

TERMS OF REFERENCE
Consultancy for editing support UNFPA Maldives
(MDV-ToR/2017/12 Dated: 18 September 2017)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>Every year UNFPA launches its flagship report on The State of World Population. This year's report "Worlds Apart: Reproductive Health and Rights in an Age of Inequality", makes the case that while income inequality is in and of itself a serious problem that policymakers everywhere are seeking to rectify, other forms of inequality associated with income inequality also deserve their urgent attention.</p> <p>Maldives is one country that has achieved 5 out of 8 MDGs. While MDGs focused on achieving statistical national averages, an important segment of the population have been left behind. As we embark on implementing the 2030 Agenda for Sustainable Development, with its ambitious focus on 'leaving no one behind' UNFPA Maldives seeks to understand the policy barriers to 'reaching the most vulnerable first.</p> <p>Based on the above mentioned premise, the objective of this assignment is to prepare a policy brief in line with the global report to advocate for expanding the reproductive health services for the hard to reach vulnerable groups. This policy brief would be a secondary analysis with no primary data collection.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Scope and diversity of assignment:</p> <ol style="list-style-type: none"> 1. Review the relevant policy documents and analyses carried out by the Government and other organizations 2. Consult with relevant stakeholders 3. Prepare a 5 page policy brief based on the review. <p>Output: A five page policy document proofread and ready for layout.</p>
Duration and working schedule:	Approximately 15 working days
Place where services are to be delivered:	The consultancy will be undertaken homebased
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The outline of the report by 30 September</p> <p>First draft policy brief 7 October</p> <p>Final policy brief by 15 October</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant will be briefed and debriefed by UNFPA and is expected to keep in close contact via email, etc.
Supervisory arrangements:	The consultancy will be managed by UNFPA Country Office.

Expected travel:	None
Required expertise, qualifications and competencies, including language requirements:	<p>Primary expertise required: Policy review.</p> <p>Functional Competencies</p> <ul style="list-style-type: none"> ● Basic university degree in social sciences, development or related discipline would be desirable. ● 3 years' experience preferably in policy analysis ● Ability to work independently and organise meetings ● Strong research and excellent writing skills in English ● Excellent organizational skills ● Demonstrated ability to meet deadlines and work under pressure <p>Behavioral Competencies</p> <ul style="list-style-type: none"> ● Ability to be flexible and respond to changes to text as part of the review and feedback process; ● Strong interpersonal skills, able to communicate and work with diverse people ● Participate effectively in team-based, information-sharing environment, collaborating and cooperating effectively with others; ● Focus and result oriented
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Consultant:</p> <ul style="list-style-type: none"> ● Fulfil the stipulated in the contract and the ToR through review of documents, email communications, and meetings ● Maintain close contact by email with UNFPA ● Communicate any complications regarding the assignment as soon as possible <p>UNFPA Maldives:</p> <ul style="list-style-type: none"> ● Support to collect relevant literature ● Monitor and facilitate the progress of the assignment ● Review and provide comments to the deliverables in a timely manner ● Facilitate necessary contacts
Other relevant information or special conditions, if any:	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>Basis of payment: Payments based on acceptance of the deliverables.</p> <p>Format of outputs: Editable electronic form</p> <p>Language of reports/publications and other documentation and working language in country of assignment: English</p> <p>Ownership of output: UNFPA</p>
<p>Signature of Requesting Officer in Hiring Office: Ritsu Nacken, Country Director, UNFPA Maldives</p> <p>Date:</p>	