



We are pleased to announce the following vacancy:

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| VACANCY NO: | VA JID 2102 UNFPA APRO |
| CLOSING DATE: | The closing date is 17 February 2021 |
| POST TITLE: | Consultant to assess UNFPA Country Offices to Manage Non-Core Resources |
| CATEGORY: | Individual Consultant contract |
| DUTY STATION: | This consultancy is homebased, and travel is not required |
| DURATION: | 30 work days over the period of 45 calendar days |

Purpose of consultancy:

The overall purpose of the consultancy is to identify areas for organizational improvement in relation to non-core fund management in humanitarian and development settings. The assessment will also identify best practices and lessons from country offices that can be replicated across the region and beyond.

Background and context

Guided by the 1994 Programme of Action of the International Conference on Population and Development (ICPD), the United Nations Population Fund (UNFPA) partners with governments, civil society and other agencies to accomplish its mission, which aims to promote the rights of every woman, man and child to enjoy a life of health and equal opportunity and supports countries in using data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.

Over the past decade, the global financial crisis, the subsequent slow recovery of economies and competing humanitarian priorities around the globe, had a profound impact on ODA flows. Development and humanitarian organizations in middle income countries are facing the additional challenge of increasing their non-core resources in an environment where traditional donors are reducing their level of support.

More recently, non-core resources have emerged as a substantial funding source for UNFPA programmes. UNFPA in Asia and the Pacific has been working towards deepening and broadening its donor base including partnerships with traditional donors, the private sector, foundations and individual donors. Across the region, there are now a significant number of partnerships with a variety of donors and consequently, the non-core income for the organization has experienced a significant upward trend.

The rise in non-core funding also brings to the fore issues germane to the internal organization of UNFPA, such as its capacities to mobilize and manage non-core resources effectively, to function and deliver efficiently in a more market-oriented environment, to coordinate with third parties and to align its micro - level activities with its macro mandate.

To explore and address the issues presented by non-core funding, UNFPA Asia and the Pacific Regional Office (APRO) plans to undertake a review/assessment of the capacity of country offices to manage non-core funds. This desk based assessment will focus primarily on internal factors such as the proposal development process, planning, donor reporting and overall compliance with donor agreements, as well as addressing issues related to timely and high-quality programme delivery. The review should also assess the extent to which interventions funded by non-core resources are integrated into country programmes, including the programme RBM systems, to highlight good practices and challenges faced by country offices.

UNFPA APRO is seeking the services of an individual consultant who will work in close collaboration with the Regional Office and selected country offices to undertake their capacity assessment (in relation to non-core fund management), identify strengths and weaknesses and highlight any best practices and lessons learned.

Scope of work:

The findings should be evidence based and clearly linked to specific non-core contributions as these will determine the purpose and direction of subsequent capacity building efforts of the Regional Office.

Duration and working schedule:

This consultancy is envisaged to require no more than 30 work days spread over a total timeframe of 45 calendar days as below:

- Presentation of inception report 8 days
- Dissemination of questionnaires to CO 1 day
- Consultation with Cos 8 days
- Data collection and analysis 6 days
- Preparation of draft consolidated report 3 days
- Preparation of final consolidated report 3 days
- Presentation to APRO through a webinar 1 day

Place where services are to be delivered:

The consultancy is expected to be home-based, with support from the APRO Partnerships and Resource Mobilization Unit.

Delivery dates and how work will be delivered:

Lump sum payment to be paid upon successful completion of all deliverables at the end of contract period and upon acceptance by UNFPA APRO. A tentative schedule for delivery is as follows:

1. An inception report including a work plan, detailed methodology, report format and timeline, to be submitted within 8 days from the commencement of the assignment.
2. Consultations with a select group of UNFPA country offices (approximately 10 COs)
3. A draft consolidated report which includes findings of the capacity assessment
4. Finalize report after receiving feedback from APRO and present findings to the RO through a webinar

Monitoring and progress control, including reporting requirements, periodicity format and deadline:

The assessment should be participatory and consultative. The consultant should conduct the capacity assessment using a methodology developed in partnership with the Regional Office RM and M&E focal points. It is expected that the assessment will be built around a combination of self-assessment as well as broad consultations to help validate, expand and improve the range of information collected. The capacity assessment framework should recognize the multiple dimensions of non-core funds management. This approach ensures that the assessment goes beyond individual capacities (relevant skills and abilities) to include organizational capacities (governance, structures, processes, etc.) as well as the broader context and environment within which the country offices functions

Supervisory arrangements:

The Consultant will be contracted by UNFPA APRO. APRO will have responsibility for the overall management of the Consultant and this will include; developing and finalizing the terms of reference, reviewing and finalizing the methodology and monitoring the delivery of milestones.

Travel Expected:

Travel is not required.

Required expertise, qualifications and competencies, including language requirements:

- Advanced degrees in economics, development studies, social sciences or related discipline;
- A minimum of seven (7) years' experience in conducting organizational capacity needs assessments (preferably related to the management of grants), experience with self-assessment processes will be an advantage;
- At least 5 years of experience working in organizational development, capacity building in the specified area;
- Excellent writing and communication skills in English;
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

How to apply:

Candidates should submit the following documents:

- P11
- CV
- Motivation Letter

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org.

The P11 is available on the UNFPA websites at <https://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number **JID 2102 UNFPA APRO**. **The deadline for application is 17 February 2021**

UNFPA will only be able to respond to those applications in whom UNFPA has a further interest.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Date Issued: 6 February 2021