

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT SUPPORTING POLICY ANALYSIS AND PUBLICATIONS

TERMS OF REFERENCE (to be completed by Hiring Office)

Hiring Office:	Uganda Country Office
Introduction	<p>The UNFPA Uganda CO is enhancing its Policy Analysis and Publication functions. The CO has already hired a Senior Policy Advisor for this purpose. The CO would like to hire services of a consultant to provide operational level support to the Senior Policy Advisor and other Staff designated by the Representative in preparation and development of policy documents and publications as per the tasks below.</p>
Purpose of consultancy: Scope of work: (<i>Description of, activities, or outputs</i>)	<p>The purpose of the consultancy is to provide support to the UNFPA Senior Policy Advisor, and the Representative’s designated colleagues, in development of policy documents and publications.</p> <p>Specific tasks</p> <ol style="list-style-type: none">1. Provide support in development of policy documents and publications, which consists – among others ; of<ol style="list-style-type: none">a. Conducting secondary data reviews (from literature and databases-HMIS, EMIS etc) and extract data for the key SRHR indicators.b. Analyze and produce appropriate trends, data visualizations, and information for feeding into the policy documents and publications.2. Provide editorial support for policy documents and publications, which consists – among others;<ol style="list-style-type: none">a. Collecting stories, written pieces and news items from colleaguesb. Summarizing in good, user-friendly language the collected items and do the write-upsc. Ensure appealing layout, final proof-read of the publication, and

	d. Suggest ideas to improve the creative, innovative and interactive standards of the publication.
Qualifications and Experience Required	<p>The candidate should have;</p> <ul style="list-style-type: none"> - Completed a Master’s degree in social sciences or related field. - At least 2 years’ experience in application of technology based tools for data analysis, data visualisation and communication. - Excellent writing skills. - Analytical and an eye for details. <p>Duration: Six months</p>
Place where services are to be delivered:	UNFPA Country Office
Delivery dates and how the work will be delivered	1. Work will be delivered electronically and hard copy etc, based on task plan that shall be developed once the contract is signed.
Monitoring and progress	The consultant (s) will be expected to submit monthly reports to UNFPA.
Supervisory arrangements:	<ol style="list-style-type: none"> 1. Senior Policy Advisor 2. Program Analyst - Quality Control, Learning and Policy Support
Expected travel:	None
Application deadline and how to apply:	<p>Opening date: 11th March 2021 Closing date: 17th March 2021</p> <p>All applications should be sent by email to: nakibira@unfpa.org, copying alfeu@unfpa.org.</p>