

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| TERMS OF REFERENCE FOR SABAH PROGRAMME COORDINATOR | |
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| Hiring Office: | UNFPA Malaysia CO |
| Title | Sabah Programme Coordinator Consultant |
| Background | <p>The International Conference on Population and Development (ICPD) Programme of Action, adopted in 1994 by 179 Member States including Malaysia, lays out a far-sighted plan for advancing human well-being that places the human rights of individuals, rather than numerical population targets, at the centre of the global development agenda. It emphasizes the value of investing in women and girls, both as an end in itself, and as a key to improving the quality of life for everyone. And it affirms the importance of sexual and reproductive health, including family planning, as a precondition for women’s empowerment. It calls for an end to gender-based violence (GBV) and harmful practices.</p> <p>Guided by the ICPD, UNFPA partners with government, civil society, academia, sister agencies in the United Nations Country Team and other agencies to advance its mission; geared in particular towards collaborating on engagement in policy dialogue and advocacy. UNFPA Malaysia as part of the UN Country Team leads the advancement of sexual and reproductive health and rights (SRHR), and is chairing the UN Gender Results Group (GRG) to enhance the UN support for the advancement of Gender Equality and CEDAW commitments into national planning processes aligned to the SDG Agenda for 2030 and UNFPA’s reaffirmed commitment on the ICPD agenda.</p> <p>Further to this agenda, UNFPA continuously work to address those furthest behind, addressing existing gaps in Malaysia, investing in state-level interventions. With this outlook, UNFPA plans to strengthen its programme in Sabah recognizing that Sabah is the poorest state in Malaysia with geographical challenges to access services and has a high number of undocumented groups of population which presents specific challenges. University Malaysia Sabah (UMS) in collaboration with University of Malaya (UM) and UNFPA published a report on Demographic and Socioeconomic Changes in Sabah. This report was launched by UNFPA in 2023. The report provides vital and empirical insights into the various demographic challenges, opportunities and perspectives that need to be considered to overcome inequality gaps and ensure that no one is left behind in the pursuit of progress. With a deep focus on women's socioeconomic development, the report outlines urgent statistics along with actionable recommendations on topics such as falling fertility rates, access to family planning, Sexual and Reproductive Health and Rights (SRHR), comprehensive sexuality education and overcoming economic barriers in order to increase the female labour force participation rate in Sabah.</p> <p>Guided by this report and other situational analyses of Sabah, UNFPA plans to develop and design its programme in Sabah in consultation with relevant stakeholders in Sabah. UNFPA is therefore seeking a suitable consultant to support the development and designing of its programme in Sabah.</p> |
| Purpose of consultancy: | To support development and designing of UNFPA Malaysia’s programme in Sabah in strengthening and advocating work related to SRHR, Comprehensive Sexuality Education (CSE), gender equality, prevention of GBV and addressing population |

