

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

TERMS OF REFERENCE FOR DEVELOPMENT OF A KNOWLEDGE MANAGEMENT AND ENGAGEMENT STRATEGY	
Hiring Office:	Uganda Country Office
Purpose of Consultancy:	The consultant will support the <i>Reducing high fertility rates and Improving Sexual and Reproductive Health Outcomes in Uganda (RISE)</i> programme team to develop a knowledge management and Engagement Strategy for documents supported by RISE programme which is implemented by both UNFPA and Marie Stopes Uganda. These including studies, policies, frameworks, strategies, guidelines and tools, in the quest for influencing SRH policy and legal formulation and programming. The process entails analysing action areas, and stakeholders in each of the documents, developing plans for engaging and disseminating of information; orientation of the target audiences on how to translate the findings/recommendations into action including development of the action plans; how to facilitate implementation of the planned actions; as well as how to monitor and evaluate their implementation.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Specific Tasks:</p> <ol style="list-style-type: none"> 1. Conduct in an in-depth, analysis of each document to summarise recommendations/action areas and identify appropriate stakeholders for implementing each recommendation. 2. Develop appropriate and efficient information products suitable for each stakeholder. 3. Identify appropriate forums, events/platforms and channels, and develop calendar for disseminating the information products. 4. Develop appropriate methods and tools for disseminating each information product for different stakeholders. 5. Develop an operational plan on how to engage the respective stakeholders in drawing and implementing action plans according to the respective recommendations. 6. Develop a plan for monitoring and evaluating utilisation and implementation of actions by the intended users. 7. Identify areas of learning generated by use of the knowledge products to inform programme re-alignment. <p>Specific Outputs/Deliverables:</p> <ol style="list-style-type: none"> 1. A clear set of recommendations/action areas for each document and target audiences for implementing targeted actions. 2. A package of information products for intended audiences from each document. 3. Methods for disseminating respective information products. 4. Action plan (translating recommendations/action areas into action). 5. M&E framework (to track and evaluate implementation of the action plan).
Duration and working schedule:	60 working days

Place where services are to be delivered:	UNFPA Uganda Country Office and MSU	
	The consultant should furnish the following deliverables to the UNFPA with copy to Director – RISE MSU	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Deliverable	No. of Days
	Inception Report	5
	First Draft of the dissemination plan	15 days
	First Draft of information packages	20 days
	Final Dissemination plan	5 days
	Final Information packages	15 days
	<p>The draft reports will be submitted electronically. The final report will be submitted both electronically and in hard copy.</p> <p>Electronic copies of documents and content created on an ongoing basis as completed with all materials by end of contract, including uncompleted items.</p>	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work independently out of the UNFPA Uganda Country Office and will be expected to provide weekly updates to the RISE programme Team (UNFPA/Marie Stopes Uganda).	
Supervisory arrangements:	Dr. Edson Muhwezi, Assistant Representative, UNFPA Dr. Peter Ddungu, Director/Team Leader, RISE Programme, MSU	
Expected travel:	None	
Required expertise, qualifications and competencies, including language requirements:	<p>Required:</p> <ul style="list-style-type: none"> - Academic requirements: At least Master’s degree in Development Studies, Public Health, Social Sciences or other relevant field. - At least 5 years’ experience in policy analysis advocacy and working with government officials, subject area experts, and other stakeholders. - Demonstrated expertise in quantitative and qualitative analysis methodologies. - Strong written and verbal communication skills as evidenced by a written work sample that illustrates analytical as well as English writing skills. - Demonstrated capacity to write information products to influence policy and programmatic decision-making. - Ability to write products for multiple audiences and different types of publications, for government stakeholders and development partners. - Understanding of Uganda’s healthcare system, government policymaking processes and current policy agenda in DFID, UNFPA and MSU’s mandate areas in health, education, gender sectors. - Fluency in English is required for this assignment. 	

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g: support services, office space, equipment), if applicable:</p>	<p>When necessary, the consultants may sit at UNFPA and MSU respectively especially during review of documents and at the report writing period. UNFPA Assistant Representative and Director MSU will offer them assistance in that regard. UNFPA will use its procedures to enter into a contractual arrangement with the identified consultants.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The consultants will receive their fees: 20% upon submitting the inception report and 30% upon submission of draft Knowledge Management and Engagement Strategy. The balance of 50% will be paid upon submission and acceptance of the final Strategy.</p> <p>Additional Information</p> <ul style="list-style-type: none"> • UNFPA will only respond to those applicants in whom the Country Office has further interest. • 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. • UNFPA is committed to maintain balanced gender distribution of the positions and therefore encourage women to apply.
<p>Application deadline and how to apply:</p>	<p>Opening date: 1st April 2020 Closing date: 7th April 2010</p> <p>All applications should be sent by email to: nakibira@unfpa.org, copying alfeu@unfpa.org.</p>