

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT – GENDER AND YOUTH SPECIALIST

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Bhutan
Purpose of consultancy:	The Gender and Youth Specialist manages UNFPA’s work on gender equality and adolescents/youth, to ensure accelerated achievement of the ICPD Programme of Action and Agenda 2030. You will lead technical and policy advice in the area of gender equality and adolescent/youth empowerment and ensure linkages with other UNFPA programmes in the areas of sexual and reproductive health and rights and population dynamics. Under the overall guidance of the Country Director based in New Delhi, India, you will report directly to the Acting Head of Office based in Thimphu, Bhutan.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><b>A. Policy Dialogue and Technical Support</b></p> <ul style="list-style-type: none"> <li>• Provide technical leadership on gender equality and adolescents and youth, including in relation to gender-based violence.</li> <li>• Position issues related to gender equality and the rights and needs of adolescents and youth within the context of broader development dialogues and efforts.</li> <li>• Represent UNFPA and promote gender equality and reproductive rights and the ICPD Programme of Action linkages to Agenda 2030 in high-level meetings, conference and fora.</li> <li>• Keep abreast of policy and legal developments that affect gender equality, gender-based violence, adolescents and youth, including access to sexual and reproductive health services and comprehensive sexuality education, and prepare analysis for senior management on potential impacts to achievement of the UNFPA transformative results.</li> <li>• Identify policy gaps in the areas of gender, and adolescents/youth in Bhutan, and translate knowledge gained from programming into concrete policy recommendations.</li> <li>• Lead and support the Country Office in conducting policy dialogue with Government, UN and other development partners to incorporate the needs and rights of women, adolescents and young people into national plans, strategies and policies, and within UN system initiatives and development frameworks.</li> <li>• Represent UNFPA in technical fora of government, civil society and academic institutions as well as of other technical agencies; related to Gender equality, GBV, adolescents and youth, including comprehensive sexuality education.</li> <li>• Ensure that state-of-the-art thinking and research is integrated within UNFPA’s gender equality and adolescent/youth programme implementation, and applies an integrated approach to gender equality, adolescents and youth and sexual and reproductive health and rights.</li> </ul>

- Provide technical guidance on rights-based, gender-centric and inclusive programming, to ensure that no women and girls are left behind.

### **B. Advocacy and Resource Mobilization**

- Identify opportunities to position gender equality and adolescent/youth development within broader development frameworks, including national conferences, fora, policy roundtables, and lead UNFPA's participation.
- Advocate for increases in national/state budgetary allocations and expenditures for gender equality and adolescents/youth to leverage financing for the ICPD agenda and to ensure sustainability of interventions.
- Contribute technical inputs to communications materials for advocating for gender equality, including prevention and response to gender-based violence, and adolescent/youth development as essential for sustainable development.
- Provide inputs to content for visibility of UNFPA's work and achievements on gender gender-based violence and adolescents and youth including for development of briefs, reports and social media.
- Identify potential funding opportunities, including from public and private sectors.
- Develop proposals for funding that are innovative and demonstrate potential for high impact.

### **C. Programme Management and Coordination**

- Lead the formulation of the gender and youth component of the country programme, ensuring that selected interventions position UNFPA as a thought leader in the area of gender equality and adolescents and youth.
- Manage the gender and adolescent/youth programme component work plans development, implementation and monitoring.
- Work with implementing partners, experts, government counterparts and other UN agencies in the design and timely/efficient delivery of programme interventions, with a strong focus on ensuring approaches are grounded in human rights and gender equality.
- Ensure results-based reporting on the gender and adolescent/youth component of the programme.
- Actively participate and/or lead UNSDPF outcomes related to Gender Equality and adolescents/youth.
- Anticipate, plan and lead life-saving women's and girls' protection humanitarian response interventions, ensuring adequate attention given to the needs of women and girls during emergencies.

### **D. Knowledge Management**

- Contribute to the documentation of lessons learned and best practices related to UNFPA's work in gender and adolescents/youth.
- Identify and participate in communities of practice related to the gender

	<p>equality and adolescents and youth and share new approaches with CO staff, and national partners.</p> <p>Carry out any other duties as may be required by UNFPA leadership.</p>
Duration and working schedule:	06 months – 1 <sup>st</sup> February to 31 <sup>st</sup> July 2021
Place where services are to be delivered:	The consultant will be based in the UNFPA Country Office in Thimphu, Bhutan.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	At the start of the assignment, the supervisor will agree on the work-planning schedule for the timely delivery of the expected outputs/deliverables with the consultant. The consultant will submit all final products/deliverables in electronic format.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will give regular updates on activities through delivery of progress reports or any other way agreed between CO and consultant. Upon completion of the assignment, the supervisor will certify relevant documents; evaluate the consultant’s work and follow-up on the payments.</p> <p>Consultant’s performance will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> <li>• Compliance with guidelines/ToR,</li> <li>• Timeliness, quality and attention to detail.</li> </ul>
Supervisory arrangements:	The consultant will report directly to the Acting Head of Office based in Thimphu and will receive guidance from the UNFPA Country Director based in New Delhi, India. He/She will also work closely with other members of the UNPA Bhutan and technical staff from UNFPA India as needed.
Expected travel:	The consultant will mainly work from country office with some travel to project locations in Bhutan.
Required expertise, qualifications and competencies, including language requirements:	<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 professional expertise</li> <li>• Thinking analytically and strategically</li> <li>• Working in teams</li> <li>• Communicating for impact</li> </ul> <p><b>Required Skillset:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/advancing policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/building strategic alliances and partnerships</li> <li>• Job knowledge/technical expertise and Results based management</li> </ul>

	<ul style="list-style-type: none"> <li>• Adaptation/application of knowledge in different contexts</li> <li>• Integration in a multidisciplinary environment</li> </ul> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Advanced degree in Gender Studies, International Relations, International Development, Public Policy, Development Management or related disciplines;</li> </ul> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Five years of increasingly responsible professional experience at the advisory/managerial level in managing gender and adolescent/youth programmes;</li> <li>• Demonstrable technical expertise in gender equality, including gender-based violence and in adolescents and youth development and participation, with knowledge of adolescent sexual and reproductive health and comprehensive sexuality education</li> <li>• Strong understanding of human rights and gender equality dimensions in policy and programme formulation, implementation and monitoring;</li> <li>• Familiarity in communicating in a clear and articulated manner, technical and/or complex issues to different types of audiences;</li> <li>• Demonstrated ability to network within the development sector, including with civil society;</li> <li>• Demonstrated experience in coordination and liaison with government counterparts, nongovernment organizations, UN agencies, private sector, development partners and CBOs.</li> <li>• Possess excellent interpersonal, negotiating, intercultural communication skills, and political acumen;</li> <li>• Ability to work independently and in culturally diverse teams</li> <li>• Experience in humanitarian response is an asset.</li> <li>•</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA Bhutan CO will provide the consultant with the following</p> <ul style="list-style-type: none"> <li>• Office space to work from UNFPA CO</li> <li>• Any logistical support to enable field trips of consultant where necessary</li> <li>• Provide access to documentation and support meetings with partners when and where necessary</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<ul style="list-style-type: none"> <li>• This consultant will be pegged at NOC level of the applicable UN salary scales in Bhutan.</li> <li>• The consultant will be paid a monthly lump-sum fee for the services rendered</li> <li>• The consultancy is for approximately 06 months with possibility of extension depending on availability of funds and demonstration of satisfactory performance</li> </ul>
<p>Signature of Requesting Officer in Hiring Office: Date: <b>18 December 2020</b></p>	