

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Malawi Country office
Type of Consultant:	Individual Consultant: GBV Analyst – TEENS Project - Lilongwe
Purpose of consultancy:	<p>UNFPA Malawi Country Office is committed to deliver results outlined in the 8th Country Programme that starts from 2019 and lasts till 2023, with clear outcomes in the areas of: a) sexual and reproductive health/rights, b) adolescents and youth, c) gender equality and women’s empowerment, and d) population dynamics. UNFPA Malawi is also a part of the United Nations Country Team (UNCT) and operates under United Nations Sustainable Development Cooperation Framework (UNSDCF) 2019-2023, fully embracing the UN development system reforms and stepping up its system wide support for the Government of Malawi.</p> <p>Towards end of 2021, UNFPA with support from Ireland Embassy embarked on a project titled: Technology and empowerment enhancing networks in safe spaces. All women and girls, particularly the most vulnerable, live free from harmful practices and are able to make choices about their sexual and reproductive health and rights. The overall objective is to ensure that Teen and adolescent girls (15-24) are empowered to target harmful practices and make informed decisions about their sexual and reproductive health. Adolescent girls are effectively making their own informed decisions and choices regarding marriage, education and sexual and reproductive health and targeting violence against women and girls. This is expected to be achieved through Promoting a supportive and gender equal environment which includes provision of safe spaces and tools and support services and raise awareness of gender inequalities and their negative consequences for adolescent girls and boys, the economy and society, and work with local champions and influencers at all levels including in households, communities, local institutions (including schools and health centres) and at all levels of government to address them.</p> <p>The TEENS project has been scaled up in 2023 to cover Balaka and Lilongwe. The main focus will be to continue with the digitalisation components so that the Mentors and Mentees are well conversant with the use of digital technology to enhance their empowerment. This will be coupled with continuous research on the girls to assess the improvements and gains made through the use of technology in their safe space mentorship activities.</p> <p>Therefore, UNFPA needs to strengthen its own capacity to effectively promote and deliver the intended results of the TEENS scale up programme. It is against this backdrop, that an extra expertise, in the form of a consultancy, supplementing the existing Country Office capacity is required.</p>
Scope of work:	Under the direct supervision by the Gender Officer and overall supervision by the Assistant Representative and Deputy Representative, the consultant will work closely with both the Gender Team and the SRH Team of UNFPA Country Office in Malawi. More specifically, the consultant will fulfil the following responsibilities:

<p><i>(Description of services, activities, or outputs)</i></p>	<ul style="list-style-type: none"> • Support the Ministry of Gender at the Lilongwe District offices and the Implementing partners in executing the programme. • Facilitate and Monitor Psychosocial support counselling and referral activities. These may include Interactive group and individual sessions for psychosocial support and counselling for survivors, updating referral pathways for survivors of gender based violence including counsellors and information points. Support to capacity building for psychosocial counsellors and social networks for psychosocial support to adolescent girls and young women. Spearhead entrepreneurship, vocational and livelihood trainings with community driven business solutions. • Support widening Information, prevention and outreach activities .through strengthening mentorship sessions for young women and adolescent girls on sexual and reproductive health and rights and gender based violence in safe spaces, support campaign to promote awareness of sexual and reproductive health and rights and gender based violence; engagement of religious and community leaders and men and boys in gender based violence prevention and the promotion of sexual and reproductive health and rights linked to safe spaces as well as supporting Intergenerational dialogues with adolescent women and girls, families and communities through the training of community leaders • Support Technological innovation, learning and scaling up of TEEN activities. This will include continuous monitoring of digitalization techniques and use of the digital tools for information gathering and dissemination in the safe spaces for mentors and mentees in Lilongwe including basic digital and online skills on how to use a tablet, MS Office packages, internet and email; Comprehensive sexuality education digital application tool for use on tablets in safe spaces (maintenance and upgrade); • Facilitate Research and field trips with institutions for research including assessment of digital literacy needs. • Support the establishment and maintenance of digital reporting platform on beneficiaries receiving counselling and mentoring using tablets including development of scaling up plan of the digitalisation beyond the project life span. • Document learnings from data collected from Digital reporting system for evidence based programming • Support UNFPA’s strategic engagement and advocacy with the Ministry of Health through the Reproductive Health Directorate, Ministry of Gender both at Headquarters and District offices. • Continuous liaison and reporting to the donor on the progress of the implementation of the activities. • Perform any other duties assigned by RR and DR in the areas of GBV, TEENs and Adolescent girls and Young women.
<p>Duration and working schedule:</p>	<p>The consultancy is for the period of 4 months starting from 1st March 2023 – 30th June 2023</p>
<p>Place where services are to be delivered:</p>	<p>UNFPA Malawi Country Office with intense visits to the Lilongwe district offices for both Ministry of Gender and GENET</p>

Delivery dates and how work will be delivered	By the end of each month, a monthly report summarising the activities carried out in the month will be submitted.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	An inception meeting or teleconference will be conducted to discuss how the consultant understands the scope of work and the deliverables. Thereafter, progress will be monitored through regular meetings with the Gender Officer. The consultant will document the proposed scope of work.
Supervisory arrangements:	Under the direct supervision by the Gender Office and overall supervision of the Assistant Representative and Resident Representative, the Deputy Representative will provide the direct supervisory role.-
Expected travel:	The consultant may be required to travel within Malawi as required by the country office to perform functions related to the deliverables. Travel and DSA will be provided.
Required expertise, qualifications and competencies, including language requirements:	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • A university degree in a relevant discipline including gender studies, public health, development studies, international relations, or social science fields is required. • A master's degree in one of these fields is preferred; however, a minimum two years of work experience in the relevant field can be counted in place of a master's degree. • A thorough understanding of the UN system in general, and especially UNFPA mandate, policies and operations is required. • Excellent analytical, planning, and negotiation skills. • Excellent communication skills – both in terms of writing and oral. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • At least 2 years of experience in the fields of programme management, development cooperation, gender issues or public health is required. • Prior experience in developing countries is required. • Prior experience of work in Malawi in the relevant fields of UNFPA mandate, including sexual & reproductive health and rights, youth and gender is desirable. • Prior experience in GBV and/or PSEA is an asset. • Prior experience in humanitarian action is an asset. • Prior experience in inter-agency coordination is an asset. <p><u>Required Competencies:</u></p> <p>Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing cultural diversity, Embracing change</p> <p>Core Competencies: Achieving results, being accountable, Developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, Communicating for impact</p>

	<p><u>Functional Skills:</u></p> <ul style="list-style-type: none"> • Results-based programme development and management • Innovation and marketing new approaches • Leveraging the resources on national governments and partners/building strategic alliances and partnerships. • Digital media • Delivering results-based programmes • Internal and external communication and advocacy for resource mobilisation • Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide:</p> <ul style="list-style-type: none"> • Office space. • Support services where required including transport, and DSA, travel.
<p>Other relevant information or special conditions, if any:</p>	<p>Individual consultancy contract will be signed between the consultant and UNFPA Malawi Country Office.</p>
<p>Application Procedure</p> <p>Candidates who have the required/relevant qualifications and experience should submit their applications including a detailed Curriculum Vitae (CV) including details of 3 contactable referees, P11 with a copy of qualifications to the following address: <i>recruitment.malawi@unfpa.org</i>. Please specify in the email subject 'The Position Applied for'. Applications should be received on or before 26 February,2023.</p> <p>You can download the P11 form at: https://www.unfpa.org/resources/p11-un-personal-history-form</p>	