

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Malaysia Country Office
Title	Consultant for National Family Policy and Action Plan Years 2026-2030
Purpose of consultancy:	<p>UNFPA is the United Nations Sexual and Reproductive Health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>Considering the critical role of family well-being in national development, the Ministry of Women, Family and Community Development (MWCDF) developed the National Family Policy (NFP) in 2010. This policy prioritises the perspective of the family in all socio-economic development efforts to produce a high-quality generation. It also underlines the importance of the role of the family institution to continue to be preserved and strengthened in addition to emphasizing the concept of family well-being which is based on family values such as love, honesty, fairness and equity regardless of status, gender and age. The family institution is one of the micro systems in the network of large social systems. The role of the family institution is not only to meet the needs of socialization and care, but also in the spectrum of education, economy, health and environment which are closely related to ensure the well-being of a family institution.</p> <p>NFP also supports existing policies such as the National Social Policy, the National Women's Policy and the National Children's Policy and helps in fulfilling international commitments such as the Convention on the Elimination of All Forms of discrimination Against Women (CEDAW) and the Convention on the Rights of the Child (CRC).</p> <p>NFP is also equipped with the Plan of Action for National Family Policy (PANFP) for a period of 10 years from 2010 to 2020 based on three (3) core strategies, namely:</p> <ol style="list-style-type: none"> i. increasing the commitment and involvement of various parties to prioritize the family perspective in all socio-economic development efforts; ii. ensure that laws, policies, procedures and enforcement of laws and regulations prioritize the family perspective; and iii. provide and ensure family-friendly programs, services and facilities are easily accessible. <p>The implementation of NFP and PANFP is not only under the functional area of MWCDF, rather it crosses the jurisdiction and roles of various ministries, departments, agencies, academics, the private sector, Non-Governmental Organizations (NGOs) and local communities.</p> <p>Among the issues that are given the main focus to cope with the increasingly complex world development scenario is the level of ability of a family institution which is now increasingly exposed to the dynamic environment, especially the changing demographics of families in Malaysia. The number of Malaysian households is increasing and is expected to continue to increase in line with the increase in the population every year. In addition, the size of the household has shrunk from 5.2 people to 3.9 people in 2020 and the basic and extended family household type is still the dominant type of family in addition to the increase in the percentage of single households since 2000. This situation has significant implications for social landscape among the community to face the challenges of life that need to be taken into account in national development planning.</p> <p>Recognizing this concern, the MWCDF has been actively implementing various initiatives aimed at elevating the family as the primary cornerstone in the construction of both community and nation. Among the main ones is the KASIH core value campaign to instil values purely based on Love, Morality, Health and Safety, Knowledge and Harmony in family members.</p> <p>In addition to the implementation of various family programs, the level of family well-being in Malaysia is also assessed through the Family Well-Being Index Study (FWI) by the National Population and Family Development Board (NPFDB) starting in 2011. The FWI is one of the benchmarks for the level of family well-being in Malaysia as well as used as the main reference in formulating and developing policies, programs and services, especially related to strengthening and increasing the level of family well-being in this country. Based on the FWI score in 2019, the level of well-being of Malaysian families is still at a moderate level of 7.72.</p>

	<p>Since the NFP and PANFP that have been developed in the last 10 years including the action plan have expired in 2020, there is a need to update the NFP and PANFP. This is to ensure that the implementation of any initiative, strategy or program emphasizes the family aspect in line with the development of the country as well as the rapid development process in terms of economics, politics and social which has a positive and negative impact on the development of family institutions.</p> <p>This Consultancy will review the current initiatives, identify key issues and analyse the current state of family institutions. The ultimate goal is to produce an updated NFP and PANFP for 2026-2030 aligned with Core 1, MWCFCF Strategic Plan 2021-2025 and the Twelfth Malaysia Plan (12MP) in Chapter 6, Strategy G6: Strengthening Family Institutions.</p>						
