

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

## Community Resilience Specialist

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Chad
Purpose of consultancy:	<p><b>Brief Job Description:</b></p> <p>Developing community resilience and empowering women and youth in the Lake, Moyen Chari, and Logone Oriental provinces in areas affected by violent extremism in Chad is one of the projects on women's and youth empowerment under the cooperation between Korea International Cooperation Agency (KOICA) and UNFPA.</p> <p>Under the guidance and direct supervision of the Deputy Representative, the Resilience Community Specialist's work will mainly focus on the local implementation of the resilience and empowering project in the Lake, Moyen Chari, and Logone Oriental provinces. She/he will also provide support for rule of law, gender and other issues assigned. She/he assists in advocating and mainstreaming the rights-based approach to development programming and implementation. The job involves maintaining constructive relationships with the Government and Local administrative authorities, civil society organizations, other UN agencies, donors and the private sector.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Main Duties:</b></p> <p>As an active UNFPA team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNFPA and its beneficiaries in the accomplishment of her/his functions, including:</p> <ul style="list-style-type: none"> <li>• Timely and qualified delivery of the services to Project-supported activities as per the approved targets, budgets and implementation plans. This will impact on the overall UNFPA efficiency and success in implementation of project strategies.</li> <li>• Accurate analysis and presentation of information enhances UNFPA position as a robust development partner for the Lake, Moyen Chari, Logone Oriental provinces. The information provided facilitates decision making of the management.</li> <li>• Availability of accurate and substantive analytical reviews of project findings and recommendations.</li> <li>• Project lessons learnt are documented and disseminated to relevant partners.</li> </ul> <p><b>Expected Responsibilities:</b></p> <p>Within the delegated authority of the Resident Representative or his/her designated mandated representative(s) and under the supervision of the Deputy Representative, the Community Resilience Specialist is expected to perform the following functions:</p> <p><u>Coordination and management</u></p> <ul style="list-style-type: none"> <li>• Coordinate and ensure timely execution of the project in Lake Province, Moyen Chari, and Logone Oriental including the timely financial and programmatic reporting on activities implemented IPs (implementing partners).</li> <li>• Assist in analyzing political, social and economic trends and in management, monitoring, review and evaluation of project activities within his/her portfolio, and provide policy advice;</li> <li>• Participate in Country Office (CO) and team-wide activities, e.g., formulation of office/team plans, reporting to HQ and monitoring of the transformative results of UNFPA and ICPD and SDGs linking with the dimensions of equity and participation, rule of law, gender, youth development and other areas assigned in his/her portfolio.</li> </ul> <p><u>Technical Assistance:</u></p> <ul style="list-style-type: none"> <li>• Assess/complement the assessment of the technical assistance needs in the Lake, Moyen Chari, and Logone Oriental provinces to ensure timely delivery of project targets;</li> <li>• Provide technical assistance, when required, to the implementing partners;</li> <li>• Review the planned actions of the IPs involved in the implementation of the project to ensure delivery and compliance with expected results;</li> <li>• When required, substantially contribute to the development/strengthening of national strategic and technical plans.</li> </ul> <p><u>Monitoring and Evaluation (programmatic):</u></p> <p>In close collaboration with the Monitoring and Evaluation Specialist:</p> <ul style="list-style-type: none"> <li>• Update and implement a monitoring and evaluation action plan for the project, in line with the budget approved by the Donor;</li> <li>• Follow up on performance indicators, targets and milestones for the project as per the approved performance frameworks, in a timely and quality manner;</li> <li>• Participate in project appraisal; assist in review and adjustments to project documents according to agreed-upon governmental priorities and available</li> </ul>

