNFPA’s work in Sri Lanka is instrumental in driving progress towards Sustainable Development Goals by collaborating with the government, NGOs, and other partners. Under the guidance of the Assistant Representative, the SOCIAL POLICY OFFICER will contribute to shaping and advocating for evidence-based policies related to population change, reproductive health, and gender equality in the context of the evolving social, economic and political landscape of the country.  |
| Scope of work:  *(Description of services, activities, or outputs)*  | The consultant will undertake the following tasks:Political, social and economic scanning:* Compile and analyze information on the political, social and economic environment relevant to the implementation of the ICPD Programme of Action in Sri Lanka.
* Monitor and provide regular updates on political and policy environmental scanning.

Policy analysis and advocacy:* Assess the implications of new policy developments and strategies on the implementation of the ICPD Programme of Action.
* Analyze existing policies, strategy documents, and national development plans and prepare briefs for policy discussions with stakeholders.
* Develop position papers and support developing policy briefs aligned to UNFPA Country Office and country priorities.
* Support organizing policy dialogues and engagements events/sessions with parliamentarians.

Partnership:* Map existing social policy and research think tanks and advocacy networks focusing on population dynamics, sexual and reproductive health, and Gender Equality and Women’s Empowerment.
* Support the team to establish working relations with social policy and research think tanks with the ability to provide external perspectives and capacity to support decision-making.
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| Duration and working schedule:  | 10 months: 01 March to 31 December 2025; Office-based 16 days a month. |
| Place where services are to be delivered:  | Colombo, Sri Lanka |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):  | Delivery dates and how work will be delivered will be agreed between the consultant and UNFPA based on the work plan to be provided by the consultant within 3 days from the start date of the assignment. Outputs will be required in soft copy. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline:  | The consultant will be paid in six tranches by providing the defined products to be delivered. |
| Supervisory arrangements:   | The consultant will work under the direct guidance of the Assistant Representative and in close coordination with the Head of Programme and the National Programme Analyst for Population Data and Ageing.  |
| Expected travel:  | No travel is expected. |
| Required expertise, qualifications and competencies, including language requirements:  | **Academic/Professional Qualification:*** Advanced University Degree (Master’s) in Social Science, Political Science, Health Science, Gender, Law, Development or similar relevant development field is required.

**Experience:*** A minimum of 1 year relevant professional work experience in social policy, intergovernmental, inter-agency, and multilateral affairs is required.
* Experience in political scanning, policy research, and analysis of complex socioeconomic and human rights dimensions across humanitarian, development, and peace contexts is an asset.
* Experience working with engaging civil society, including faith and religious organizations, traditional leaders, women, and youth-led social movements as it relates to the ICPD Programme of Action and the SDGs is desirable.
* Prior experience in working with UN agencies is an asset.
* Understanding gender transformative and human rights approaches will be an asset.

**Required Competencies:**Values:* Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change

Core Competencies:* 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

Functional Competencies:* Delivering results-based programme/Ability to meet the deadlines
* Good planning and organisational skills including multi-tasking and time management
* Excellent writing and communication skills in English
* Proficiency in statistical, projection software and MS Office software
* Excellent analytical and report writing skills

Language:Fluency in spoken and written English and Tamil and/or Sinhala |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:  | Office space. The consultant is expected to use her/his own office equipment.  |