

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

National Consultant - Spotlight Initiative Project Assistant	
Hiring Office:	UNFPA Timor-Leste Country Office, Dili
Purpose of consultancy:	To provide overall support to UNFPA Timor-Leste in implementation of Spotlight Initiative
Background	<p>To address the global challenges of VAWG, the European Union (EU) and the United Nations have partnered on a new multi-year programme, the EU-UN Spotlight Initiative to Eliminate Violence against Women and Girls (VAWG). The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls. The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste. The programme is aligned to the Timor-Leste “National Action Plan on Gender-based violence (2017-2021) and National SDG Roadmap, particularly on SDGs 5 and 16. It will contribute to the National Strategic Development Plan and reinforce Timor-Leste’s Development Plan and reinforce Timor-Leste’s implementation of commitments under the Beijing Platform for Action, the Concluding Observations of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) Committee, the Convention on the Rights of the Child, among other international obligations.</p> <p>The program was globally launched in 2017 and began implementation in Timor-Leste in 2020. There are five UN agencies participating in the Timor-Leste Spotlight Initiative, including UN WOMEN, UNFPA, UNDP, UNICEF and ILO. The programme empowers individuals, equip institutions at national, sub-national and community levels with the policies, systems and mechanisms to prevent and respond to VAWG, and encourage the public to challenge harmful gender norms. Using innovative approaches, the SI will build a social movement of diverse advocates and agents of change for gender equality and social inclusion.</p> <p>UNFPA, as a leading agency to prevent and respond to GBV by emphasising the health sector’s role in GBV response, focuses on Pillar 2 (Institutional Capacity), 3 (Prevention of GBV), 4 (Quality services) and 5 (Data Availability and Capacities). This will involve strengthening and widening partnerships and solidarity across civil society, government, media, private sector and development partners.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will provide overall support to the UNFPA Gender team throughout the implementation of Spotlight Initiative, focusing on budget management and providing necessary operational, administrative and implementation support. The scope of work and expected deliverables include:</p> <ul style="list-style-type: none"> ● Contribute to implementation of the Spotlight Initiatives in collaboration with other UN Agencies, Government counterparts, NGOs and other partners, in the target areas, in line with UNFPA programme policies and procedures. ● Support the implementation of activities and evaluation of projects, including conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. ● Support the evaluation of project and programme activities, establishing ways to assess achievement and recommending corrective action as required

	<ul style="list-style-type: none"> ● Provide logistical support to projects by coordinating project related meetings, workshops and events such as training and guiding project personnel and staff on national execution and programme policies and procedures. ● Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning ● Provide support to prepare and review of the work plan and financial reports submitted by implementing partners ● Support budget re-alignments/ revisions, as necessary, for the components funded through Spotlight Initiatives ● Support to process payment for any procurement including LTA procedures, payment to vender, short-term contract holders and international consultants in liaise with operation team ● Support funds monitoring and expenditures tracking for Spotlight Initiative ● Provide support on collecting data including beneficiaries and outputs based on documentation submitted by project partner ● Monitor status of partnership agreement with implementing partners ● Provide logistical and administrative support by coordinating project related meetings, workshops and events. ● Undertake other duties commensurate with the role as may reasonably be assigned by UNFPA. <p><u>Key Deliverables</u></p> <ul style="list-style-type: none"> ● Update project logs with the progress of assignments ● Draft monthly Spotlight financial report ● Draft beneficiary tracking sheet based on the information collected from Implementing Partners ● Draft populating budget in the offline Work Plan ● Completion of payment of procurement ● Travel, workshops and meeting arrangement regarding Spotlight activities ● Quarterly Progress Report and Itemised Cost Estimate by IPs ● Monthly consultancy report ● Draft of administrative documents related to Spotlight Activities
Duration and working schedule:	6 months upon signing of contract before 31 May 2023 with possibility of extension of contract
Place where services are to be delivered:	Dili, Timor-Leste
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Electronic and hardcopy of deliverables to be submitted if required
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Weekly check-in meeting with UNFPA Gender team</p> <p>Consultancy report based on the tasks above mentioned will be submitted every month and consultancy evaluation will be conducted before proceed with payment</p>

Supervisory arrangements:	The consultant will work under the direct supervision of Assistant Country Representative while working closely with Gender team of UNFPA Timor-Leste CO.
Expected travel:	Travel to 3 municipalities (Bobonaro, Ermera and Viqueque) is expected
Required expertise, qualifications and competencies, including language requirements:	<p>Minimum educational qualifications and working experience:</p> <ul style="list-style-type: none"> ● Minimum first-level university degree in Business Management, Public Administration, Budget and Finance, Human Resources, Law, Political and Social Science, International Relations or other relevant discipline ● Minimum 5 years of relevant administrative or project supporting experience ● Experience in liaising and coordinating with national counterparts and civil society organisation is an added advantage ● Working experience with UN Agencies or other international organisations is an asset <p>Skills and Competencies:</p> <ul style="list-style-type: none"> ● Fluency in English and Tetum required ● Proficient with Microsoft Word, Excel and PowerPoint would be an asset ● Time management skills with punctuality would be an asset
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> ● UNFPA will support resource materials, and reference documents as relevant; ● UNFPA will cover the cost of travel and travel allowance to the municipalities as per UNFPA policy. ● Office Space will be provided
Other relevant information or special conditions, if any:	N/A
<p>Interested candidates should submit an application letter and United Nations Personal History (P11) Form by email to timor-leste.office@unfpa.org.</p> <p>Closing date: 5 days from advertisement</p>	
<p>Signature of Requesting Officer in the Hiring Unit</p> <p>Mihye Shin, Youth and Gender Programme Coordinator</p>	<p>Signature of Approving Officer in the Hiring Unit</p> <p>Dr Domingas Bernardo, Assistant Country Representative</p>