

TERMS OF REFERENCE International Consultant- Retreat Facilitator (MDV-ToR/2023/021) Date: 23 July 2023	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>The United Nations Population Fund (UNFPA) in Maldives is planning to host a country office retreat, aimed at enhancing the team coherence to embrace the values set forth in the UNFPA People’s Strategy and for continuous culture change towards more openness, trust-building, and empowerment. The retreat will provide an opportunity for critical reflection, decision-making and prioritisation of key areas for UNFPA based on the results envisaged under the seventh Country Programme. It also facilitates and enhances support towards the integration of ‘The Almaty Pledge’ and to build the team of the future taking into consideration improving the efficiency and effectiveness and aligning with the organisational culture and values to ensure a healthy and safe work environment .</p> <p>Hence, UNFPA Maldives is seeking the services of an expert to support the design and facilitate a 3 day retreat. The objectives of the retreat includes</p> <ol style="list-style-type: none"> 1. Providing a platform to discuss changing a new mindset that is highly skilled but humble, curious, willing to change and aspiring to grow both at a professional and personal level 2. Practising open dialogue and meaningful listening on issues, enhance staff engagement through collaborative and meaningful follow-up to the results of our frequent global staff surveys and create safe spaces where everyone’s voice can be heard 3. Facilitating team members to mentor, monitor, listen to feedback, and offer support so that the team will be able to authentically advocate for and thrive in a uncertain environment 4. Support to facilitate dialogues to hold ourselves accountable for creating and maintaining the conducive and safe workplace
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Specific tasks for the facilitator:</p> <p>The consultant will be responsible for the following:</p> <ul style="list-style-type: none"> ● Conduct staff team consultations to design a three-day retreat including tools and agenda to deliver the programme to achieve the above objectives ● Delivery and facilitation of the retreat ● Facilitate development of individual actions including staff development needs and consolidate individual actions to a team plan <p>Deliverables:</p> <ul style="list-style-type: none"> ● Inception report. This includes the methodology, tools and detailed agenda ● Final Report including the feedback and consolidated team action plan
Duration and working schedule:	Total of 7 working days, inclusive of 4 working days in Maldives with the team (at the retreat)
Place where services are to be delivered:	Male’, Maldives
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Work will be monitored by UNFPA and timely updates are required to be sent to UNFPA.
Supervisory arrangements:	The contract will be managed by the UNFPA Country Office

<p>Expected travel:</p>	<p>Travel required to Male', Maldives in August 2023. (Retreat Dates: 22-24 August 2023). Please note that the retreat dates are subject to change, but will be within the dates of 15-30 August 2023.</p> <p>All travel costs must be pre-approved from UNFPA and will be reimbursed at actual costs as evidenced by the receipts or used boarding pass, as provisioned in the UNFPA travel policy.</p>
<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>Qualifications required:</p> <ul style="list-style-type: none"> ● Master's degree in any relevant field ● Past experience of minimum 10 years in leading/facilitating similar assignments including developing tailored team retreat programs is desirable ● Good understanding of team dynamics and familiar with individual and team assessment tools ● Experience in facilitating sessions of diverse teams including different temperaments and enabling teams remain focused on the end goal ● Excellent communication skills in written and spoken English ● Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with sensitivity and respect ● Intuitive and able to read/perceive team emotions ● Developed skills/proficiency in the use of MS Office, ability to utilize internet as a source of information
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<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"> ● Provide information to the facilitator to enable him/her to understand the results required from the facilitation. ● Provide the necessary documents to design the programme
<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:</p> <p>The payment is based on the acceptance of the deliverables and will be made at the completion of the assignment.</p>