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| | <p>dynamics, notably ageing. The consultant will support UNFPA in strengthening its partnership including high-level engagements, in advancing UNFPA mandate in Sabah.</p> |
| <p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p> | <p>Under the overall supervision of the Assistant Representative and guided by the Country Representative, the consultant will support delivery of the following activities:</p> <ol style="list-style-type: none"> 1. Review relevant materials including UNFPA Country Programme Action Plan 2022-2025 and UNFPA, UMS and UM report on <i>Demographic and Socioeconomic Changes in Sabah</i> and its policy and programme recommendations. 2. Mapping of existing SRHR, CSE, gender equality, GBV, ageing programmes in Sabah. 3. Engage and map relevant stakeholders in Sabah that have potential to collaborate with UNFPA. 4. Support strengthening of UNFPA strategic relationship and partnership with key stakeholders in Sabah including the Economic Planning Unit of Sabah. 5. Organise a stakeholder consultation in Sabah to consult relevant stakeholders in developing proposed programmes and/or policies. 6. Draft proposed programmes and partnership for UNFPA in Sabah in a consultative manner. The proposed programmes should include: <ol style="list-style-type: none"> a. Proposed programmes and/or policies for Sabah government and potential stakeholders including CSOs, private sector to implement guided by Malaysia’s commitment to ICPD, SDGs, CEDAW and linkages to policies set at federal level. b. Proposed programmes for UNFPA support guided by Malaysia’s commitment to ICPD, SDGs, CEDAW and linkages to policies set at federal level. c. Governance mechanism, action plan and monitoring framework for the Sabah state government to address UNFPA mandated areas. d. Proposed short term and long term planning. e. Proposed solutions to address challenges and gaps of existing programmes and/or policies by relevant stakeholders e.g. LPPKN, Sabah Family Planning Association, Malaysian Red Crescent Sabah, etc. 7. Utilise UNFPA technical resources to support initiatives. 8. Public advocacy and/or representing UNFPA in technical committees/meetings providing technical support where required. <p>Any other relevant tasks as requested by the Representative and Assistant Representative directly relevant to advancing SRHR, CSE and Population Dynamics and Ageing in Sabah.</p> |
| <p>Duration and working schedule:</p> | <p>The Consultant is expected to start immediately and complete the consultancy latest on 31 December 2024.</p> |
| <p>Place where services are to be delivered:</p> | <p>The Consultant will work from their own location in Sabah and at any other location as relevant to events related to outputs, as well as UNFPA Malaysia CO (when required) at Menara PJH, Level 10, No. 2, Jalan Tun Abdul Razak, Precint 2, 62100 Putrajaya, Malaysia.</p> |
| <p>Delivery dates and how work will be delivered</p> | <p>Delivery is managed with outputs submitted both electronically and in hard copy, as may be required by the Assistant Representative and as guided by the scope of work identified above.</p> |

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| <p>(e.g. electronic, hard copy etc.):</p> | |
| <p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p> | <p>On-going monitoring of the work will be made continuously by the Assistant Representative and periodic reviews conducted by the UNFPA Representative. Frequent discussions will be held to note the progress of work throughout the contract. Interim milestones and deadlines will be determined accordingly.</p> |
| <p>Supervisory arrangements:</p> | <p>The consultant will directly report to the Assistant Representative under overall guidance by the UNFPA 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:</p> <ul style="list-style-type: none"> ● Advanced degree in Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related fields. <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> ● Understanding of ICPD, population dynamics, sexual and reproductive health and rights, gender and women’s human rights. ● 5 years of progressively responsible professional experience in the field of ICPD and development, including programme designing, appraising and management. ● Demonstrated ability to refine programme design to ensure alignment of organizational programme objectives to national priorities/capacities. ● Proven ability to lead and manage teams. ● Excellent written and oral communication skills to foster engaged partnerships at a high level of representation and to maintain political partnerships. <p>Language:</p> <ul style="list-style-type: none"> ● Fluency in English. Proficiency in Bahasa Malaysia required. |
| <p>Payment Milestones</p> | <p>Payment will be made in 4 instalments upon satisfactory delivery of associated deliverables and upon submission of Progress Report and Certificate of Payment.</p> |
| <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 all necessary support to the consultant as follows:</p> <ul style="list-style-type: none"> ● All required documentations ● Support services, office space, and stationeries where necessary ● Travel costs (in addition to the consultancy fees stated in the IC Contract) under 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 portal <p>The 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 |

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| <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. |
| <p>COA</p> | <p>Fund: MYA01 Project/Activity ID: MYS06AYP_AYPADVOCACY</p> |
| <p>Signature of Requesting Officer in Hiring Office:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>DocuSigned by: <i>Tengku Aina</i> 90BEF9B1A6B1488...</p> </div> <p style="text-align: right;">26-Jul-2024</p> <p>Date:</p> | |
| <p>Signature of Approving Officer in Hiring Office:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>DocuSigned by: <i>Dr Julitta Onabango</i> EF91C0F0F4534A8...</p> </div> <p style="text-align: right;">26-Jul-2024</p> <p>Date:</p> | |
| <p>Signature of Operations Focal Point in Hiring Office:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>DocuSigned by: <i>Mohamed Ridzuan Shalyhan</i> 053DD0BE2040428...</p> </div> <p style="text-align: right;">26-Jul-2024</p> <p>Date:</p> | |