

## TERMS OF REFERENCE FOR SERVICE CONTRACT

| <b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>                   |  |
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| Hiring Office:   | ANGOLA COUNTRY OFFICE  |
| Purpose of consultancy:  | <p><b>ORGANIZATIONAL SETTING:</b> The UNFPA Angola 8<sup>th</sup> Country Programme is in its third year of implementation. Securing sexual and reproductive health and HIV prevention place at the heart of the national development agenda presents a strategic opportunity for the Country Office to raise its contribution, build partnerships and demonstrate its contribution towards ensuring that UNFPA three transformative results will be achieved by 2030. It is under this background that the Country Office has decided to engage an IC contractor to provide support in addressing the gap in oversight responsibilities for programme management of implementing partner's activities from the Country office. This arrangement would enable the Country office to concentrate on providing broad policy guidelines in the thematic areas, conduct high level/high stakeholders advocacy, build strategic partnerships with other UN and donor agencies, mobilize resources for programme implementation and also interface along with the regional office among others.</p>  |
| Scope of work:<br><br><i>(Description of services, activities, or outputs)</i> | <p>The UNFPA Angola organigram includes a post to maintaining a Service Contract Holder (SB/4) in the field of Sexual and Reproductive Health and HIV prevention to provide appropriate technical guidance and support for national programming of the Adolescent Sexual Reproductive Health and specifically on HIV prevention. This post is still vacant and she/he will dedicate majority of her/him time for capacity building of national counterparts to ensure the technical quality of programmatic activities and achievement of results as stated in the Country Programme and projects pertaining to this programme area.</p> <p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Provide substantive leadership and inputs into the implementation, monitoring and evaluation of ASRH programmes to increase demand for family planning and sexually transmitted infections/HIV services;</li> <li>• Design, promote and support initiatives oriented to the specific attention of youth's needs, including family planning, adolescent pregnancy prevention, mobilization for awareness creation among youth on sexual and reproductive health issues;</li> <li>• Design, promote and support initiatives oriented to address the determinants of adolescent and youth sexual and reproductive health.</li> <li>• Design, promote and support initiatives for the incorporation of sexuality education in primary and secondary schools curricula.</li> <li>• Guide the development and implementation of policies and strategies for further scaling up the integrated ASRHR services, including HIV prevention activities of UNFPA in close collaboration with National and provincial governments, UN Agencies, NGOs and other partners;</li> <li>• Provide technical assistance for the integration of Adolescent Sexual and Reproductive Health and HIV and AIDS into one comprehensive package at the national level. Guide and support the Operationalization of the package at national and provincial levels;</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• With the support and guidance of the M&amp;E focal point, implement the AWP monitoring activities jointly with the implementing partners and prepare the monitoring reports in use at the Country office;</li> <li>• Review and harmonize annual implementation plans and budgets from Implementing Partners (IPs) on the RH, HIV/AIDS and Gender component of the CP and follow up on disbursement of funds and recording of expenditures;</li> <li>• Continuously analyse population and development, RH and gender issues with specific emphasis on HIV and AIDS in the country and provide data for decision making and target setting for HIV prevention programming. In addition, provide substantive input into advocacy strategies taking into account political and social sensitivities. Advocate and advance UNFPA's policy agenda by participating in public information events;</li> <li>• Participate and represent the CO in technical meetings related to RH and submit reports;</li> <li>• Interact with key stakeholders and maintain a solid network of partners involved in RH activities;</li> <li>• Participate in the planning of national capacity building activities and coordinate training as per the planned schedule;</li> <li>• Undertake any other assignments as may be required by the Representative.</li> </ul> <p><b>Main Tasks/Deliverables</b></p> <ul style="list-style-type: none"> <li>• Work with Implementing Partners (IP) to develop work plans and timeframes for UNFPA programme.</li> <li>• Assist planning, baseline, monitoring and evaluation of ASRH services and related activities undertaken for UNFPA programmatic interventions.</li> <li>• Provide technical support to IP and government partners with emphasis on early pregnancy and HIV prevention.</li> <li>• Represent UNFPA in the National Public Health Directorate and National Institute to Fight Against SIDA meetings.</li> <li>• Assist in the development of stipulated reports and technical documents.</li> <li>• Provide specific technical support and assures quality of ASRH services, as deemed appropriate.</li> <li>• Provide technical assistance to Youth Associations on ASRH issues with focus on innovative solutions to increase young girls and boy's knowledge on ASRHR and improve the demand creating for ASRH quality services.</li> <li>• Promote the integration among the programmatic areas and projects to address the adolescents and youth needs.</li> <li>• Assure that norms and quality standards within the ASRH program were consisted with the national norms and policies.</li> </ul> |
| Duration and working schedule:            | 1 Year: July 2022 – 30 June 2023   |
| Place where services are to be delivered: | UNFPA Country Office, based in Luanda, with the IC contractor spending most of his/her time to build the capacity of the implementing partners. Under the overall guidance of the UNFPA Representative, the IC contractor will perform the following duties and responsibilities:  |

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| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):  | <p>By the end of December 2022 the WP related to ASRH and HIV prevention has achieved 97% of its implementation rate.</p> <p>By the end of April 2023 the respective AWP are in place and fully functioning, aligned with the global SP 2022-2025.</p> <p>The interventions stated in the annual WP among adolescent and youth being monitored on monthly basis</p> <p>AWP and monitoring system for the projects are maintained accordingly the PPMs</p>  |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline:   | Monthly reports with specific milestones   |
| Supervisory arrangements:   | Mady Biaye – UNFPA Representative  |
| Expected travel:  | To UNFPA focus areas Cuando Cubango, Cunene, Namibe and Huíla provinces.   |
| Required expertise, qualifications and competencies, including language requirements:   | <p>Master's degree in public health, medicine, or other related science field. The degree must be directly related to the substantive area identified in the job description of the post.</p> <p>5 to 7 years professional experience preferably in programme/project management in the public or private sector for Reproductive Health related issues.</p> <ul style="list-style-type: none"> <li>•Fluency in oral and written English and Portuguese</li> <li>•Proficiency in current office software applications and corporate IT systems.</li> </ul> |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:   | <p>The consultant will be placed at UNFPA Country office in Luanda and in the provinces will be working in the selected IP's office who will be implementing the programme.</p> <p>The monthly salary will be USD 8,000.</p> <p><b>COA: AGO08SSR SHHPNTSTAFF PU0074- FPA90</b></p>   |
| Other relevant information or special conditions, if any:   | The consultant will follow UNFPA PPM requirements.   |
| <p>Signature of Requesting Officer in Hiring Office: Marina Coelho:<br/>Assistant Representative</p> <p>Date: 31 May 2022</p> <div style="text-align: right;"> <p>DocuSigned by:<br/><i>Marina Coelho</i><br/>BB4D002A581B440...</p> </div> |  |
| <p>Signature of Approving Officer in Hiring Office: Mady Biaye:<br/>UNFPA Representative</p> <p>Date: 31 May 2022</p> <div style="text-align: right;"> <p>DocuSigned by:<br/><i>Mady Biaye</i><br/>9AF8FB26122A440...</p> </div>            |  |