**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

| **TERMS OF REFERENCE - Staff Retreat Facilitator** |
| --- |
| 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. UNFPA country office in Sri Lanka is organizing a 4-day staff retreat from 29 August - 01 September 2023 to strengthen staff commitment towards organization goals, take stock of performance and prepare for future challenges, boost team morale, strengthen relationships, collaboration and build trust. The workshop will be held in a hotel outside Colombo with the participation of 35 staff from the Sri Lanka country office. A planning committee has been set up to organize the workshop. The planning committee has conducted a survey to gather ideas and expectations from all staff and developed an outline of the programme for the workshop and the CO is looking at hiring an international consultant to design and facilitate the retreat. The expected outcomes of the staff retreat are; o Strengthen our understanding on the work of the Country office and identify areas for improvement and collaboration to achieve a common understanding of Country programme results while identifying innovative pathways and accelerators to achieve resultso Identify barriers in internal and external communication and co create solutions to improve communications in complex and uncertain situations to demonstrate UNFPA value addition in both countrieso Repurposing health and wellbeing and promoting work life balance to improve productivity, efficiency and fulfilmento Create a sense of safety and belonging among staff to increase creativity and develop new skills for personal and professional growth |
| Scope of work:*(Description of services, activities, or outputs)* | The consultant will1. Consult the Representative and the organizing committee to develop a detailed programme for the staff retreat.
2. Develop and submit a comprehensive programme plan with objectives, outcomes and activities. The programme will include content sessions, open discussions and team building activities.
3. Facilitate the sessions at the staff retreat.
4. Provide a post-staff retreat report on feedback and recommendations including a clear action-plan to be implemented after the staff retreat.
 |
| Duration and working schedule: | 1. 4 days for planning and preparation
2. 4 days for delivery
3. 2 days for follow up interventions and reporting

**10 days** from 20 August - 10 September 2023 |
| Place where services are to be delivered: |  Sri Lanka |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | 1. Detailed workshop programme and presentation to the UNFPA core-team for approval - 23 August 2023
2. Facilitation of sessions at the workshop from - 29 August – 01 September 2023
3. Post retreat report - final report documenting session discussions, feedback, recommendations and a clear action plan to be implemented after the workshop as per the programme - 5 September 2023

All documents should be shared electronically.  |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | As mentioned above.  |
| Supervisory arrangements:  | The consultant will report progress, issues and challenges to the Representative. |
| Expected travel: | Travel outside Colombo for the retreat.  |
| Required expertise, qualifications and competencies, including language requirements: | **Academic/professional Qualification:*** Advanced degree or equivalent professional qualification in facilitation, team development, HRD, or any other relevant discipline.

**Experience:*** Minimum 10 years of experience in conducting staff retreat and/or similar workshops on human resource development, leadership, strategy, team building etc.
* Excellent facilitation and communication skills in English (oral and written).
* Expertise in organizational strategy, human resource development, team building, communication.
* Experience in designing and managing team building and leadership development programmes.
* Proven ability to work with and train multicultural teams.
* Flexible nature and ability to adapt to changing directions/thinking that may occur during the workshop.
* Previous experience of working with the UN is advantageous.

**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. |
| Inputs / services to be provided by UNFPA or implementing partner, if applicable: | Not applicable |
| Other relevant information or special conditions, if any: |  |
| Signature of Requesting Officer in Hiring Office:Date: |