**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

|  |  |
| --- | --- |
| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | APRO (Programme and Humanitarian Support Team) |
| Purpose of consultancy: | The Asia Pacific region is the most disaster prone region in the world and has many protracted and complex emergencies. In recent years, UNFPA has increasingly played a critical role in responding to both natural and manmade disasters which have increased in numbers and magnitude. In 2016 alone, UNFPA provided humanitarian assistance and response to Cyclone Winston in Fiji, and ongoing humanitarian interventions in Afghanistan, Bangladesh, Myanmar, Philippines, Pakistan among others. In line with UNFPA’s strategic plan (2014-2017)and humanitarian commitments, the Asia Pacific Regional Office (APRO) is working closely with country offices and partners to improve efforts on addressing sexual and reproductive health (SRH), gender and gender based violence (GBV) within emergency preparedness, response and recovery.  APRO’s humanitarian coordination capacities have been stretched in 2016 as a result of global/regional processes (WHS, AMCDRR), multiple emergencies and managing various preparedness initiatives. Hence, the support of a consultant is required to ensure that key deliverables are met in 2016 and part of 2016 until longer term capacities are in place.  **Objective of the consultancy**  Under the overall guidance of the Programme Adviser and the direct supervision of the Humanitarian Response Coordinator, the consultant will support implementation of APRO’s portfolio on emergency preparedness and response as outlined in the humanitarian output of the Regional Programme Annual Work Plan for 2016 and ongoing regional humanitarian initiatives. |
| Scope of work:  *(Description of services, activities, or outputs)* | The Humanitarian Consultant will work closely with the Humanitarian Response Coordinator to support a range of humanitarian needs for emergency preparedness and response in the region.  **In particular, the duties of the consultant include:**   * Support the implementation of Minimum Preparedness Actions (MPAs) in priority countries. * Support country offices in emergency preparedness and response programming * Support the facilitation of emergency deployments within the region, as needed. * Support regional inter-agency and regional office specific capacity building initiatives. * Assist the Humanitarian Response Coordinator in ensuring effective results-based management and reporting of the humanitarian response outputs in the Regional Annual Work Plan for 2016. * Support the preparation and review of reports/documents for regional humanitarian initiatives (such as the regional humanitarian updates, Fast track requests, internal sitreps, CERF updates, IASC meetings etc). * Undertake travel and/or emergency deployment within the region, as requested by the Programme Adviser and/or APRO management.   **Expected outputs**   * Updated reporting on the implementation of the MPAs by selected countries. * Supported COs on humanitarian initiatives, especially during acute emergencies. * Supported capacity building initiatives on emergency preparedness and response. * Prepared reports/documents for regional humanitarian initiatives, as requested |
| Duration and working schedule: | **24 October 2016 – 28 February 2017** |
| Place where services are to be delivered: | Bangkok, Thailand |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Electronic and hard copy |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Consultant will work closely with the APRO humanitarian response coordinator and report on updates/progress on a weekly basis. |
| Supervisory arrangements: | The consultant will work under the overall guidance of the Programme Adviser and the direct supervision of the Humanitarian Response Coordinator as part of the APRO Programme and Humanitarian Support Team. |
| Expected travel: | Though not likely, the consultant may be required to travel, as requested. |
| Required expertise, qualifications and competencies, including language requirements: | Education:   * Post graduate degree in humanitarian studies, public health, social sciences or related field   Knowledge and Experience:   * At least five years practical work experience in project/programme management and/or coordination, preferably in the Asia Pacific region * Previous experience working in humanitarian settings and/or skills transferable to humanitarian contexts are desirable (such as strong coordination, good organizational skills, multi task, work under tight timelines  etc) * Excellent oral and written communication skills are essential, including the ability to analyse information and write concise reports * Fluency in English required |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | APRO will provide office space, computer, phone and support services as necessary. |
| Other relevant information or special conditions, if any: | NB: We are seeking a Bangkok based consultant |
| Signature of Requesting Officer in Hiring Office:  Date: | |