

**TERMS OF REFERENCE**  
**for NATIONAL INDIVIDUAL CONSULTANT**  
**to provide programme support for the implementation of projects within the Gender and Youth**  
**Programme**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Turkmenistan CO
Title:	National individual consultant to provide programme management support for the implementation of projects within the Gender and Youth Programme
Purpose of consultancy:	<p>UNFPA is one of the UN's lead agencies working to advance gender equality and women's empowerment, and to end and respond to gender-based violence. UNFPA's gender programmes focus on strengthening a multi-sectoral response to gender-based violence, and promote the right of all women and girls to live free of violence and abuse.</p> <p>Eliminating gender-based violence (GBV) and harmful practices is one of three UNFPA's global transformative results. UNFPA is recognized for its longstanding work on prevention and response to GBV. This includes advocacy and policy development, implementing a multi-sectoral response, supporting essential services for survivors, combating harmful practices, strengthening GBV data collection, analysis and use, tackling social norms and gender stereotypes.</p> <p>In Turkmenistan, UNFPA is partnering with the Government and provides support in the implementation and monitoring of the National Action Plan on Gender Equality for 2021-2025. Some of the key areas of intervention include</p> <ul style="list-style-type: none"> <li>- Advocacy and policy making support to strengthen the response to GBV and improve the implementation of normative and policy frameworks on GBV in development settings;</li> <li>- Strengthening multi-sectoral response to gender-based violence for healthcare, police and social services;</li> <li>- Promoting gender equal positive social norms thus creating an enabling environment for advancing gender equality and preventing gender-based violence.</li> </ul> <p>In 2025 UNFPA Turkmenistan will continue contributing to the implementation of the UNFPA Regional Project on "Strengthening prevention and response to GBV in Central Asia" which is a part of a Central Asia programme funded by the UK Integrated Security Fund funding (currently the regional project is at the consideration stage and will be operationalized upon its approval). In addition, UNFPA CO initiated partnerships with UNDP within the Global Fund funded project on gender responsive TB treatment and EU supported Regional gender project. These initiatives will contribute to strengthening social cohesion and advancing more gender equitable societies as a part of wider efforts to ensure sustainable, peaceful and equal societies.</p> <p>Within these initiatives, the Programme Manager will be responsible for the implementation of the activities within the gender programme portfolio and provide operational coordination for the projects.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Under the direct supervision of the UNFPA Gender and Youth National Programme Analyst, the Programme Manager will be responsible for the following:</p> <p><b>Programme, administrative and financial work:</b></p> <ul style="list-style-type: none"> <li>● Providing programmatic, implementation and operational coordination in line with the UNFPA mandate and gender-responsive approach;</li> </ul>

	<ul style="list-style-type: none"> <li>● Organizing meetings and consultations with all project partners to ensure integrated implementation of the projects;</li> <li>● Facilitating the establishment of the appropriate governance structures and coordinating mechanisms for successful projects at the national and community levels;</li> <li>● Managing timely communication and consolidation of the inputs required from the implementing partners for the development of annual work plans, monitoring and evaluation plan, communications strategies, mainstreaming efforts as well as narrative and financial reports compiled and submitted to the CO.</li> <li>● Expanding and maintaining a knowledge base including practices, innovations and evaluative evidences to assist in promoting investments to achieve UNFPA gender country programme component results;</li> <li>● Providing leadership in ensuring appropriate UNFPA policies and procedures are applied, oversight mechanisms and systems are established and implemented. This includes but is not limited to: development of work plans, monitoring activities implementation, monitoring programme budgets, disbursements and expenditures, including timely submission of narrative and financial reports;</li> <li>● Providing programmatic and technical assistance to the gender programme component through support to implementing partners, consultants, and UNFPA Country Office team;</li> <li>● Preparing relevant thematic background documentation, i.e. programme summaries, briefing notes, talking points, speeches and other communication materials as necessary;</li> <li>● Developing TOR's for national and international expertise and support with hiring processes.</li> <li>● Establishing and nurturing strong ties and positive communication with stakeholders, partners, including government and non-government organizations;</li> <li>● Contributing to timely highlights of Joint Programme results at UNFPA Country Office's and UN website;</li> <li>● Undertaking other tasks assigned by the Supervisor.</li> </ul>
Duration and working schedule:	The duration of this assignment is 9 (nine) months from 1 April 2025 to 31 December 2025 with possible extension after a 1 month break.
Place where services are to be delivered:	The IC is expected to deliver all services and outputs by stationing in the UNFPA Country Office in Turkmenistan.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The expected services and deliverables are described as below: Deliverables: Monthly Interim reports describing all activities held, results achieved, the documentation from meetings, training and other activities, including agendas, LOPs, minutes, photos and other supporting documentation to be submitted no later than 25 <sup>th</sup> of each month.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The work of the IC at all stages will be monitored by the UNFPA Gender and Youth National Programme Analyst
Supervisory arrangements:	The IC will perform under the overall guidance of and report to the UNFPA Gender and Youth National Programme Analyst
Expected travel:	In-country missions are envisaged under this assignment. Travel costs will be covered according to the UNFPA's Duty Travel Policy
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>● Master's Degree in social sciences, international relations, law, demography, development studies, or related fields;</li> <li>● Progressive professional experience in the public or private sector in managing/implementing projects.</li> </ul>

	<ul style="list-style-type: none"> <li>● OR Bachelor’s Degree with additional 2 years of relevant experience</li> <li>● A project/programme management certification would be an added advantage.</li> <li>● Prior experience in working with/or for international organizations is an asset.</li> <li>● Experience coordinating and liaising with government agencies and/or donors is an asset.</li> <li>● Fluency in English, Russian and Turkmen;</li> <li>● Proficiency in current software applications.</li> <li>● Excellent communication skills, accuracy, ability to work in a team.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA shall provide the IC with office space, relevant materials, data, information and reports.
Other relevant information or special conditions, if any:	The consultancy fee will be calculated based on the NO-A level of the UN Salary Scale for National Officer categories effective 1 November 2020 and will be paid on a monthly basis upon successful completion of deliverables.
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	