

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE FOR CPAP COORDINATOR	
Hiring Office:	UNFPA Malaysia Country Office
Purpose of consultancy:	<p>UNFPA has been working with the Government of Malaysia since 1973 towards enhancing sexual and reproductive health and rights (SRHR), advancing gender equality, realizing rights and choices for young people, and strengthening the generation and use of population data for development. UNFPA mandate under the new Global Strategic Plan (2022-2025) is to accelerate the achievement three zeros; ending the preventable maternal death, reducing the unmet needs of family planning and reducing gender based violence and harmful practices.</p> <p>The UNFPA Country office through a series of consultations and various rounds of feedback and inputs had successfully drafted the 1st Country Programme Document (CPD) 2022-2025 and it is proposed for endorsement at the Executive Board in February 2022. The United Nations Sustainable Development Cooperation Framework (UNSDCF) 2021-2025 was simultaneously developed, currently waiting for an endorsement from the Government. The new UNFPA Malaysia CPD is aligned with the UNSDCF and the National priorities which include the Shared Prosperity Vision 2030 and the 12th Malaysia Plan.</p> <p>In order to ensure effective implementation of the new CPD, Country Programme Action plan (CPAP) for 2022 to 2025 will be developed and submitted to Government by end of March or early April 2022 for approval. As part of CPAP development process, the CPAP Stakeholder consultation meetings will be organized to collect opinions and ideas from stakeholders including strategic partners, government, civil society organizations, academia, private sectors, women and young people. Inputs from stakeholders' meetings will assist UNFPA to elaborate more details in its CPAP in terms of deliverables and milestones under each key activities; including timeline for each activity, resources to achieve each actions; strategic direction for communication, partnership and resource mobilization.</p> <p>In addition to CPAP, a multi-year monitoring will need to be drafted to monitor annual based action plans to ensure the contributions to UNFPA CPD Results Resource Framework (RRF) and the UNSDCF RRF. Information from CPAP stakeholder meetings will help to guide the development of multi-year monitoring plan and annual monitoring plan to ensure the achievement against outputs and outcomes. The multi-year monitoring plans will assist UNFPA annual reporting inclusive of mid-term and year end to the Government on Country programme deliverables and achievements.</p> <p>A consultant is required to coordinate the CPAP stakeholder consultations and coordinate drafting of the four-year monitoring plan aligned with CPD RRF.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>1. The development of draft CPAP, including the CPAP RRF under the 1st CPD (2022-2025)</p> <p>1.1. CPAP</p> <ul style="list-style-type: none"> • Review and finalize Metadata, CPD Companion document • Prepare stakeholder mappings to identify potential partners UNFPA can work with under new CPD. • Liaise and coordinate with related staff on admin and logistics to arrange for CPAP stakeholder meetings (Govt and CSOs). Minimum two meetings required. • Prepare for the stakeholder meetings, and coordinate to make sure the meetings are organized as agreed and planned • Identify a second rapporteur, facilitators, prepare rapporteur and facilitators TORs to gather inputs from the stakeholders • Act as facilitator for specific breakout room and main rapporteur for the stakeholder consultations

	<ul style="list-style-type: none"> Finalize the rapporteur notes to feed into the CPAP draft Upon request, search for official data, statistics and national information to support CPAP draft Assist the Assistant Representative in the revision of CPAP after receiving feedback from Government and Regional office <p>1.2 CPAP Multiyear monitoring plan</p> <ul style="list-style-type: none"> Coordinate with Assistant Representative and CO M&E focal person to draft a multi-year monitoring plan for the 1st CPD. The monitoring plan should be in line with CPD RRF and CPD metadata. 						
Duration and working schedule:	The Consultant is expected to start on 24 January 2022 and complete the consultancy on 22 April 2022. The estimated duration to complete the consultancy is 30 working days.						
Place where services are to be delivered:	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 10, No 2, Jalan Tun Abdul Razak, Precint 2, 62100 Putrajaya.						
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.), including reporting format:	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td> <ol style="list-style-type: none"> Coordinated stakeholders' meetings Report of Stakeholders meetings Metadata completed CPAP Multi-year monitoring first draft Report of statistics, data and information provided for CPAP draft finalization </td> <td>15th March 2022</td> </tr> <tr> <td> <ol style="list-style-type: none"> CPAP Multi-year monitoring final draft Finalization of mapping of potential partners under new CPD </td> <td>22nd April 2022</td> </tr> </tbody> </table> <p>The work will be delivered electronically through e-mail and saved in the iDocs-Malaysia folder. Hard copies are printed and shared where necessary.</p>	Deliverables	Due Date	<ol style="list-style-type: none"> Coordinated stakeholders' meetings Report of Stakeholders meetings Metadata completed CPAP Multi-year monitoring first draft Report of statistics, data and information provided for CPAP draft finalization 	15th March 2022	<ol style="list-style-type: none"> CPAP Multi-year monitoring final draft Finalization of mapping of potential partners under new CPD 	22 nd April 2022
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Periodic reviews will be conducted by the UNFPA Representative while on going monitoring of the work will be made continuously by the Assistant Representative. Once a week discussions will be held to note the progress of work throughout the contract. Interim milestones and deadlines will be determined accordingly.						
Supervisory arrangements:	The consultant will directly report to the UNFPA Assistant Representative and work in close coordination with the Programme team. UNFPA Malaysia CO staff will provide support where necessary.						
Expected travel:	The consultant will be based at UNFPA Malaysia CO, and no other travel is expected. If travel is required, travel costs will be paid separately guided by Duty Travel Policy and Procedure						
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> Advanced degree in public health, population, demography and/or other related social science discipline. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> Minimum 7 years of professional experience in the field of development and population activities such as SRHR, Gender, Comprehensive 						

