



TERMS OF REFERENCE for Consultancy Services

Reference No. 01-0619

June 25th 2019

Title	Programme Advisory Services – Individual Contractor
Location of Assignment	Luanda, Angola
Languages Required	Fluency in Portuguese. Fluency in English.
Travel	Eventual. To be requested and paid by UNFPA
Duration of Contract	4 Months
Supervisor	Country Representative
Monthly Fee	AOA 2,100,000

BACKGROUND & RATIONALE

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. UNFPA’s new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

In Angola, UNFPA operates a programme portfolio that encompasses projects in fields such as sexual and reproductive health, family planning, development of the youth and gender agendas, data for development, amidst several others. Moreover, in addition to a related strong advocacy agenda with governmental, civic society and corporate counterparts, the Office is currently operating humanitarian interventions both in the South and North of the Country.

PURPOSE

The Individual Contractor will serve as Programme Advisor and assist with specific interventions in order to boost the efficiency of UNFPA Projects in reaching the beneficiaries and overall project goals. The Programme Advisor will cover all prism of the programme management discipline (scope, time and resources), including partnership and communication with counterparts, monitoring of project goals, project administration and reporting.

DUTIES AND RESPONSIBILITIES

Managing and coordinating the implementation of the UNFPA programme based on the relevant project documents;

Developing and implementing comprehensive/detailed project monitoring of work-plans that include all project activities and roles and responsibilities of the stakeholders and setting-out corresponding milestones;

Monitoring the progress of implementation of project activities and key event schedules observing the work-plans and set deadlines including monitoring of the financial resources and accounting to ensure accuracy and reliability of financial reports;

Mobilizing goods and services to support project activities, including drafting TORs and works/product requirements and specifications;

Managing and monitoring project risks and results, as well update of related information in the UNFPA ERP;

Ensuring adherence of project activities to the existing financial, procurement and administrative processes that are in line with prevailing UNFPA rules and regulations and, at the same time, observing the project timelines;

Preparing project progress reports and ensuring timely submission of the reports to the relevant instances, such as the project boards and relevant donors;

Analyzing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention;

Analyzing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks;

Establishing collaborative partnership with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs;

Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel;

Supporting the advocacy and resource mobilization strategy of the CO, by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events;

Perform any other tasks as assigned by the supervisor.

DELIVERABLES

Monthly report covering the tasks performed, achievements from project implementation and other related work outputs should be submitted in a quality and timely manner to Supervisor for revision/approval and subsequent respective payment.

KEY PERFORMANCE INDICATORS

- 100% of coverage and diligence of projects implemented.
- Satisfactory rate of project implementation.
- Reports and products delivered on time (i.e. inputs for reports, proposals submitted, etc.).
- Products in a high-quality UNFPA parameters (accuracy of data, guidelines attained, etc.).
- Products prepared in a consultative manner with relevant staff and counterparts.

MINIMUM KEY COMPETENCES, TECHNICAL BACKGROUND AND EXPERIENCE REQUIRED

- Master university degree in public health, social development, social policy, social service, administration, programme/project management or other related fields.

Absence of a Master Degree can be compensated with additional 2 years over the minimum years of experience required.

- University degree in public health, social development, social policy, social service, administration, programme/project management or other related fields
- A minimum of 2 years of professional experience in programme/project management of development projects in public health/HIV, youth, gender;
- Good knowledge of Microsoft Office Package.
- Previous work experience within the UN-system is an asset;
- Solid team-work and result-based management skills;
- Strong written and verbal communication skills.

HOW TO APPLY

Interested candidates are requested to submit their application by e-mail to angola.office@unfpa.org until July 14th 2019. The documentation to be sent must include Resume/CV, certificates, and all related documents that support the information from the application.

EVALUATION PROCESS

The evaluation process consists of written testing and interview. Only the candidates who are successful in the written test, reaching minimum 70% of the total scores, will proceed to the interview stage, to be undertaken as competency-based interview.