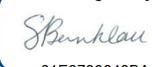


## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Cambodia Country Office
Purpose of consultancy:	To assist the Secretariat of the “Special Committee for Accelerating the Implementation of the International Conference on Population and Development Programme of Action (SC-ICPD-PoA)” to develop a “Cambodia Strategic Framework and Action Plan (CSFAP) 2023-2030 for Implementation of ICPD25 Commitments”.
	<p><b>Background and Rationale:</b></p> <p>Following the commitments made by the Royal Government of Cambodia (RGC) at the Nairobi Summit on ICPD25 in 2019, a dedicated RGC mechanism entitled the “Special Committee for Accelerating the Implementation of the International Conference on Population and Development Programme of Action (SC-ICPD-PoA)” was established, with the technical support of UNFPA, by the RGC. A Chair (Senior Minister, Minister of Planning), members, and secretariat of the SC-ICPD-PoA including Inter-ministerial Commission and Capital-Provincial Committee on Population and Development were also appointed and endorsed by the RGC to accelerate the implementation of their renewed commitments to the ICPD Plan of Action (PoA) that would also contribute to the achievement of Sustainable Development Goals, and the Three Transformative Results while taking into consideration emerging population and development issues.</p> <p>To build on the momentum of political and financial commitments to advance the national commitments made in the Nairobi Submit as an indispensable part of ICPD25 and 2030 Agenda, a Cambodia Strategic Framework and Action Plan is urgently needed to be developed, implemented, and regularly monitored by the Special Committee and its committees. This Cambodia Strategic Framework and Action Plan (CSFAP) is the translation of the national commitments into actions that will contribute to the achievement of three specific transformative results by no later than 2030: (1) Zero Unmet Need for Family Planning; (2) Zero Preventable Maternal Death; and (3) Zero violence against women and harmful practices. The results and resources framework as well as the monitoring and evaluation matrix for each of the national commitments will be presented in the Action Plan, with a specific focus on ensuring the CSFAP captures actions to be implemented at the sub-national (Provincial) level.</p> <p>Given the cross-sectoral and multi-faceted nature of the proposed CSFAP, there is a need for a national consultant to assist the SC-ICPD-PoA to develop the CSFAP under with coordination and leadership of the Secretariat of the SC-ICPD-PoA.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The development of the CSFAP will be through a thorough consultative process with committee members and relevant stakeholders under the leadership and coordination of the Secretariat of the SC-ICPD-PoA. To ensure linkage and synergism with existing relevant policies, guidelines, strategies, and plans of the government, the selected national consultant will also require reviewing those relevant documents developed by line ministries of the government.</p> <p>In addition to the above-cited overall scope of work, the consultant will provide technical support and assist the SC-ICPD-PoA in the following tasks:</p> <ul style="list-style-type: none"> <li>• Identify and develop draft outline and key components of the CSFAP.</li> <li>• Take the lead to present the draft outline and key components of the CSFAP to the Secretariat of the SC-ICPD-PoA for comments and review.</li> <li>• Develop the First Draft CSFAP and get approved by the Secretariat of the SC-ICPD-PoA before putting it for wider consultations.</li> <li>• Assist the Secretariat of the SC-ICPD-PoA in facilitation and coordination during a series of consultative meetings with the Committee members and relevant stakeholders and to ensure that appropriate comments/inputs are integrated into the CSFAP such as outputs, activities including costing, results-resources framework including M&amp;E, and key roles and responsibilities of those relevant line ministries for the implementation of the CSFAP for the achievement of the stated targets including a focus on the implementation at the sub-national (Provincial) level</li> <li>• Develop a Second Draft of the CSFAP following a series of consultative meetings and seek advice from the Secretariat of the SC-ICPD-PoA to validate the draft CSFAP if deems necessary.</li> <li>• Submit the Final Draft of CSFAP, presentations, and all relevant materials to the</li> </ul>

	Secretariat of the SC-ICPD-PoA and UNFPA both Khmer and English versions.
