

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - Consultant to develop an inclusion strategy for UNFPA Sri Lanka	
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>As part of UNFPA's 2030 People Strategy, and in line with the International Conference on Population and Development Programme of Action, UNFPA has recognized the importance of fostering diversity and inclusivity and has been engaging in various interventions. In its commitment to leaving no one behind and reaching the furthest behind, UNFPA works toward a world where persons with disabilities, the LGBTQIA+ community and other marginalised communities are afforded the same rights as others, for example, access to sexual and reproductive health services and gender-based violence support services. UNFPA works to ensure persons with disabilities are leading efforts to make the world more inclusive and are championing equal rights and a life free from violence.</p> <p>UNFPA is hiring a consultant to conduct a gap analysis, identify needs and approaches and draft an inclusion strategy to support the implementation of the 10th country programme of the Sri Lanka country office in line with UNFPA's global disability inclusion strategy and key approaches to inclusion and other Diversity, Equity and Inclusion (DEI) frameworks. Through this Inclusion Strategy, UNFPA intends to put persons with disabilities, the LGBTQIA+ community and other marginalised communities at the very centre of UNFPA's programming while ensuring availability and accessibility of sexual and reproductive health and rights for all.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will</p> <ol style="list-style-type: none"> 1. Review the country programme document, stakeholder consultation reports and other relevant documents and assess gaps, achievements and existing practices, programming and mechanisms along with recommendations from stakeholders (This could be in the form of a baseline or a background assessment of the current mechanisms). 2. Conduct focus group discussions, stakeholder meetings and consultations for data collection. 3. Work closely with the relevant organizations such as the Ministry of Health, National Secretariat for Persons with Disabilities, DOJF, SOGIE organisations and other relevant UN agencies, government and non government agencies as required for consultations and data collection. 4. Produce and present inclusion strategy for the country office in line with the UNFPA global disability inclusion strategy, UNFPAs key approaches to inclusion and other relevant documents. 5. Produce a summary report/policy brief and present the findings, recommendations and the strategy to stakeholders.
Duration and working schedule:	3 months from 01 September to 15 December 2023
Place where services are to be delivered:	Colombo, Sri Lanka
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> ● Inception report (with the background assessment, the details of methodology, timeline, coordination processes, and consultation meetings) ● Draft report based on findings from consultations followed by a revised draft, taking into account potential comments from the UNFPA ● Final report/strategy document based on comments from UNFPA ● Summary report/Policy brief ● Presentation of findings, conclusion and recommendations to stakeholders <p>All deliverables will be drafted in English. All data sheets should be shared with UNFPA. All work will be delivered electronically in editable format (MS Word).</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Reporting - consultant is required to submit</p> <ul style="list-style-type: none"> ● Inception report – 15 September 2023 ● Draft strategy and data and findings from consultations - 25 October 2023 ● Final report/strategy document and summary report/policy brief - 20 November 2023 <p>Payment - payment of fees will be based on the delivery of outputs as follows:</p> <ul style="list-style-type: none"> ● 40% upon approval of inception report with background assessment

	<ul style="list-style-type: none"> 60% upon approval of final report/strategy document and summary report/policy brief
Supervisory arrangements:	The consultant will report progress, issues and challenges to the National Programme Analyst - SRHR.
Expected travel:	Travel outside Colombo for data collection.
Required expertise, qualifications and competencies, including language requirements:	<p>Academic/professional Qualification:</p> <ul style="list-style-type: none"> Advanced University Degree in Disability, Gender, law, sociology, Development or similar relevant field <p>Experience:</p> <ul style="list-style-type: none"> Minimum 3 years of experience in the field of disability inclusion Prior experience in working with UN agencies is an asset. Proficiency in current office software applications and statistical software <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 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>Language: Fluency in spoken and written English and Tamil and/or Sinhala</p>
Inputs / services to be provided by UNFPA or implementing partner, if applicable:	Not applicable
Other relevant information or special conditions, if any:	<p>UNFPA Global Disability Strategy can be found below. https://www.unfpa.org/sites/default/files/pub-pdf/2021_Disability%20Inclusion%20Strategy_v06%20%282%29.pdf</p> <p>UNFPA DEI related information can be found below. https://www.unfpa.org/diversity-equity-inclusion</p> <p>Technical Brief on Disability Inclusion: https://www.unfpa.org/sites/default/files/pub-pdf/DisabilityInclusionMakingItAReality-EN.pdf</p> <p>UNESCO briefing Note on inclusive education https://unesdoc.unesco.org/ark:/48223/pf000038541</p>
Signature of Requesting Officer in Hiring Office:	
Date:	