

TERMS OF REFERENCE
National Consultant Development of Minimum Initial Service Package for humanitarian situations

TERMS OF REFERENCE	
Hiring Office:	UNFPA
Purpose of consultancy:	<p>In line with the UNFPA humanitarian commitments in Humanitarian Situations and also with the internationally recognized and key corporate guiding principles for humanitarian response, in particular the Inter-Agency Standing Committee (IASC), the SOPs have been structured to first of all address issues relating to the levels of organizational response. Thirteen Minimum Preparedness Actions (MPA) form the basis of UNFPA’s readiness for humanitarian situations.</p> <p>National Disaster Management Centre (NDMC) is the government institution mandated to prepare, respond and to some extent rehabilitate humanitarian events. The Strategic National Action Plan for Disaster Risk Reduction and Climate Change Adaptation 2010-2020 is the national framework document; however, the need to strengthen of Sexual and Reproductive health and Gender based Violence is agreed. UNFPA Maldives and the IPPF follows the same Minimum Initial Service Package (MISP) as a standard to ingrate the above mentioned areas.</p> <p>Society for Health Education, National Disaster Management Centre has agreed to integrate MISP through an annexure to the national framework.</p> <p>The purpose of this consultancy is to update UNFPA’s MPA Action plan based on country situation and to develop the Annexure on integrating MISP on SRH and GBV into the National Action Plan for Disaster Risk Reduction and Climate Change Adaptation 2010-2020.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Scope and diversity of assignment:</p> <p>In consultation with the UNFPA team, the other UN focal points and the national counterparts, review the existing disaster preparedness and response plans and</p> <ul style="list-style-type: none"> • develop the UNFPA Maldives Action Plan based on the 13 Minimum Preparedness Actions. • Participate at the MISP TOT workshop organised by SHE and facilitate the development of the annex on SRH and GBV to the national disaster response plan <p>Output:</p> <ul style="list-style-type: none"> • The final report including the MPA Action Plan and draft Annexure on SRH and GBV

Duration and working schedule:	30 working days over 3 months
Place where services are to be delivered:	UNFPA
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Consultant is expected to work independently with close collaboration with UNFPA Maldives and Society for Health Education
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Consultant will be briefed and debriefed by UNFPA
Supervisory arrangements:	The consultancy will be managed by UNFPA.
Expected travel:	If required, UNFPA will cover outside of contract
Required expertise, qualifications and competencies, including language requirements:	<p>Primary expertise required:</p> <ul style="list-style-type: none"> • Bachelor’s Degree in environment studies, public health, humanitarian response, or related fields. • At least 2 years’ experience in disaster preparedness or response • Basic understanding on human rights principles • Excellent communication and analytical skills in English Language and demonstrated ability to transfer and impart knowledge. <p>Functional Competencies</p> <ul style="list-style-type: none"> • Good analytical, writing, and presentation skills. Fluency in reading, writing, and speaking both English and Dhivehi. • Computer skills, Excel and various office applications. Demonstrated experience in knowledge and information management. <p>Behavioural Competencies:</p> <ul style="list-style-type: none"> • Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization. • Proven leadership, teamwork, and interpersonal skills. Ability to work under limited timing would be an asset.
Inputs / services to be provided by UNFPA or implementing	<p>National Consultant:</p> <p>Main responsibility of the National Consultant is to map existing literature</p> <ul style="list-style-type: none"> • Fullfill the scope of the TOR

<p>partner (e.g support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> ● Collect all relevant material from UN and National agencies. ● Maintain close contact by email with UNFPA ● Communicate any complications regarding the assignment as soon as possible <p>UNFPA</p> <ul style="list-style-type: none"> ● Provide contacts and any available resources ● Guide the Consultant on issues important to UNFPA’s mandate ● Make payment
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>Basis of payment: Payments will be made three installments</p> <ol style="list-style-type: none"> 1. 25% Upon completion of the Action Plan 2. 30% Upon completion of Annex on SRH and GBV 3. 45% Upon completion of Final Report <p>Format of outputs: Editable electronic form i.e. MS Office Word format.</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: _____</p> <p>Date: _____</p>	