**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE - Consultant to develop a ‘Collection of research booklet’** | |
| Hiring Office: | UNFPA, Sri Lanka |
| Purpose of consultancy: | UNFPA Sri Lanka, as the Sexual and Reproductive agency of the United Nations has worked closely with the National STD and AIDS Control Programme (NSACP) to coordinate the national response to HIV and sexually transmitted infections in Sri Lanka.  To support this effort, UNFPA is supporting NSACP to compile a research booklet compiling all key research to strengthen the evidence base leading to evidence based policy and programme designThis will reach the overall goal of the successful implementation of the national HIV policy. As such, UNFPA is recruiting a competent consultant to compile and deliver a booklet with key data, findings and recommendations of a collection of research identified by NSACP & UNFPA. |
| Scope of work:  *(Description of services, activities, or outputs)* | The consultant will be provided access to a repository of research identified by NSCAP and UNFPA.  The consultant will:   * Categorise the collection of research based on pre-agreed themes * Review the validity of the research (check ethical clearances etc.) * Extract and highlight key recommendations, data and findings from the collection * Draft, edit, proofread and compile relevant sections of the booklet * Deliver a final collection of research booklet working with the UNFPA and the NSACP |
| Duration and working schedule: | 15 September- 30 November |
| Place where services are to be delivered: | Colombo, Sri Lanka |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Electronic |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Monitoring and progress control: Progress update meetings to be held at the UNFPA/NSACP office or using virtual platforms.  Reporting - The consultant is required to submit monthly progress reports.  Payment - payment of fees will be based on the delivery of outputs as follows:  ● 30% upon inception report  ● 30% upon first draft  ● 40% upon final draft |
| Supervisory arrangements: | The consultant will be managed by the UNFPA country office. The consultant will report progress, issues and challenges to the Programme Analyst - Sexual and Reproductive Health. The UNFPA Assistant Representative will have oversight. |
| Expected travel: | N/A |
| Required expertise, qualifications and competencies, including language requirements: | **Academic/professional Qualification:**   * Masters degree in Social Science or related field   **Experience:**   * 5 to 7 years of experience handling national level surveys/studies. * Experience in Public Health, Law or Research * Prior experience in the field of HIV or SRH is preferrable * Prior experience in working with UN agencies is 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: | UNFPA will facilitate meetings with NSACP and NSACP will assist in facilitating meetings with other relevant stakeholders, if applicable.  NSACP will provide a collection of research with the consultant to compile the research booklet. |
| Other relevant information or special conditions, if any: | National STD & AIDS Control Programme (NSACP) website - <http://www.aidscontrol.gov.lk/index.php?option=com_content&view=featured&Itemid=101&lang=en> |
| Signature of Requesting Officer in Hiring Office: Sarah Soysa  Date: | |