


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Ghana Country Office
Purpose of consultancy:	<p>Ghana Country Office has initiated the implementation of 8th Country Programme. In the new Country Programme, the AYD Unit has an expanded focus which now puts strong emphasis on adolescent and youth leadership and participation, youth-led advocacy, CSE, and Youth friendly services. Despite the expanded focus of the programme, the staff capacity for the Unit has remained very thin. Meanwhile, to deliver the new programme, the CO is currently being realigned and configured including its HR needs. It is on this basis that this consultancy is being offered to engage a competent staff who will provide programme and administrative support to augment the current AYD programme team in advancing the expanded AYD programme mandate in the Country Office.</p> <p>Specifically, the consultant will play a supportive role in the unit's programme implementation processes in CSE, YFS as well as provide administrative, support partnerships and resource mobilization efforts and support IP management and reporting.</p>
Scope of work: (Description of services, activities, or outputs)	<p>Specific responsibilities of the position include:</p> <ol style="list-style-type: none"> 1. Programme Management Support – support the implementation of AYD programmes (July to December 2023) <ul style="list-style-type: none"> ➤ Support engagements with and follow-up with IPs on IP work-plan implementation monitoring for effective implementation and reporting. ➤ Support the development interventions and projects for AYD programme under the CP8. ➤ Assist AYD programme team in organizing various statutory programmes and commemoration of youth related international days. ➤ Assist to set-up a data base on youth groups, networks and youth focused organizations delivery on UNFPAs related mandated to young people in Ghana. ➤ Assist AYD programme team to provide relevant technical assistance to IPs, UN agencies, government agencies and donor partners on youth related programmes. 2. Administrative Support – Assist the AYD unit administratively as related to IP management and activities implementation at CO level (July – December 2023) <ul style="list-style-type: none"> ➤ Provide administrative support including making travel arrangements, organizing logistics travels, training activities etc.

	<ul style="list-style-type: none"> ➤ Support with documenting and following up with partnerships and partnerships request from various organizations, youth networks and groups. ➤ Support in following up with IPs for Work-plan Progress Reports and preparation of FACE. ➤ Support the tracking of procurement of materials and logistics, including documenting inventory for the programme. ➤ Support the coordination of AGP programme wrap-up activities. <p>3. Resource Mobilization – Assist in the follow-up to potential resource partners and development of proposals (July to December 2023)</p> <ul style="list-style-type: none"> ➤ Support in programme development and proposal writing for resource mobilization purposes. ➤ Assist with scanning of donor environment to identify potential donors and funding sources for Adolescent and Youth development related programming for Ghana. ➤ Support in donor engagements and communications, including support timely reporting to donors. <p>Deliverables</p> <ol style="list-style-type: none"> 1. AYD CP8 Programme interventions to advance CSE, YFS etc documented (December 2023). <ul style="list-style-type: none"> • Develop and compile concept notes and prepare reports for various AYD programme activities. 2. IP FACE and Work-plan Programme Reports prepared and completed in Atlas/GPS/Quantum (Quarterly until Jan. 2024) 3. Procurement request for various procurements for AYD programme as per DEX work-plan completed (Jan. 2024) 4. Document all ongoing/completed resource mobilization and partnerships engagement for AYD programme for the year (January 2024) <ul style="list-style-type: none"> • Compile and support documentation of various resource mobilization proposals by the AYD Unit. 5. Support annual and SIS reporting completed for 2023 (Third and Fourth Quarter 2023 reporting) <ul style="list-style-type: none"> • Collate reports from IPs implementing AGP programme (CSOs and Government Partners) for SIS reporting. • Assist to ensure Data collection tools for AYD programme developed and validate with P&D Unit • Collate IPs Human Interest reports from IPs for review and compilation. • Support to document various programme concept notes and strategies for AYD programme.
<p>Duration and working schedule and Rate:</p>	<p>The Consultant is expected to be engaged for six months. Duration: July 2023 to December 2023.</p>

Place where services are to be delivered:	This Consultant will work in-person from the UNFPA Ghana Country Office, support IPs, may undertake or support monitoring and some fieldwork and missions where necessary.							
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<p>Delivery dates for actions will be per reporting schedules for CO work-plan, End of Quarter implementation reporting by IPs and dates for reporting of donor funded programmes.</p> <p>Deliverables shall be both hard copy and electronic dependent on the nature of activity.</p>							
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant shall submit monthly reports for each month of the contract period detailing all activities undertaken with deliverables to be submitted on 30 th of each month of the contract period.							
Supervisory arrangements:	The consultant will report to and be supervised by the Programme Specialist for Adolescent and Youth Development.							
Expected travel:	The consultant will have intermittent international and local travels to project sites for programme support, training, outreaches, and monitoring purposes, dependent on need.							
Required expertise, qualifications, and competencies, including language requirements:	<p>Minimum of a first degree in public health, social development, or other related social science field with specialized training in programme, youth participation and leadership, SRHR, finance management skills, programme monitoring and reporting, training and facilitation skills</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> • At least 2 years of relevant work experience in project management. • Broad understanding of the programme for adolescents and young people, including M&E dynamics regarding adolescent sexual and reproductive health, population, gender, and development issues in Ghana. • At least 3 years of practical programming and field activity implementation experience. • Strong experience in document review, analysis and report writing skills. • Knowledge and practical experience in programme/project finance administration, management, reporting and documentation. • Proficiency in current office software applications. • Excellent writing skills in English • Knowledge of UN System/UNFPA procedures would be an asset. 							
Inputs / services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:	UNFPA will provide office space and necessary equipment to support the work of the consultant.							
Other relevant information or special conditions, if any:	Agency	Year	Fund	Cost Centre	Project	Donor	Inter-agency	Future
	UNFPA	2023	UZJ29		GHA08AYD	-	-	-
Signature of Requesting Officer in Hiring Office: 								

Name: Adjoa Yenyi

Date: 29 June, 2023

Signature: Approved by the Representative a.i. :

Name: Dr. Emmily Naphambo



Date: 29 June, 2023