


TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO Timor-Leste
Purpose of consultancy:	<p>To Conduct Data Collection on population and family planning Expenditures for 2018.</p> <p>In light of the 1994 International Conference on Population and Development (ICPD) and, at the request of the Commission on Population and Development, UNFPA updated its reporting system and began collecting data on domestic resource expenditures in developing countries in addition to data on international population assistance.</p> <p>Since 1997, the Netherlands Interdisciplinary Demographic Institute (NIDI), under contract with and in collaboration with UNFPA, has carried out the data collection.</p> <p>Working with UNFPA, NIDI created a resource-flows database of both donor and domestic resources that is updated regularly. NIDI also carry out evaluation and analysis of the data in collaboration with UNFPA. Real-time estimates are produced to complement existing trend analysis. Thematic reports are produced periodically on such topics as out-of-pocket expenditures, reproductive health sub-accounts, new donor countries, and country reports focusing on financial resource flows for reproductive health.</p> <p>The Project tracks financial resource flows based on the “costed population package” as described in paragraph 13.14 of the ICPD Programme of Actions: 1) Family planning services; 2) Basic reproductive health services; 3) Sexually transmitted diseases and HIV/AIDS prevention; 4) Basic research, data and population and development policy analysis.</p> <p>UNFPA Timor-Leste has been collecting information for this survey since 2009 from various government institutions and non-governmental organizations working on population activities and reproductive health component.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The selected consultant is expected to perform the following tasks:</p> <ol style="list-style-type: none"> 1. Collect data from various identified institutions working on population and family planning issues; 2. Submit survey findings and analytical summary for validation to UNFPA Office; 3. Revision of data if needed; 4. Follow-up with respected institution working on population and family planning issues if needed;
Duration and working schedule:	The consultant is expected to commence her/his work on 10 th September 2019 with the draft report submitted by 25 th September 2019 and final report by 10 th October 2019 to UNFPA office.
Place where services are to be delivered:	The consultant will be based in Dili only
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ol style="list-style-type: none"> 1. Submission of full data set of each participant institution. 2. A short country summary report based on the data collected. <p>One lump sum payment will be made upon completion of satisfactory work.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular update/discussion on progress should be made possible with the consultant throughout the process.

Supervisory arrangements:	Consultant will be supervised by Assistant Country Representative with close collaboration with M&E and RH Program team
Expected travel:	Not applicable under this consultancy.
Required expertise, qualifications and competencies, including language requirements:	<p>Qualification required are as follows:</p> <ul style="list-style-type: none"> • University degree in health, social sciences, population, gender and development or related field; • 3 years of increasingly responsible relevant professional experience in health, social sciences, population, gender and development or related field; • Experience in analyzing and commenting on developing policy, in particular, related to health or population issues; • Fluency in oral and written English essential; • Ability to communicate clearly in Tetum (national language of Timor-Leste) and/or Portuguese and/or Bahasa Indonesia is an advantage; • Ability to work with minimum supervision; • Prior experience in the logistics management system an asset.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>The consultant will be provided with the following documents:</p> <ol style="list-style-type: none"> 1. Survey Guide 2. Survey Questionnaire 3. List of institutions that are part of the survey.
Other relevant information or special conditions, if any:	The consultant will be paid on the fix lump sum basis. The payment will be made upon completion of satisfactory task.
<p>Interested candidate should submit a Cover Letter, and P11 form with clearly mention the post applied to UNFPA by email to: jossoares@unfpa.org; and registered your profile on this link: http://www.unfpa.org/unfpa-consultant-roster</p> <p>The deadline for application is 27 August 2019, 17:00 Timor Leste Time. Women are encouraged to apply. Only short listed candidates will be notified.</p>	
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: 22/8/19</p>	

