

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	<ul style="list-style-type: none"> Facilitate the data collection, improve data quality and build national capacity to monitor resource flows; Collect expenditure information on population activities and reproductive health component from partners.
Background	<ul style="list-style-type: none"> Since 1997, the Netherlands Interdisciplinary Demographic Institute (NIDI), under contract with and in collaboration with UNFPA, has carried out the data collection. Working with UNFPA, NIDI created a resource-flows database of both donor and domestic resources that is updated regularly. 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.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> Each consultant will be required to prepare a short country summary report based on the data collected. This report will serve as the basis to build consensus and make presentations to the MOH for validation of the data by government. Disseminating the findings and generating discussion on the data will help promote the outcomes of the survey.
Duration and working schedule:	The consultant is expected to commence her/his work on or before mid-August 2020 with the draft report by mid-September 2020 and a final report by 30 September 2020. The data collection is expected to be for one month.
Place where services are to be delivered:	The survey will be conducted in Dili.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The national consultant is expected to deliver the following output in the end of assignment: <ol style="list-style-type: none"> Data set collected from various identified institutions working on population and family planning issues; Submit survey findings and analytical summary for validation to NIDI Headquarters; Revision of data if needed; Follow-up with respected institution working on population and family planning issues if needed;
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant is expected to liaise with identified institutions (public and private) to collect family planning expenditures during the covered period. After the data collection, the consultant is expected to write a summary report on the data trend and the results achieved.
Supervisory arrangements:	Under the overall supervision of UNFPA Reproductive Health (RH) Programme Analyst, s/he is expected to work closely with RH programme staff and M&E Officer and relevant institutions working on population and family planning in Timor Leste.
Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<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 analysing 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 an advantage; Ability to work with minimum supervision; Prior experience in the logistics management system an asset.
Inputs / services to be provided by UNFPA	None

Other relevant information or special conditions, if any:	Candidates are expected to send <ul style="list-style-type: none">- CVs- P11- an application letter, stating their interest, highlighting their expertise and mentioning their daily consultancy rates to jossoares@unfpa.org, and register your profile in the following link below: http://www.unfpa.org/unfpa-consultant-roster Deadline of submission of application is 27 July 2020
Signature of Requesting Officer in Hiring Office: Date: approved.	