

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - INDIVIDUAL CONSULTANT - Programme Manager for Humanitarian Nexus	
Hiring Office:	United Nations Population Fund, Sri Lanka
Purpose of consultancy:	<p>The Programme Manager supports the UNFPA Program Specialist - Humanitarian Development Nexus, in managing the humanitarian-development nexus projects contributing to quality and timely project implementations, highlighted with sustainability, innovation, and knowledge production. S/He is responsible for developing, preparing, and managing complex, key integrated humanitarian-development programmes. The Programme Manager will take programmatic leadership in humanitarian nexus programming which includes risk reduction, humanitarian response, and anticipatory action. The programme manager will provide authoritative technical guidance and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable results in the UNFPA three zeroes. This will be carried out according to plans, allocations, results-based management approaches, and methodology, UNFPA's strategic plans, standards of performance and accountability framework.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>You would be responsible for:</p> <p>Management and advisory support</p> <ul style="list-style-type: none"> ● Provide advice in establishing work plan including developing strategies and determining priorities, targets and performance measurements ● Coordinate work progress monitoring and ensure results are achieved according to schedule and performance standards and report to the Nexus Specialist critical issues for timely action ● Provide technical assistance and advice to colleagues in the section on all aspects of programming and implementation to enable them to achieve performance objectives <p>Program Development and Planning</p> <ul style="list-style-type: none"> ● Provide an update of the situation analysis to ensure comprehensive and current data on maternal and sexual reproductive health and GBV are available to guide policy development as well as design and management of humanitarian nexus programs/projects. ● Keep abreast of development trends to enhance program management, efficiency and delivery ● Participate in strategic program discussions on the planning of the humanitarian nexus programmes ● Formulate, design and prepare project proposals, ensuring alignment with UNFPA's strategic plans, CPD and coherence/integration with the UN Sustainable Development Cooperation Framework (UNSDCF), regional strategies as well as national priorities, plans and competencies. ● Establish specific goals, objectives, strategies and implementation plans following results-based planning methodology. Prepare required documentations for program review and approval. ● Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies and to determine national priorities and competencies to ensure the achievement of concrete and sustainable results. ● Provide leadership and management throughout all stages of programming processes to ensure integration, coherence and harmonization of the projects with other UNFPA programs and achievement of results as planned and allocated. ● Represent UNFPA in different coordination mechanisms related to humanitarian nexus and identify ways to strategically position UNFPA within the country, including in the national humanitarian strategy. <p>Program management, monitoring and delivery of results</p> <ul style="list-style-type: none"> ● Plan and collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNFPA /UN system indicators and measurements to assess and strengthen performance accountability, coherence and delivery of sustainable results

	<ul style="list-style-type: none"> ● Participate in monitoring and evaluation exercises, program reviews with the government and other counterparts to assess progress and to determine required action and interventions to achieve results ● Prepare and assess monitoring and evaluation reports to identify gaps, strengths and or weakness in program management. Identify lessons learned and use knowledge gained for planning and timely intervention to achieve goals ● Actively monitor projects through field visits, surveys and exchange of information with partners and stakeholders to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and or refer to relevant officials for timely resolution ● Plan, monitor and verify the optimum and appropriate use of project resources (financial, administrative and other assets) confirming compliance with organizational rules, regulations, procedures, donor commitments and standards of accountability. Ensure timely reporting and liquidation of resources. ● Prepare regular project reports for management, donors and partners to keep them informed of project progress. ● Participate in emergency preparedness initiatives for program development, contingency planning and to respond to emergencies in the country or where designated. <p>Innovation, knowledge management and capacity building</p> <ul style="list-style-type: none"> ● Promote critical thinking, innovative approaches and good practices for sustainable project initiatives through advocacy and technical advisory services. ● Keep abreast of research benchmarks and implement best and cutting-edge practices in health management and information systems. Institutionalize and share best practices and knowledge learned. ● Organize, plan and implement capacity building initiatives to enhance the competencies of clients and stakeholders to promote sustainable results on humanitarian nexus projects/program ● Contribute to the development of policies and procedures and introduce innovation and best practices to ensure optimum efficiency and efficacy of sustainable projects.
Duration and working schedule:	9 months, full-time 01 st June 2024 – 28 th February 2025
Place where services are to be delivered:	Office-based, UNFPA Country Office in Colombo, with field missions outside Colombo.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ol style="list-style-type: none"> 1. Approved Program of Work (in the first 10 days of engagement) - subject to review and update every month end. 2. Monthly accomplishment reports (e-copy)
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The acceptance of services at the end of each completed deliverable will be certified through a certification of payment to be countersigned by both parties (IC and UNFPA), including the details of working days and tasks.
Supervisory arrangements:	The consultant will report to the National Programme Analyst - SRHR working closely with the relevant focal points from the Ministry of Health.
Expected travel:	<ul style="list-style-type: none"> ● UNFPA will arrange all logistics for field-level work, including transport, accommodation, and meals and refreshments.
Required expertise, qualifications and competencies, including language requirements:	<p>Academic/professional Qualification:</p> <ul style="list-style-type: none"> ● An advanced postgraduate degree (Master's Degree or above) in health, social sciences, or other related field <p>Experience:</p>

	<ul style="list-style-type: none"> ● At least 7 years of strong experience in the field of humanitarian and/or development programming and project management, preferably with experience in the field of sexual and reproductive health or gender-based violence ● At least 3 years work experience in the areas of risk reduction, humanitarian response or anticipatory action, in local and international settings ● Demonstrated expertise in strategy development and program planning. ● Excellent research and analytical skills. ● Strong communication and report writing skills. ● Experience in stakeholder engagement and facilitation. ● Prior experience in working with UN agencies is an asset. <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"> ● Exceptional oral and written communication skills in the English and Sinhala or Tamil languages required. ● Creative and analytical thinking skills and excellent report-writing skills. ● Demonstrated high level communication skills and the ability to effectively communicate complex information in a clear and concise manner. ● Ability to lead and work effectively with a diverse team of people. <p>Language:</p> <ul style="list-style-type: none"> ● Fluency in spoken and written English and Tamil and/or Sinhala
Inputs / services to be provided by UNFPA	<ul style="list-style-type: none"> ● Office space, including office equipment, will be provided. ● Transportation and allowances are provided for field visits, following UNFPA Daily Subsistence Allowance policy.
Other relevant information or special conditions, if any:	<p>Method of payment:</p> <ul style="list-style-type: none"> ● Monthly payment after completion of required documentation.