	<p>Sexuality Education (CSE) and Youth engagement, with experience in programme/ project management.</p> <ul style="list-style-type: none"> • Facilitation and drafting skills is a requirement, and substantive knowledge of development issues related to UNFPA mandate areas • Demonstrated skills in recording and documenting reports of technical/official meetings • Experience with managing UN-consultations will be an added advantage, diplomatic skills and high-level networking experience • Proficiency in office software applications. • Excellent written skills in English <p>Languages:</p> <ul style="list-style-type: none"> • Fluency in English and Bahasa Malaysia, Knowledge of other UN languages is an advantage. 									
Payment Milestones	<p>Payment will be made upon satisfactory delivery of associated deliverables and acceptable quality by the UNFPA Representative, as per the table below.</p> <table border="1" data-bbox="504 607 1497 1346"> <thead> <tr> <th data-bbox="504 607 1114 636">Area of Deliverables</th> <th data-bbox="1114 607 1329 636">Date Due</th> <th data-bbox="1329 607 1497 636">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 636 1114 1182"> <ol style="list-style-type: none"> 1. Upon submission and approval of stakeholder meeting preparation materials (Concept note, agenda, TORs for rapporteurs, facilitators, list of participants, package of meeting documents and outline of arrangements). 2. Upon finalization of Metadata 3. Upon submission of Stakeholders meeting reports 4. Report of statistics, data and information provided for CPAP draft finalization 5. Submission of CPAP Multi-year monitoring draft </td> <td data-bbox="1114 636 1329 1182">15th March 2022</td> <td data-bbox="1329 636 1497 1182">60%</td> </tr> <tr> <td data-bbox="504 1182 1114 1346"> <ol style="list-style-type: none"> 6. Finalization of CPAP Multi-year monitoring draft 7. Finalization Stakeholders mapping of potential partners under new CPD </td> <td data-bbox="1114 1182 1329 1346">22nd April 2022</td> <td data-bbox="1329 1182 1497 1346">40%</td> </tr> </tbody> </table>	Area of Deliverables	Date Due	Payment	<ol style="list-style-type: none"> 1. Upon submission and approval of stakeholder meeting preparation materials (Concept note, agenda, TORs for rapporteurs, facilitators, list of participants, package of meeting documents and outline of arrangements). 2. Upon finalization of Metadata 3. Upon submission of Stakeholders meeting reports 4. Report of statistics, data and information provided for CPAP draft finalization 5. Submission of CPAP Multi-year monitoring draft 	15 th March 2022	60%	<ol style="list-style-type: none"> 6. Finalization of CPAP Multi-year monitoring draft 7. Finalization Stakeholders mapping of potential partners under new CPD 	22 nd April 2022	40%
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Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<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 • ensure availability of sufficient internet connection when working from other location • ensure availability of necessary equipment and furniture when working from other location 									
Other relevant information or special conditions, if any:	<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. All documents and reports to be uploaded in iDocs-Malaysia site, and will remain as the property of UNFPA

Signature of Requesting Officer in Hiring Office:

DocuSigned by:
Jayamalar Samuel
48995913C66D478...
Jayamalar Samuel

Date: 05-Jan-2022

Signature of Approving Officer in Hiring Office:

DocuSigned by:
Asa Torke1sson
C398081D7C644CA...
Asa Torke1sson

Date: 05-Jan-2022