

TERMS OF REFERENCE FOR Research Coordinator

TERMS OF REFERENCE - Research Coordinator	
Hiring Office:	UNFPA, Sri Lanka
Purpose of consultancy:	<p>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.</p> <p>The UNFPA is implementing its 10th Country Programme of support to the Government of Sri Lanka, 2023 - 2027. A key priority in this programme is generating data and evidence to inform policy-making and contribute towards achieving national development goals. This will be achieved through support for generating population data and research in population dynamics, sexual and reproductive health, gender-based violence, and emerging issues such as population ageing, low fertility, climate change, and migration. The UNFPA Country Office (CO) works closely with the Department of Census and Statistics to strengthen the availability and use of population data. Strategic partnerships have been prioritized to accelerate the positioning of the CO as a thought leader in the transformative areas and is currently conducting several research studies with its research partners.</p> <p>In March 2023, the UNFPA and the University of Colombo (UOC) entered a Memorandum of Understanding to establish a Centre of Excellence for research and innovation in population dynamics, gender, reproductive health, rights and social policy (COE). The COE is envisioned as a multidisciplinary research and innovation hub for the South Asian region and a dynamic catalyst for transformative change, leveraging research to inform policy and drive partnerships to address critical gaps in sexual and reproductive health and rights (SRHR), gender equality (GE), population dynamics, and emerging issues.</p> <p>In addition, the UNFPA aims to work with the Disaster Management Centre (DMC) and the Department of Census and Statistics (DCS) to strengthen the availability and use of population data in humanitarian settings.</p> <p>UNFPA is hiring a consultant to support (1) the delivery of UNFPA's workplan with the UOC (2) the management of ongoing research studies commissioned by UNFPA and (3) the delivery of workplan activities to strengthen the availability and use of population data in humanitarian settings.</p>

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Under the guidance of the Programme Analyst - Population data and ageing (PDA), the consultant will:</p> <ol style="list-style-type: none"> 1. (LOE - 60%) Support the operationalization and delivery of the research interventions of the COE. Specifically, she/he will assist in: <ul style="list-style-type: none"> ● Drafting, providing inputs, reviewing and commenting on concept notes, proposals, briefs, budgets, grant guidelines, communication materials, pitch decks etc. ● Liaising with the COE team at the University of Colombo and the implementing partner to remodel and equip the allocated physical space within the UOC. ● Planning and delivering the COE launch event. ● Planning and delivering workshops towards the development, validation and finalization of the COE research agenda. ● Contributing towards the finalization of the COE Research Agenda ● To map regional and in-country Universities, research institutes, think tanks, civil society organizations and networks and supporting the establishment of partnerships. 2. (LOE - 10%) Support with the management of ongoing and new research studies commissioned by UNFPA. Specifically, she/he will assist in: <ul style="list-style-type: none"> ● Drafting concept notes, Terms of reference and other project documents. ● Liaising with research partners, monitoring progress and addressing issues. ● Developing research agenda for the UNFPA country office. ● Mapping research institutions and networks in research priority areas. 3. (LOE - 30%) Support delivery of workplan activities to strengthen the availability and use of population data in humanitarian settings. Specifically, she/he will assist in: <ul style="list-style-type: none"> ● Liaising with the DMC and DCS to ensure delivery of activities. ● Organizing training, study visits etc. ● Coordinating and organizing meetings with the DMC and other stakeholders for conducting a needs assessment.
<p>Duration and working schedule:</p>	<p>4 days a week for 8 months: 1 July 2024 - 28 February 2025.</p>
<p>Place where services are to be delivered:</p>	<p>Colombo, Sri Lanka</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Delivery dates and how work will be delivered will be agreed between the consultant and UNFPA. Outputs will be required in soft copy.</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultant will submit monthly timesheets with reports on deliverables completed.</p>
<p>Supervisory arrangements:</p>	<p>The consultant will directly report to the National Programme Analyst for Population Data and Ageing.</p>
<p>Expected travel:</p>	<p>No travel is expected.</p>

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Academic/professional Qualification:</p> <ul style="list-style-type: none"> ● Advanced University Degree (Master’s degree) in Social Science, Gender, Law, Development or relevant field. <p>Experience:</p> <ul style="list-style-type: none"> ● Minimum 2 years’ project management experience. ● Experience coordinating and/or managing research projects. ● Experience in setting up research collaborations. ● Prior experience working with UN agencies is an asset. <p>Competencies:</p> <p><u>Values:</u></p> <ul style="list-style-type: none"> ● Exemplifying integrity ● Demonstrating commitment to UNFPA and the UN system ● Embracing cultural diversity ● Embracing change <p><u>Core Competencies:</u></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><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> ● 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 <p><u>Language:</u></p> <ul style="list-style-type: none"> ● Fluency in spoken and written English and Tamil and/or Sinhala
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Office space. The consultant is expected to use her/his own office equipment.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Remuneration: Consultancy fee will be paid monthly based on number days worked to deliver agreed deliverables.</p>