

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE Facilitator for the Regional Leadership Meeting - ASRO	
Hiring Office:	UNFPA Arab States Regional Office (ASRO), Cairo, Egypt
Purpose of consultancy:	<p>The purpose is to facilitate the Annual Regional Leadership Meeting remotely using a Teleconferencing facility.</p> <p>The objective of this consultancy is to facilitate and manage a consultative process involving the internal stakeholders to review and provide input to be used as part of the new UNFPA Strategic Plan with the aim to adapt key strategic interventions to the regional context to be considered in the final design of the Strategic Plan.</p> <p>The facilitator will be moderating discussions related to the new UNFPA Strategic Plan with the aim to integrate the conclusion of the consultations as part of the Arab States Region perspective to be considered in the final design of the Strategic Plan.</p> <p>The facilitator, in consultation with the Executive Steering Committee and Programme Committee, will prepare the workshop programme, facilitate the workshop and produce workshop documentation.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The assignment will be for 10 working days.</p> <ol style="list-style-type: none"> 1. To participate in the preparation of the workshop: <ul style="list-style-type: none"> • Discussions and contribution to the design of the programme, key questions and background reading etc., including discussions with the Regional Director • Drafting in coordination with the RLM programme team a workshop outline and programme 2. To facilitate 3 to 4 hours sessions per day (including coordination of parallel sessions) for 3 to 4 days with UNFPA Country Office Representatives and UNFPA senior management. The sessions will: <ul style="list-style-type: none"> • Trigger the thought process of the regional context with the identification of specific pathways and accelerators that the SP should prioritize in order to achieve the 3 transformative results and advance the ICPD Programme of Action in the region; • Inspire participants and help them guide the discussion around the new vision of the SP and identify some of the regional context to be added into the final document. • Identify the Internal capacities and key external partners that shall be in place to enable UNFPA deliver its ambitions in the region. 3. To participate in a debriefing meeting with the Arab States Regional Office senior management, and finalize/present the overall RLM Report (in coordination with designated general rapporteurs).
Duration and working schedule:	<p>10 work days.</p> <ul style="list-style-type: none"> • Preparation for the meeting 4/person days over a period of 10 days: from 4-14 January 2021 Facilitation 4days/person says from 17 to 20 Jan • Finalization of RLM Report and debriefing, 2 days/person 24-25 Jan <p>There is no travel envisioned for this consultancy.</p>
Place where services are to be delivered:	Cairo, Egypt (Remotely)
Deliverables and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> - Development and consolidation of all background the documentation to be uploaded in the RLM platform . Delivery of a documentation Platform for participants to access at least 3 days in advance of the meeting - A Debriefing session conducted to present and report on results and action points
Monitoring and progress control, including reporting	The consultant will meet with the workshop organizers to develop the workshop session methodology. Upon completion of the workshop, the consultant will prepare a 7-10 pages final Report including an executive summary, The Final Report of the

requirements, periodicity format and deadline:	RLM will include an outline of main discussions and recommendations to the Regional Director and Team from the meeting, responding to the overall meeting objectives, and a proposed follow up action plan.
Supervisory arrangements:	The consultant will be under overall guidance of the Regional Director through the Executive Steering Committee
Expected travel:	No travel is expected.
Required expertise, qualifications and competencies, including language requirements:	The consultant should ideally have: <ol style="list-style-type: none"> 1. Advanced university degree or equivalent in Business Administration, Communications, Humanities, or a related field. 2. At least 10 years of related professional experience in the field of knowledge management and business strategy/innovation. 3. Demonstrated at least 3-5 years of experience in education and/or capacity development training is required. 4. Experience within academia, the private sector or multilateral organisations is highly recommended. 5. Demonstrated experience in facilitation of high level meetings 6. Strong writing and facilitation skills in English are required. 7. Must be detail-oriented and able to handle multiple tasks simultaneously. 8. Demonstrated understanding of gender equality, human rights and social determinants of health is strongly preferred. 9. Capacity to work well in a multicultural and multinational setting.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	Workshop logistical support will be provided by UNFPA.
Other relevant information or special conditions, if any:	Payment will be made upon satisfactory completion of all services and acceptance of all deliverables by UNFPA.

How to apply:

- 1- Please email your CV/Resume along with a cover letter and P11 Form to asrovacancies@unfpa.org - noting that P11 Form must be submitted
- 2- Please specify the position/consultancy title in the email subject
- 3- Only applications sent to asrovacancies@unfpa.org will be considered
- 4- Applications received after the deadline of January 11th, 2021 will be disregarded

Please find attached:

- 1- ToRs.
- 2- P11 Form.

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Cleared by:

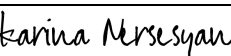
(Hicham Nahro, IOM)

(Chair of Programme Committee)

Date:

29 Dec 2020

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Karina Nersesyan

31 Dec 2020

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Approved by:

For (Luay Shabaneh, RD)

Date:

31 Dec 2020