	<p>resources;</p> <ul style="list-style-type: none"> <li>Identify/monitor risks that could interfere with project delivery and coherence; and design sustainable and practicable mitigation measures.</li> <li>Contribute to the final assessment or evaluation process;</li> <li>Compile data from the project on a regular basis and make analyses that help making the adjustments and decisions.</li> </ul> <p><u>Financial monitoring</u> In close collaboration with the Finance Associate:</p> <ul style="list-style-type: none"> <li>Follow-up on the project-related financial expenditures, disbursements, budgets and work plans, and ensure compliance with agreed budgets and targets;</li> <li>Monitor and evaluate financial and substantive components of the projects, identify operational and financial problems, develop solutions;</li> <li>Make forecast of upcoming expenses and prepare the required documentation to be on time;</li> <li>Advise the Deputy Representative on future disbursements to IPs or of any issue, which will imply financial reprogramming or adjustments of the Project;</li> <li>Follow-up the timely payments, including to consultants, if any.</li> </ul> <p><u>Procurement and management supply</u> In close collaboration with the Procurement and Logistic Officer:</p> <ul style="list-style-type: none"> <li>Follow and support the procurement of goods in accordance with the UNFPA rules and procedures</li> <li>Participate in monitoring stock levels of goods and products, and report any issue (such as stock outs) to the UNFPA management.</li> </ul> <p><u>Reporting</u></p> <ul style="list-style-type: none"> <li>Substantively contribute to the preparation and review of quarterly financial and programmatic (performance) reports, and in the consolidation of reports to the Donor.</li> <li>Prepare updates or briefings with regard to implementation of the Project.</li> </ul> <p><u>Partnership building and resource mobilization</u></p> <ul style="list-style-type: none"> <li>Facilitate partnerships with a wide variety of governmental, non-governmental, UN Agencies, multilateral and private sector organizations in Chad, specifically, in the Lake, Moyen Chari, and Logone Oriental provinces to strengthen project achievements.</li> <li>Contribute to the overall resource mobilization strategy by analyzing information on potential donors, identify opportunities for cost sharing, initiation of new projects and support proposal formulation, submission and approval.</li> <li>When required, contribute to the work of UNDAF working groups and humanitarian clusters.</li> <li>Undertake advocacy tasks such as preparing statements, advocacy materials, presentations, and strategy papers in the specific thematic areas.</li> </ul> <p><u>Knowledge sharing</u></p> <ul style="list-style-type: none"> <li>Provide regular synthesis of lessons learnt and best practices with regard to the implementation of the Project.</li> <li>Compile in a drive the key documents of the project to ensure a track record of the interventions.</li> <li>Liaise with other country offices to share or gain experiences.</li> </ul> <p><u>Communication and visibility</u></p> <ul style="list-style-type: none"> <li>Identify, pursue and develop section inputs to UNFPA and UN and other publications and working documents for programme development and promotional purposes. This includes the preparation of case studies, best practice guidelines, briefing notes, related to the project;</li> <li>Identify, pursue and develop news stories, case studies, and briefs for publication in UNFPA, UN, UN Agency and other publications. This involves close consultation with UNFPA Communications Unit;</li> <li>Use effectively the social media to ensure the visibility of UNFPA and the project;</li> <li>Contribute to the visibility of the Donor.</li> </ul> <p><u>Other</u> Any other responsibility specifically related to the concerned programme portfolio as assigned by the supervisor</p>
Duration and working schedule:	March 2022 to 31th December 2024, with 1-month mandatory break each 11 months.
Place where services are to be delivered:	N'Djamena

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant is expected to deliver works electronically or hardcopy as may be required and agreed within the scope of the present consultancy.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular monitoring and progress control with the supervisor and the head of unit The consultant is expected to produce monthly report of his/her activities and achievements.
Supervisory arrangements:	The consultant will be under the overall supervision of the Deputy Representative, Chad CO.
Expected travel:	Field travels expected in the areas covered by the KOICA project
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Mandatory to have a master's degree in project management or other related fields (Public health, international/Global health) with at least five (5) years of experience in a related role, particularly in humanitarian and crisis settings.</li> <li>• Knowledge on gender age and diversity</li> <li>• Be a National from Korea</li> <li>• Candidate should be fluent in French and English. Ability to speak Korean is an additional advantage</li> <li>• Proficiency in IT skills</li> <li>• Ability to communicate effectively, conduct formal training and community engagement</li> </ul> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda,</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships,</li> <li>• Delivering results-based programmes,</li> <li>• Internal and external communication and advocacy for results mobilisation.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	All logistics required to perform the job will be provided.
Other relevant information or special conditions, if any:	COA : 40900-TCD07302-SALPERPROG-KRA53-PU0074  UNFPA General Terms and Conditions of Individual Consultant available at <a href="https://www.unfpa.org/sites/default/files/admin-resource/DHR_ICC_GTCs.pdf">https://www.unfpa.org/sites/default/files/admin-resource/DHR_ICC_GTCs.pdf</a>

Signature of Requesting Officer in Hiring Office:

Date:

DocuSigned by:

*Sennen Hounton*

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