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The scope of work is not limited to the following:</p> <ol style="list-style-type: none"> examining NFP and PANFP 2010-2020 taking into account the studies that have been carried out related to family in the country including LPPKN before; identify the main issues and analysis of the situation related to family institutions and make expectations of family challenges in the future taking into account the socioeconomic development of the country; and drafting and preparing a new draft of the NFP and PANFP for the period 2026-2030 covering the background, achievements of the NFP & PANFP throughout the years 2010-2020, goals, objectives, implementation strategies, core programs, and activities across the roles and functional areas of all government and state agencies, academia, the private sector, Non-Governmental Organizations (NGOs) and the local community. <p>This study includes the following activities:</p> <ol style="list-style-type: none"> analysis of the level of effectiveness of NFP & PANFP achievements throughout the years 2010-2020; analysis of the main issues and scenarios related to family institutions as a whole in Malaysia; the implementation of desk review for benchmarking and best practices in other countries for the implementation of family-related policies as a background in NFP; the implementation of two (2) workshops (March and June) involving Federal Government Ministries/ Departments/ Agencies, State Governments, local authorities, academics and NGOs for updating NFP & PANFP; and the use of information/ input/ views on issues as well as suggestions for improvement from Ministries/ Departments/ Agencies of the Federal Government, State Governments, local Authorities, academics and NGOs. <p>Outputs:</p> <p>Prepare a new draft NFP and PANFP for the period 2026-2030</p>						
<p>Duration and working schedule:</p>	<p>The Consultant is expected to start in February 2024, and complete the consultancy latest on December 2024. The estimated duration to complete the consultancy is 100 working days.</p>						
<p>Place where services are to be delivered:</p>	<p>The Consultant will work from own location and at any other location as relevant to events related to outputs, as well as UNFPA Malaysia CO at Menara PJH, Level 9, No. 2, Jalan Tun Abdul Razak, Precinct 2, 62100 Putrajaya, Malaysia.</p>						
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.), including reporting format:</p>	<p>This preliminary study report will produce a new draft NFP and PANFP for the period 2026-2030. Through the preparation of the new NFP and PANFP, it can give direction to the planning and implementation of family-friendly programs and services. In addition, it can also help in the reporting of family-related initiatives and achievements at either level national or international as well as mobilizing the role of all parties to prioritize the perspective of the family in an effort to build a harmonious and prosperous family institution.</p> <table border="1" data-bbox="501 1760 1493 2087"> <thead> <tr> <th data-bbox="501 1760 1018 1800">Deliverables</th> <th data-bbox="1018 1760 1493 1800">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="501 1800 1018 2051"> <p>Deliverable 1: Inception Report</p> <ol style="list-style-type: none"> The inception report will include objectives, scope, methodology, analysis of research data and expected research results; and Present the latest and comprehensive literature review highlighted in related fields. </td> <td data-bbox="1018 1800 1493 2051">30 June 2024</td> </tr> <tr> <td data-bbox="501 2051 1018 2087"> <p>Deliverable 2: Interim report</p> </td> <td data-bbox="1018 2051 1493 2087">31 July 2024</td> </tr> </tbody> </table>	Deliverables	Due Date	<p>Deliverable 1: Inception Report</p> <ol style="list-style-type: none"> The inception report will include objectives, scope, methodology, analysis of research data and expected research results; and Present the latest and comprehensive literature review highlighted in related fields. 	30 June 2024	<p>Deliverable 2: Interim report</p>	31 July 2024
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	<p>a. Up-to-date and comprehensive analysis of situations and scenarios; and</p> <p>b. Advanced analysis of the data and information that has been collected</p> <p>Deliverable 3: First draft report</p> <p>a. This interim report contains a complete write-up of the entire project including the findings of the study, a policy proposal outline and an action plan outline</p> <p>Deliverable 4: Final Report</p> <p>b. This final report should take into account all comments, suggestions and amendments to the First draft report. This report should also contain policy recommendations and a complete action plan;</p> <p>c. The final report of the study that has been approved and agreed by the committee must be prepared in two languages namely Malay and English and submitted to the MWCFP; and</p> <p>d. The content of the final report should include the important points in a research report, including an executive summary, conclusions and strategic recommendations on the findings of the study in addition to using a high-quality and reader-friendly report presentation and writing method.</p>	<p>22 September 2024</p> <p>13 October 2024</p>
	<p>The work will be delivered electronically through e-mail and saved in iDocs-Malaysia folder. Hard copies are printed and shared where necessary.</p>	
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>On-going monitoring of the work will be made on a continuous basis by the Assistant Representative and periodic reviews conducted by the UNFPA Representative. Frequent discussions will be held to note on the progress of work throughout the duration of contract. Interim milestones and deadlines will be determined accordingly.</p>	
<p>Supervisory arrangements:</p>	<p>The consultant will directly report to the UNFPA Representative and work in close coordination with the Assistant Representative. UNFPA Malaysia CO staffs will provide support where necessary.</p>	
