



We are pleased to announce the following vacancy:

VACANCY NO:	VA JID 2104 UNFPA APRO
CLOSING DATE:	The closing date is 3 March 2021
POST TITLE:	GBV and Harmful Practices Advocacy and Knowledge Management Consultant (Retainer contract)
CATEGORY:	Individual Consultant contract
DUTY STATION:	This consultancy is homebased, and travel of 1-2 missions may be required if the restriction of travel during COVID is lifted.
DURATION:	103 work days is required over a period from March to 31 December 2021

Purpose of consultancy:

The consultant will work closely with UNFPA APRO's Gender team to support advocacy and knowledge management portfolio covering APRO's various initiatives on addressing gender-based violence (GBV) and harmful practices against women and girls (including in the context of COVID-19).

Scope of work:

The consultant will support the advocacy and knowledge management output of Gender, GBV and HP programmes in APRO.

The consultancy is advertised as a retainer modality with possibility of continuation of the contract in 2022 with similar deliverables and additional work days subject to availability of funding and approval of APRO Senior Management.

Key deliverables expected under the 2021 contract are as follows:

- Support the Gender team in compiling and disseminating quarterly e-bulletins on new evidence/research and good practices/innovation on GBV, child marriage and gender-biased sex selection for COs and partners.
- Support the Gender team to develop eight case studies documenting good practices and innovative approaches to address GBV and harmful practices in the region
- Support the development of at least 50 advocacy and social media assets covering existing and forthcoming knowledge products, UNFPA events/partnerships to promote programming to address GBV, Harmful Practices and VAW prevalence measurement.
- Support day to day content flow on GBV and harmful practices and maintain social media presence on VAW data measurement.
- Facilitate editing, layout and design of at least seven knowledge products.
- Support conceptualisation and implementation of specific events/campaigns related to APRO's GBV and harmful practices works, such as International Women's Day, 16 Days of Activism against GBV, International Day of the Girl, International day of Zero Tolerance for Female Genital Mutilation, among others.
- Support development of feature stories, blogs, and profiles to showcase APRO and CO programmes on GBV and Harmful Practices for significant initiatives / campaigns / observances.

- Support quarterly compilation of social media analytics on the utilisation and uptake of material developed and posted by APRO during major events such as International Women's Day, International Day of the Girl, 16 Days of Activism etc.

Subject to availability of funds, additional days can be added to the contract to support the kNOwVAWdata Initiative (Phase II).

Duration and working schedule:

1 March 2021- 31 Dec 2021

The retainer contract valid between 1 March and 31 Dec will include up to 103 work days.

- 4 days for kNOwVAWdata Phase I (additional days to be added under this project subject to availability of funds)
- 55 days for GBV development and humanitarian response,
- 22 days for the child marriage joint programme and
- 22 days for the gender- biased sex selection programme)

There will be no penalty to the consultant nor to the regional office if all days allotted in the contract are not used.

Payment will be made in four instalments based on acceptance of deliverables completed with detailed reports against the agreed workplan approved by APRO as per following proposed schedule:

1. 31 March 2021

Expected number of workdays: 10,

Expected deliverables: at least 5 advocacy/social media assets; at least 3 knowledge products supported with editing, design, layout; 1 event/campaign supported, quarterly social media analytics

2. 30 June 2021,

Expected number of workdays: 30,

Expected deliverables: at least 15 advocacy/social media assets; 1 knowledge products supported with editing, design, layout; management of kNOwVAWdata 1 quarterly e-bulletin, 2 good practice documentation, quarterly social media analytics.

3. 30 September 2021

Expected number of workdays: 30,

Expected deliverables: at least 15 advocacy/social media assets; 1 knowledge products supported with editing, design, layout; 1 quarterly e-bulletin, quarterly social media analytics, 2 good practices/case studies.

4. 31 Dec 2021, against acceptance of deliverables by UNFPA.

Expected number of workdays: 33,

Expected deliverables: at least 15 advocacy/social media assets; 2 knowledge products supported with editing, design, layout; 2 campaigns/international day events supported, quarterly e-bulletin, quarterly social media analytics, 2 good practice/case studies.

The specific deliverables will be developed in discussion with the identified consultant and may change depending on the programmatic needs. The actual number of days per payment installment will be certified by APRO Gender Team as per deliverables submitted.

If travel restrictions are lifted and any mission travel is undertaken, the costs will be paid separately and in line with UNFPA travel policy.

Place where services are to be delivered:

The consultancy is home-based, with possibility for mission travel pending changes in COVID-19 travel restrictions and availability of funds.

Delivery dates and how work will be delivered:

All work will be submitted electronically, with revisions made based on feedback prior to final acceptance.

- 3 International days/events/campaigns supported with knowledge and visibility products

- 50 advocacy/social media assets developed
- Weekly posting of social media assets and maintaining a social media presence as well as web portal, specifically for kNOwVAWdata.
- At least 7 knowledge products facilitated with editing, design and layout
- 10 feature stories, 2 photo essays developed.
- Quarterly social media analytics collected and reported
- 4 (one per quarter) e-bulletins compiled on new evidence/research and good practices/innovation on GBV, child marriage and gender-biased sex selection for COs and partners.
- 8 good practices documentation on GBV and harmful practices developed

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

While some of the deliverables are identified in advance, others are on an as-needed basis. A work plan/delivery monitoring schedules will be determined by APRO and the Consultant at the very outset of the consultancy. A tracking sheet will be used to note progress against the TOR deliverables and deadlines.

Supervisory arrangements:

The consultant will report to the GBV Technical Specialist on day to day basis. The consultant will closely coordinate with Gender and Human Rights Advisor, Technical Advisor on VAW Research and Data and APRO Communications Advisor.

Travel Expected:

The assignment will be home based with possibility of 1-2 mission travel, pending availability of funds and with the condition that COVID-19 related travel restrictions are lifted. Travel expenses will be covered separately in line with UNFPA Travel Policy

Required expertise, qualifications and competencies, including language requirements:

Education

- Post-graduate degree in behaviour change, international affairs/development, social work or a related field.

Professional Experience

- At least 7 years of professional experience relevant to this consultancy, including proven experience in GBV / VAW-related advocacy and knowledge management.
- Demonstrated experience in development and editing of engaging advocacy packages, including social media assets and feature articles on measurement of VAW prevalence, GBV prevention and response and harmful practices against women and girls.
- Sound editorial judgement and sensitivity to UNFPA priority issues, including significant awareness of international standards/guidelines on ethical and responsible representation of GBV and harmful practices.
- Ability to work under demanding deadlines within a fast-paced environment and adjust priorities to meet evolving deadlines.
- Strong interpersonal skills and ability to work collaboratively.
- Commitment to the values and goals of the United Nations and UN Charter.
- Experience in the UN system and/or UNFPA, and knowledge of the Asia-Pacific region.

Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:

UNFPA APRO will link the consultant to Country Office Gender focal points where necessary. UNFPA APRO will support any travel to country offices, as needed.

Other relevant information or special conditions, if any:

Consultant is expected to provide all necessary equipment to produce deliverables; editorial review and UNFPA brand guidelines will be provided by UNFPA APRO.

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 2104 UNFPA APRO**. **The deadline for application is 3 March 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: 23 February 2021