

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT – GENDER CONSULTANT**

<b>TERMS OF REFERENCE</b>	
<b>Hiring Office:</b>	UNFPA, Sri Lanka
Purpose of consultancy:	<p>The UNFPA 2018-2022 country programme will contribute to the equitable enjoyment of sexual and reproductive health and reproductive rights by all Sri Lankans, particularly among women and young people, and to the achievement of the Sustainable Development Goals (SDGs) and the International Conference on Population and Development (ICPD) agenda. Within the classification of a middle-income country UNFPA Country Office in Sri Lanka is engaged in policy advocacy &amp; dialogue backed by evidence.</p> <p>The UNFPA global strategic plan works towards achieving 3 transformative results that will contribute, in particular, to good health and well-being, the advancement of gender equality, and the empowerment of women and adolescent girls. The Sri Lanka CO works towards empowering the marginalized and vulnerable women and girls to ensure their rights are protected in humanitarian and development settings. Sexual and Gender Based Violence (SGBV) is a grave human rights violation and a public health issue prevalent in every society and community. It highlights the deeply ingrained gender inequalities in societies and has serious implications on the individual, their families and society at large.</p> <p>The position aims to support the Gender portfolio of the CO mainly in the coordination activities of the Forum against Gender-Based Violence in Sri Lanka which was set up in 2005 and the emergency response activities related to COVID-19. The CO has reprogrammed its activities in relation to the current context and has several activities across funds to support in the prevention and response to SGBV.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>• Support to coordinate the implementation and monitoring of the designed work-plan/ strategy for the Forum Against SGBV and identify possible joint/collaborative initiatives in consultation with the members.</li> <li>• Assist to identify areas for partnership and build linkages with regional level SGBV forums and initiate knowledge sharing sessions to gain insight on sub national level initiatives and international best practices.</li> <li>• Update and maintain a database and coordinate the information flow to the website on the Forum against GBV and lead on initiating new members to the forum.</li> <li>• Support to strengthen collective advocacy efforts to end GBV through the co-ordination of programmes and awareness efforts with a special focus on the joint campaign on “16 days of activism to end GBV”, events on the International Women’s Day</li> <li>• Assist in organizing regular meetings, including making logistical arrangements; sending out notices, agenda and other relevant material, recording minutes, writing reports relating to the Forum and the emergency response programme.</li> <li>• Liaise with sector members, other networks, UN agencies and relevant government and donor agencies for effective implementation of the emergency response work.</li> <li>• Support the review of financial reports for accuracy and consistency and the financial monitoring of fund utilization for the emergency related funds.</li> <li>• Assists day-to-day communication with implementing partners on the delivery of the emergency work and maintenance of project documents.</li> </ul>

	<ul style="list-style-type: none"> <li>• As appropriate, participate in all steps of the planning, implementation, management, monitoring and evaluation of the programme delivery.</li> <li>• Carry out other duties as assigned by her/his supervisor.</li> </ul>
Duration and working schedule:	July 2020 – June 2021
Place where services are to be delivered:	UNFPA Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> <li>• Support the delivery and monitoring of the work plan/ strategy on SGBV for the forum and the emergency response programme.</li> <li>• Maintain all records and details relevant to the forum and the emergency programme, including official documents, commitments by the forum, meeting minutes, discussion points and any other related records and documentation.</li> <li>• Assist in management of budget requirements, maintain and record budget and accounts as needed for project implementation.</li> <li>• Coordinate meetings, support in activities and compilation of reports.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular meetings Email Updates
Supervisory arrangements:	Under the direct supervision of the UNFPA National Programme and Policy Analyst - Women's Rights & Gender (NPPA) and under the overall guidance of the Assistant Representative.
Expected travel:	May need to travel for regional stakeholder Consultations
Required expertise, qualifications and competencies, including language requirements:	<p><b>Academic/professional Qualification:</b></p> <ul style="list-style-type: none"> <li>• Completion of Secondary level education required (GCE A/L). First level university degree in the fields of Social Science or any other development field is desirable.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum five years of relevant work experience with GCE A/L or minimum 4 years' relevant experience with first level university degree is required.</li> <li>• Prior experience in working with UN agencies is an asset.</li> <li>• Proficiency in current office software applications, web-based management and ERP financial systems</li> </ul> <p><b>Required Competencies:</b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity</li> <li>• Demonstrating commitment to UNFPA and the UN system</li> <li>• Embracing cultural diversity</li> <li>• Embracing change</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results</li> <li>• Being accountable</li> <li>• Developing and applying professional expertise/business acumen,</li> </ul>

	<ul style="list-style-type: none"> <li>• Thinking analytically and strategically</li> <li>• Working in teams/managing ourselves and our relationships</li> <li>• Communicating for impact</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strong organizational skills including multi-tasking and time management</li> <li>• Providing logistical support</li> </ul> <p><b>Language:</b> 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:	N/A