<p>Expected travel:</p>	<p>For official travel associated with the assignment if needed, the travel costs (in addition to the consultancy fees stated in the IC Contract) will be processed under UNFPA's Duty Travel policy and procedures</p>	
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education: Advanced degree in social sciences, public policy, sociology, demography, or a related field.</p> <p>Knowledge & Experience:</p> <ul style="list-style-type: none"> • At least 14 years of experience with a Masters Degree, or 16 years of experience with a Bachelors Degree • Have a good understanding of the socio-economic dynamics of Malaysia, including demographic trends, cultural and socio-political factors that impact family institutions. • Previous experience in analysing and reviewing existing policies, and identifying family-related issues, trends and challenges in family institutions. • Strong communication and interpersonal skills, with the ability to build relationships with stakeholders at all levels. <p>Language: Fluency in English and Bahasa Malaysia</p>	

<p>Payment Milestones</p>	<p>(Total Consultancy Fee is not mentioned here, because it is negotiated separately with the consultant. The total Fee is mentioned only in the IC Contract and in the Justification for Selection)</p> <p>Payment will be made upon satisfactory delivery of associated deliverables and with acceptable quality by the UNFPA Representative, as per the table below.</p> <table border="1" data-bbox="501 264 1497 521"> <thead> <tr> <th>Area of Deliverables</th> <th>Date Due</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Deliverable 1: Inception Report</td> <td>30 June 2024</td> <td>20% of contract</td> </tr> <tr> <td>Deliverable 2: Interim Report</td> <td>31 July 2024</td> <td>20% of contract</td> </tr> <tr> <td>Deliverable 3: First Draft Report</td> <td>22 September 2024</td> <td>30% of contract</td> </tr> <tr> <td>Deliverable 4: Final Report</td> <td>13 October August 2024</td> <td>30% of contract</td> </tr> </tbody> </table>	Area of Deliverables	Date Due	Payment	Deliverable 1: Inception Report	30 June 2024	20% of contract	Deliverable 2: Interim Report	31 July 2024	20% of contract	Deliverable 3: First Draft Report	22 September 2024	30% of contract	Deliverable 4: Final Report	13 October August 2024	30% of contract
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<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide to consultant:</p> <ul style="list-style-type: none"> - Required documentations - Support services, office space, and stationeries where necessary - Travel costs (in addition to the consultancy fees stated in the IC Contract) in accordance with UNFPA's Duty Travel policy and procedures, for official travel associated with the assignment - E-mail access, which provides access to MyUNFPA portal and iDocs <p>Consultant will:</p> <ul style="list-style-type: none"> - use own personal laptop / computing equipment with relevant software and programmes - ensure availability of sufficient internet connection when working from other location - ensure availability of necessary equipment and furniture when working from other location 															
<p>Other relevant information or special conditions, if any:</p>	<ol style="list-style-type: none"> 1. Individual Consultancy Contract will be signed between the consultant and UNFPA Malaysia CO 2. Payment of fees should be submitted to Malaysia CO accompanied by a signed Certificate of Payment Form to expedite the clearance and authorization of payment to the Consultant 3. Without prejudice to any other rights or remedies that UNFPA may have under the Individual Consultancy Contract, UNFPA may withhold any payment to the consultant if the services are not performed in accordance with the TOR until such time that the consultant has remedied such performance. 4. Any changes to the TOR will be subject to consultation between UNFPA and the Consultant. 5. The deliverables and all information pertaining to this project will be treated as UNFPA property. The title right, copyright and other rights of whatsoever nature in any material produced under the provision of the consultancy shall be vested exclusively with UNFPA. The deliverables cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA. The tools, reports or documents or any part, cannot be sold, used or reproduced in any manner without the prior written approval of UNFPA. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever media without written permission of UNFPA in line with the national and international Copyright Laws applicable. All rights and materials produced remain solely with UNFPA. 6. The deliverables and all information pertaining to this project will be uploaded in iDocs-Malaysia site and will be treated as the property of UNFPA with exclusive rights over their use. The title right, copyright and other rights of whatsoever nature in any material produced under the provision of the consultancy shall be vested exclusively with UNFPA. The deliverables cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA. The tools, reports or documents or any part, cannot be sold, used or reproduced in any manner without the prior written approval of UNFPA. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever media without written permission of UNFPA in line with the national and international Copyright Laws applicable. All rights and materials produced remain solely with UNFPA 															