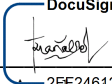
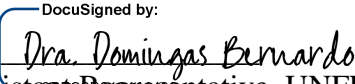
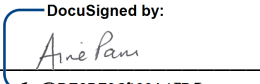
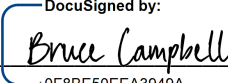


## Term of Reference

### National Consultant – Project Coordinator

Hiring Office:	UNFPA Timor-Leste Country Office
Purpose of consultancy:	The consultant will lead and coordinate the Maternal Health Project funded by the government of Japan.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will support the management of the project to “Strengthening Emergency Obstetric and Newborn Care Services in Timor-Leste”. Responsibilities include leading project implementation design, collaborating with relevant program teams and government counterparts, overseeing project administration, monitoring progress, managing financial aspects, and ensuring risk management and knowledge capture. Additionally, the Coordinator will prepare work plans, quarterly reports, and evaluation reports per UNFPA and donor guidelines. The consultant will lead and collaborate with all relevant thematic program focal persons for the following tasks over an initial period of 6 months with potential extension:</p> <ol style="list-style-type: none"> <li>1. <b>Program Leadership:</b> The consultant will provide leadership in managing and monitoring the project, ensuring its alignment with national strategic planning documents based on demographic, socio-economic data, and national population policies. This involves overseeing day-to-day operations, tracking progress, and making data-driven decisions to achieve project objectives. Additionally, the Coordinator will strengthen technical assistance provided to partners and stakeholders in the country, ensuring they have the necessary support and resources to effectively implement project activities. The coordinator will work hand in hand with the project team including M&amp;E, leading the monitoring and evaluation (M&amp;E) efforts of the projects, ensuring data collection, analysis, reporting, and data utilization mechanisms are in place to track project performance and enhance impact.</li> <li>2. <b>Project Management and Coordination</b> <ul style="list-style-type: none"> <li>• Design and implementation of the project deliverables in collaboration with UNFPA’s Program Team and Government counterparts. Provide technical guidance and capacity-building support to project staff and partners on Results Based Management, Monitoring, Evaluation, and Learning (MEL), and best practices in maternal health.</li> <li>• Ensure effective project administration, monitoring progress, and managing project risks. Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports. Coordinate with internal and external stakeholders, including government agencies, NGOs, and community partners, to leverage resources and expertise for project success. Capture lessons learned during project implementation and prepare reports for the following year and update the project management team</li> <li>• Lead the regular monthly meeting with the relevant department in MoH</li> </ul> </li> <li>3. <b>Capacity Development:</b> <ul style="list-style-type: none"> <li>• The consultant will implement a capacity-building strategy for all training cover in this project</li> <li>• The coordinator will guide program implementation with substantive oversight, providing direction and support to ensure activities are carried out efficiently and effectively. S/he will promote a culture of knowledge sharing and innovative thinking within the country office and key</li> </ul> </li> </ol>

	<p>implementing partners , facilitating staff to collaborate, learn from each other, and explore new approaches to address maternal health challenges in the country.</p> <p>4. <b>Advocacy and Partnerships:</b> The consultant will pursue innovative approaches to maintain and establish partnerships with various stakeholders, including government counterparts, civil society, the private sector, the UN community (particularly UNICEF and WHO), national organizations, academia, and bilateral partners. These partnerships are essential for leveraging resources, expertise, and support to advance the project's goals.</p> <p>5. <b>Resource Management:</b> The consultant will support the Assistant Representative in managing the project . This includes assisting and ensuring that project activities are aligned with strategic priorities and resource availability. The Coordinator will also monitor implementation progress through consultations and field visits, identifying challenges and opportunities for improvement and ensuring that resources are allocated efficiently to achieve project objectives.</p>
Duration and working schedule:	6 months upon signing of the contract
Place where services are to be delivered:	UNFPA Timor-Leste Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The deliverables are:</p> <ol style="list-style-type: none"> <li>1. Development of 3 years' master plan for the project</li> <li>2. Implementation of the 6 months (July-December 2024) work plan of the project</li> <li>3. Development of 2025 annual work plan</li> <li>3. Development of a robust M&amp;E framework for the 3 years' project</li> <li>4. Establishment of the Joint Steering Committee</li> </ol>
	1.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>● Weekly meeting with the Assistant Representative and operation manager and relevant program team</li> <li>● Monthly meeting with MCH department and other relevant department of Ministry of Health and INSPTL</li> </ul>
Supervisory arrangements:	Under direct supervision of the Assistant Country Representative and overall guidance of the Representative
Expected travel:	All Municipalities cover by the project
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <p>Advanced degree in Public Health, Sociology, International Development, Economics, Public Administration, Management, or related field.</p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>● 5 years of professional experience in multi-year project management, and coordination in social science or other related programs.</li> <li>● Demonstrated leadership and team management skills with a proven track record of delivering tangible results.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated experience in Results-Based Management (RBM) and monitoring and evaluation (M&amp;E) tools and methodologies.</li> <li>• Strong analytical and problem-solving skills, with the ability to translate data into actionable insights.</li> <li>• Excellent communication and interpersonal skills, with the ability to effectively engage with diverse stakeholders.</li> <li>• Knowledge of Timor-Leste's health system and stakeholders.</li> <li>• Experience in managing donor-funded projects, particularly those supported by international agencies.</li> </ul> <p><b>Language:</b> Fluency in English</p>
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"> <li>• Electronic copies of relevant documents</li> <li>• Office space at UNFPA Timor-Leste</li> <li>• Travel support and arrangements for official travels</li> </ul>
Other relevant information or special conditions, if any:	Interested candidates may submit a cover letter and P11 form to the following email address: <a href="mailto:timor-leste.office@unfpa.org">timor-leste.office@unfpa.org</a> .
Payment Schedule	Upon approval monthly report on the deliverables as per Term of Reference (TOR) and time sheet.
<p>Signature of Requesting Officer in Hiring Office:  <small>DocuSigned by: 2FF24612F810491...</small>  Dr. Triana do Rosario C. de Oliveira, SRH Program Analyst, UNFPA Timor Leste  Date: 05-Jul-2024</p> <p>Signature of Reviewer:  <small>DocuSigned by: 2FF24612F810491...</small>  Dr. Domingas Bernardo, Assistant Representative, UNFPA Timor Leste  Date: 06-Jul-2024</p> <p>Signature of Reviewer:  <small>DocuSigned by: 2FF24612F810491...</small>  Ms. Pamela Aine, International Operation Manager, UNFPA Timor Leste  Date: 07-Jul-2024</p> <p>Signature of Approval by Head of the hiring Office:  <small>DocuSigned by: 2FF24612F810491...</small>  Mr. Bruce Campbell, Representative, a.i. UNFPA Timor Leste  Date: 07-Jul-2024</p>	