

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Uganda Country Office
Purpose of consultancy:	Three months Consultant to Bridge the Staffing Gap for Programme Analyst M&E.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under overall guidance of the Deputy Representative and direct supervision of the Programme Specialist, M&E, the Programme Analyst M&E will provide technical support in M&E for programmes across humanitarian and development settings. In particular, s/he will provide support in strengthening the capacity of UNFPA staff and implementing partners in results-based planning, monitoring, reporting and evaluation.</p> <p>Technical Support to Planning, Monitoring, Reporting and Evaluation</p> <ul style="list-style-type: none"> • Support the CO Programme Specialist to strengthen the capacity of UNFPA staff and Implementing Partners (IPs) in developing Work plans (WPs) which are results-based and aligned to signed donor agreements. • Support the CO to strengthen the capacity of UNFPA staff and Implementing Partners (IPs) in humanitarian programming and reporting. • Support the CO in strengthening real-time/remote monitoring; in particular, coordinate and strengthen capacity of UNFPA field offices in results-based site monitoring and reporting. Support implementation of the recommendations from remote monitoring missions (decentralized/field offices) by preparing synthesis reports of findings and recommendations • Coordinate and provide technical support in preparing quarterly, annual, and donor programme implementation reports. • Conduct ongoing analysis and consolidation of programme results, and maintain an up-to-date results tracking systems for projects under the Country Programme, especially for ANSWER, WAY 2.0, EYE, and humanitarian programmes • Support the monitoring of the implementation of the recommendations from monitoring missions conducted by UNFPA field and CO staff. • Provide technical and operational support for upcoming or on-going baseline, MTR and endline evaluations of assigned projects in the CO. <p>Knowledge Management for Policy Advocacy</p> <ul style="list-style-type: none"> • Support digitalization of knowledge management for ongoing programmes, optimization of M&E data reporting, analysis and storage systems, and capacity strengthening for UNFPA staff and implementing partners to utilize ICT-based M&E and reporting tools. <p>Partnerships and Coordination</p> <ul style="list-style-type: none"> • Support national and district partners' capacity to analyse and utilize M&E data for evidence-based decision making, policy and program formulation, monitoring and evaluation in support of integrated national development and humanitarian response.

	<p>Other:</p> <ul style="list-style-type: none"> As appropriate, undertake other related duties assigned by the Representative and/or Programme Specialist M&E.
Place where services are to be delivered:	UNFPA Country office and UNFPA supported districts and Decentralized Offices.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> An up-to-date Results and Intervention Matrix for SRHR Interventions District coordination meetings conducted in all three DO jurisdictions A synthesis report on recommendations from all coordination meetings Integrated programming monitoring and compliance tools reviewed, finalized, and rolled out. Map/matrix of SIS milestone by WP and by fund codes Up-to-date results tracking system for ANSWER, WAY 2.0, EYE, and humanitarian programmes Reports of Biannual and/or Annual Reviews for relevant Fund Codes WPR are complete, timely and Results-oriented, especially for CARE, SCI, Plan, LWF, ACCORD, MOES, IRC, MSU Up-to-date response plans for recommendations from all field monitoring, baselines, MTRs and evaluations tracked and CO staff updated quarterly Review of IP quarterly progress reports to track results as per agreed indicators/targets in WP and preparation of and participation in IP quarterly progress meetings, in particular for CARE, SCI, Plan, LWF, ACCORD, MOES, IRC, MSU Up-to-date results tracking systems for ANSWER, WAY, EYE, and humanitarian funds (CERF, EF, HTF) Timely and quality donor reports, especially for ANSWER, WAY 2.0, EYE, and humanitarian programmes CPD repository is maintained with all documentation relating to the implementation of the country programme
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>MANAGEMENT AND REPORTING</p> <p>The Consultant will be required to provide monthly output report against approved monthly work schedule.</p>
Supervisory arrangements:	The consultant will work under overall guidance of the Deputy Representative and direct supervision of the Programme Specialist, M&E.
Expected travel:	Within Kampala and 5 Regions (Western, Karamoja, East, West Nile and Northern Region)
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> Advanced university degree in statistics, demography, health economics, public health or related field. Post-graduate training in monitoring and evaluation will be an added advantage <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> At least two years of experience in SRH/FP programming in a related field and/or research. A thorough understanding of the UN system in general, and especially UNFPA mandate, its policies and operations and current development topics and political issues in Uganda will be an added advantage. Strong skills in Data Management, Analysis, and Visualization using computer statistical packages. Excellent computer/information systems skills. <p>Languages: Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.</p>

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>The consultant will be provided with office space, but will be expected to use her/his own equipment/ laptops.</p>
<p>Application deadline and how to apply</p>	<p>Opening date: 6th June 2023</p> <p>Closing date: 13th June 2023</p> <p>All applications should be sent by email to: Proscovia Nakabiito-nakabiito@unfpa.org while copying Deborah Nakibira : nakibira@unfpa.org</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Remuneration Daily rate of \$246 per working day, excluding weekends and UN holidays, paid as monthly lumpsum based on approved time sheet.</p>
<p>Signature of the Requesting Officer in charge of the programme:</p> <p>John Odaga. Programme Specialist – Monitoring & Evaluation</p> <p>Signature Date:</p>	