Duration and working schedule:	<ul style="list-style-type: none"> <li>45 Working Days within a three-month period (between 1<sup>st</sup> January – 30<sup>th</sup> March 2023)</li> </ul>
Place where services are to be delivered:	The Secretariat of the SC-ICPD-PoA and UNFPA Country Office.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The national consultant is expected to commence the work on <b>1<sup>st</sup> January and finish by 30<sup>th</sup> March 2023</b>. The suggested timeframe required for each deliverable is below:</p> <ol style="list-style-type: none"> <li>1- Submit the Inception Report on the planning of the assignment. The report will include methodology, a detailed action plan of the assignment, and proposed components/outlines of the CSFAP 2023-2030 by <b>15<sup>th</sup> Jan 2023</b>. The payment of 20% of the total lump-sum will be made upon satisfaction of deliverables by the Secretariat of the SC-ICPD-PoA and UNFPA.</li> <li>2- Submit the 1<sup>st</sup> draft of the CSFAP 2023-2030 (Khmer and English) with the inclusion of a comprehensive costing, monitoring framework, and results by <b>28 Feb 2023</b> after two consultations at the national level: the 1<sup>st</sup> consultation will be conducted with a technical committee from sectoral ministries and sub-national committees including UNFPA and relevant stakeholder, and the 2<sup>nd</sup> consultation will be conducted with the SC-ICPD-PoA and UNFPA.</li> <li>3- with ICPD Committees from national and sub-national levels and relevant stakeholders. The payment of 40% of the total lump-sum will be made upon satisfaction of deliverables by the Secretariat of the SC-ICPD-PoA and UNFPA.</li> <li>4- Submit the Final Draft of the CSFAP 2023-2030 (Khmer and English) with the inclusion of a comprehensive costing, results-resources framework including the M&amp;E by <b>20 March 2023</b> following facilitation, prepare the presentation and present the final version for endorsement at a consultation with ICPD Committees from national and sub-national levels and relevant stakeholders. The payment of 40% of the total lump-sum will be made upon satisfaction of deliverables by the Secretariat of the SC-ICPD-PoA and UNFPA.</li> </ol>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Secretariat of the SC-ICPD-PoA will monitor the consultancy. The population and Development (PD) Programme Analyst and relevant Programme officer of UNFPA will also assist in monitoring the progress toward achieving each above-said deliverable.
Supervisory arrangements:	<p>The national consultant will work closely under the guidance and supervision of the Secretariat of the SC-ICPD-PoA. However, the consultant is expected to report his/her work progress to Soktha Yi, Population and Development Analyst as the principal supervisor as well as the Representative of the UNFPA Cambodia Office upon request. In addition, the selected national consultant is also expected to interact with members of the Secretariat of the SC-ICPD-PoA including members of the UNFPA team.</p> <p>To ensure compliance with the TOR and timely delivery of the expected outputs/results, the national consultant will be provided a frequent interaction by UNFPA PD Analyst at various stages to:</p> <ul style="list-style-type: none"> <li>Brief the consultant and provide clarity on the assignment, the process, and deliverables.</li> <li>Introduce and facilitate the consultant to work with the Secretariat of the SC-ICPD-PoA; and</li> <li>Provide feedback and get agreement/approval during the progress of the assignment.</li> </ul> <p>Upon completion of the assignment contract, the UNFPA Office will certify relevant documents; evaluate the consultant's performance and process/follows-up on the payments.</p>
Expected travel:	The assignment is mainly Phnom Penh base. If travel to provinces and overnight stay is required, the consultant is required to make a request to, and be approved by the Secretariat of the SC-ICPD-Po and UNFPA Representative.
Required expertise, qualifications, and competencies, including language requirements:	<ul style="list-style-type: none"> <li>Hold an advanced degree in programme/business management, public policy studies, economics, development studies, or a related field in demography is preferable.</li> <li>Have at least 7 - 10 years of relevant experience and technical competency in policy, strategy, planning, programme/project management, and M&amp;E.</li> <li>Experience and sound understanding of development issues in the country, especially related to health, education, and gender sectors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be knowledgeable of the government strategies and plans including UN agencies, NGOs/CSOs is an asset.</li> <li>• Be able to travel to and meet with line ministries for gathering information related to the assignment.</li> <li>• Be able to facilitate and provide high-level presentations at meetings/workshops with technical and high levels of government officials; and</li> <li>• Be proficient in English and Khmer languages.</li> <li>• Be available for working full-time during assignments.</li> </ul>
Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	The Secretariat of the SC-ICPD-PoA will provide appropriate working space with a reliable internet connection and other administrative support for the national consultant to perform the task during the assignment.
Other relevant information or special conditions, if any:	Interested candidates should submit application form and a completed UN Personal History (P-11) Form by email to <a href="mailto:cambodia.office@unfpa.org">cambodia.office@unfpa.org</a> . The P-11 form is available for download at <a href="http://www.unfpa.org/resources/p11-un-personal-history-form">http://www.unfpa.org/resources/p11-un-personal-history-form</a> .
Endorsed by Country Representative: Date: 14-Dec-2022	<p>DocuSigned by:</p>  <p>61E2738648BA40A...</p>