

UNFPA Turkmenistan
TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (national)
to provide support for the implementation of activities within the Gender Programme portfolio

TERMS OF REFERENCE	
Hiring Office:	UNFPA Turkmenistan Country Office
Title:	National consultant to provide support to the gender programme portfolio in the provision of the country level deliverables
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 offer 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 on a wide range of areas related to gender equality, prevention of gender-based violence, establishing a multi-sectoral response system to gender-based violence (GBV) for healthcare, police and social services, support to the Ombudsperson's Office, as well as create enabling policy environment, promote positive social norms in the community and advance CSE educations and youth participation in decision making processes. As such, UNFPA supports the Government in the implementation and monitoring of the second National Action Plan on Gender Equality for 2021-2025, Youth programme.</p> <p>In 2023 UNFPA Turkmenistan will be 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 Central Asia - UK Conflict Stability and Security Fund funding, as well as leading projects within the Gender and Youth portfolio funded by UK Embassy and other donors. These projects will contribute to strengthening social cohesion, as well as advancing gender equitable societies, youth participation in decision making processes and empowerment of young people, women and girls as a part of wider efforts to ensure sustainable, peaceful and equal societies.</p> <p>Within this framework the National consultant will provide support to the gender programme portfolio in the provision of the country level deliverables in the areas of:</p> <ul style="list-style-type: none"> - Strengthening multisectoral response mechanism to gender-based violence; - Introduction of perpetrator programmes; - Quality assessment of GBV services provided by two civil society organizations; - Support to capacity building of the Office of Ombudsman in the area of gender equality, women's rights and GBV prevention; - Support to scaling up of social services to support women and girls – GBV survivors.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall guidance of the Head of Office and direct supervision of the UNFPA Gender and Youth National Programme Analyst, the National consultant will be responsible to provide support to operational coordination and implementation of activities within the Gender and Youth programme portfolio focusing on the following:</p> <ul style="list-style-type: none"> - Strengthening multisectoral response mechanism to gender-based violence; - Introduction of perpetrator programmes; - Quality assessment of GBV services provided by two civil society organizations; - Support in capacity building of the Office of Ombudsman in the area of gender equality, women's rights and GBV prevention; - Support to scaling up of social services to support women and girls – GBV survivors.

	<p>The work will be implemented in cooperation with international consultancies and will include the following:</p> <p>Programmatic work:</p> <ul style="list-style-type: none"> – Assist in designing and organizing respective programmatic interventions and planning consultations, workshops and conference; – Support in regular communication (formal and informal) and coordination with the national partners, international consultants, UNFPA Gender and Youth programme staff and other partners and interested stakeholders, with regard to the planned activities; – Provide required information and materials to International consultants to support the desk work; – Provide respective logistical support to support smooth implementation of the planned activities; – Travel within Turkmenistan if required; possible travel within and outside the country for participation in relevant meetings. – Support during the related programme evaluations, if any. <p>Administrative work:</p> <ul style="list-style-type: none"> – Maintain respective programme correspondence and communication; – Maintain respective schedule of meetings and support all logistics arrangements and draft meeting minutes; – Maintain respective filing system; – Prepare respective routine correspondence, Note Verbales, memoranda etc. – Assist in respective logistical organization of meetings, training and workshops. – Perform other duties as assigned.
Duration and working schedule:	From 15 September 2023 till 31 March 2024.
Place where services are to be delivered:	This is a full-time consultancy. The place where services are to be delivered is Ashgabat with travel to velayats.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Deliverable 1: Interim Report on conducted consultations and work with international consultant by September 25, 2023 on</p> <ul style="list-style-type: none"> – Planning the outputs for support to the Office of Ombudsman and – Planning of the Assessment of Perpetrator programme. <p>Deliverable 2: Interim Report on tools developed by October 15, 2023 to</p> <ul style="list-style-type: none"> – Conduct the fact-finding mission for the Office of Ombudsman, – A draft tool to monitor the application of MSR to GBV, and – A draft tool to assess the quality of GBV services provided by CSOs. <p>Deliverable 3: Interim Report of the trainings held by November 15, 2023 with the</p> <ul style="list-style-type: none"> – Office of Ombudsman, – Assessment of GBV services and – Consultations with national counterparts on the country readiness assessment to introduce perpetrator programme. <p>Deliverable 4: Developed strategy of the Office of Ombudsman on gender equality and protection of women’s rights by December 10, 2023.</p> <p>Deliverable 5: Final report on provided online advisory support for the Office of Ombudsman by February 15, 2024.</p> <p>Deliverable 6: Final report summarizing the achievements, challenges and recommendations as well as providing finalized documentation by March 15, 2024.</p>
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 with meetings held on a weekly basis.
Supervisory arrangements:	The IC will perform under the overall guidance and supervision of UNFPA Gender and Youth National Programme Analyst
Expected travel:	Missions within the country and internationally will be agreed beforehand and travel costs will be covered according to the UNFPA’s Duty Travel Policy.

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Academic Requirements:</p> <ul style="list-style-type: none"> - University degree in social sciences, international relations, law, economics, development studies, gender/women's studies or related fields. Advanced university degree will be an asset. <p>Experience:</p> <ul style="list-style-type: none"> - Minimum 4 years of progressive professional experience in the public or private sector in programme, administrative and operational project implementation. Prior experience in working with/or for international organizations is an advantage. - Experience coordinating and liaising with government agencies and donors is an asset. <p>Languages: Fluency in English, Russian and Turkmen Computer skills: Proficiency in current software applications Other: Excellent communication skills, accuracy, ability to work in a team</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide the Consultant with the available materials, data, information and reports. However, additional information will be identified by the Consultant through desk reviews, consultations with staff, other.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The IC's fee will be calculated based on GS 5 level of the UN salary scale effective 1 November 2020 and will be paid will be paid in three instalments upon quality provision of the deliverables:</p> <p>Instalment 1 of the 30% from the total amount to be paid upon the completion of Deliverables 1 and 2 by September 25, 2023;</p> <p>Instalment 2 of the 30% from the total amount to be paid upon the of Deliverables 3 and 4 by December 5, 2023;</p> <p>Instalment 3 (final) of the 40% from the total amount to be paid upon the of Deliverables 5 and 6 by March 15, 2024.</p> <p>COA: TKM05GEN, UKB60, GBVSERV, MSRGBV, PU0074, 71300</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	