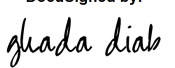




TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA ASRO
Purpose of consultancy:	<p>UNFPA ASRO is currently working on launching an internal web portal to serve as a rolling repository of tailored and specialized information that could be of benefit to UNFPA offices throughout the region. The portal will be designed, developed, and implemented based on continuous consultations with UNFPA country offices in the region to ensure that the final platform caters to the needs and priorities over the coming years. To that end ASRO is working on developing an internal Platform.</p> <p>UNFPA has been a PSEA championship for 2021, as per the Interagency Stranding Committee by the Executive Director and we are continuing on leadership to reach Zero Tolerance in the region and ensure that the regional office and country offices are supporting the PSEA in the region.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The expected Tasks :</p> <p>Prevention of Sexual Exploitation, Abuse and Sexual Harassment Follow up on the global tracking of PSEA; Develop data base to ensure regular reporting on monthly basis; support in the monthly meetings of the PSEA focal points; Arrange meetings with IPs Working with the PESA focal point to develop a capacity strengthening plan Follow up on the capacity strengthening plan Minutes of meeting.</p> <p>Knowledge Management internal Platform Overall support to the design required for the platform Coordinate for obtaining videos and interviews on the best practices Collect materials from Country offices Coordinate with Cos to document best practices Review all collecting materials based on the criteria required Conduct and coordinate meetings to serve the establishment of the portal Follow up on the recommendations from the meeting upload the documents to the site Develop minutes of meeting;</p> <p>Roll out of Volunteerism Strategy Coordinate and Support the implementation of the endorsed activities on volunteerism with LAS Coordinate and support meeting with partners; Review the materials on volunteerism in the region; Support and follow up with COs on volunteerism plan;</p> <p>People with Disabilities Support the implementation of the Disabilities activities Support the logistical perorations for the regional Workshop on Disabilities</p>
Duration and working schedule:	Starting May 2022 to December 2022
Place where services are to be delivered:	Cairo, Egypt
Delivery dates and how	Deliverables:

work will be delivered (e.g. electronic, hard copy etc.):	<p>Support and coordinate the Launching and piloting the Knowledge Management Portal</p> <p>Finalize the PSEA assessment plans for Implementing Partners “IPs”</p> <p>Report on the PSEA achievements for 2022 in the region</p> <p>Support in the implementation of Disabilities Workshop</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> • All deliverables are to be approved by UNFPA prior to finalization to ensure they meet quality criteria. • Support and coordinate in launching and piloting of KM platform - June 2022. • Support in finalizing PSEA Assessment for IPs – July 2022 • Support in the Disabilities workshop with League of Arab States “LAS” – August 2022 • Support in the implementation of the Volunteerism high level meeting with LAS – September 2022 • Finalization of the PSEA workshop with COs – October 2022 • Finalization of Knowledge products database – November / December 2022
Supervisory arrangements:	Consultant will report to Ms. Ghada Diab, Regional KM and PSEA focal point
Expected travel:	N/A.
Required expertise, qualifications and competencies, including language requirements:	<p>The following qualifications are required:</p> <ul style="list-style-type: none"> • Bachelor degree in communication, management, administration or relevant field. • Minimum of 4 years of relevant experience ; • Proven knowledge within the UN system • Computer skills (word processing, spreadsheets, statistical analysis software application, internet research, etc.); • Excellent English and Arabic writing and communication skills. Strong communication skills, with the ability to communicate detailed concepts clearly and concisely both in writing and verbally;
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Will work closely with UNFPA ASRO relevant staff members and in cooperation with stakeholders – LAS and COs . The consultant will be working from ASRO premises.
Other relevant information or special conditions, if any:	RARB9POL – KMPSEACON-FPA80 – 18000 – PU0074
<p>Signature of Requesting Officer in Hiring Office: Submitted by: Ms. Ghada Diab, Knowledge Management and PSEA focal point, UNFPA ASRO Date: 27 APR 2022</p> <div style="text-align: right;"> <p>DocuSigned by:  EA5E97CF786B416...</p> </div> <p>Cleared by: Dr. Karina Nersesyan, Deputy Regional Director, UNFPA ASRO Date: 27 APR 2022</p> <div style="text-align: right;"> <p>DocuSigned by:  FDB85A2300DB4C3...</p> </div> <p>Approved by: Dr. Luay Shabaneh, Regional Director, UNFPA ASRO Date: 27 APR 2022</p> <div style="text-align: right;"> <p>DocuSigned by:  BDAFEA028C78473...</p> </div>	

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