

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT:

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	ASRO
Purpose of consultancy:	<p>Innovation is recognized as an accelerator to achieve all three transformative results of the UNFPA Strategic Plan 2022-2025: a) ending preventable maternal deaths; b) ending the unmet need for family planning; c) ending all forms of gender-based violence and harmful practices. To this end, UNFPA Arab States Regional Office (ASRO) supports ideation, prototyping and piloting of innovative approaches throughout thematic areas to serve as an incubator for country-level interventions.</p> <p>The innovation workshop facilitator will contribute to enhancing coordination between Arab States Country Offices on innovations harnessing applications and platforms to achieve results through UNFPA's thematic areas. This will be achieved through an online workshop prepared and facilitated by the innovation workshop facilitator</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	The facilitator will support ASRO's innovation unit by facilitating a one-day interactive workshop with COs and the Regional office team, in order to a) finalize a consolidated mapping of interventions using apps/platforms, b) provide space for conversations on existing synergies and overlaps, c) highlight best practices and lessons learned, d) collectively reflect on key topics such as sustainability of apps and platforms and UNFPA's role in creating relevant apps/platforms, e) create a roadmap for future coordination.
Duration and working schedule:	<p>The contract duration shall be from Jan 1 to Feb 1st, with two days of work:</p> <ul style="list-style-type: none"> • One day for preparation • One day for workshop <p>Payment will be made in one full upon completion of the online workshop.</p>
Place where services are to be delivered:	Preparation is to be remote; Workshop is to be completed from ASRO office.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The final deliverable is the workshop, to be facilitated online. Final slides from the workshop, including participant input, will be submitted online for documentation purposes.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The facilitator is to submit the deliverables based on the following timeline:</p> <ol style="list-style-type: none"> 1) Workshop and final agenda preparation (1 day), delivered by January 20th 2) Final workshop facilitated, with presentation used during workshop (including and documenting workshop outcomes), delivered by January 30th <p><i>Delivery dates may shift according to agreements</i></p>
Supervisory arrangements:	The workshop is under the supervision of the ASRO Regional Deputy Director, with oversight, coordination and management of the consultancy by ASRO's Innovation Specialist Consultant
Expected travel:	NA
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Expert trainer/facilitator, with 20+ years experience facilitating for organizations in MENA • Expertise in organizational development and planning workshops • Fluency in English necessary, conversational Arabic a plus

Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	NA
Other relevant information or special conditions, if any:	COA: Project: RAB9OEE Activity: DIGINNOWS Fund: FPA80 IA: PU0074
<p>Signature of Requesting Officer in Hiring Office: Date: 21-Dec-2022</p> <p>Reviewed by: Date: 21-Dec-2022</p> <p>Approved by(Head of RO/CO): Date: 21-Dec-2022</p> <p>DocuSigned by: <i>Raphaelle Ayach</i> 96DEABAE41F541A...</p> <p>DocuSigned by: <i>Karina Nersisyan</i> FDB85A2300DB4C3...</p> <p>DocuSigned by: <i>Laila Baker</i> 52E6CB1F3DC4413...</p>	