

TERMS OF REFERENCE FOR LOCAL INDIVIDUAL CONSULTANT

Programme Management Consultant

“Leaving No One Behind: From Commitment to Implementation” in Qinghai, China through building an inclusive healthy city and community: Phase II

TERMS OF REFERENCE	
Hiring Office:	The United Nations Resident Coordinator’s Office in China
Purpose of consultancy:	<p>The United Nations System in China is in the second phase of the implementation of the joint UN project – “Leaving No One Behind: From Commitment to Implementation in Qinghai, China through building an inclusive healthy city and community”, in support of the provincial government’s commitment to eradicate extreme poverty by 2020, and localize the Sustainable Development Goals (SDGs).</p> <p>The involved UN agencies include the United Nations Population Fund (UNFPA), United Nations Children’s Fund (UNICEF), United Nations Development Programme (UNDP), United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), International Fund for Agricultural Development (IFAD), Food and Agriculture Organization of the United Nations (FAO), and the UN Resident Coordinator’s Office.</p> <p>As an initial step, the UN agencies would develop a costed 3-year (2018-2020) poverty eradication and sustainable development plan for Qinghai, that partly draws on the Qinghai provincial poverty eradication plan.</p> <p>The UN Resident Coordinator has designated UNFPA to coordinate the joint UN support to Qinghai province, and this consultancy builds on those efforts. Under the direct supervision of the UNFPA Representative, the incumbent will support the UN agencies in developing a costed 3-year plan for the second phase project, based on reviewing of the documents from the first phase demonstration project, the participating UN agencies’ past, ongoing and planned interventions in Qinghai, and the Qinghai provincial poverty eradication plan.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p><u>Coordination</u></p> <p>The incumbent will support the coordination of activities of the participating UN agencies, and of the Chinese government at both national and provincial levels, for obtaining the necessary documents and information for preparing the second phase project plan.</p> <p>Concrete tasks include:</p> <ul style="list-style-type: none"> • Organization of periodic meetings and documentation and follow up of meeting discussions; • Institute clear communication strategy/system to ensure candid and timely correspondence between participating UN agencies, and the national and provincial governments. <p><u>Documents review</u></p> <p>The incumbent will review the documents from the joint UN first phase demonstration project in Qinghai, the participating UN agencies’ past, ongoing and planned interventions in Qinghai, and the Qinghai provincial poverty eradication plan, to get a clear understanding on:</p> <ul style="list-style-type: none"> • The needs from Qinghai provincial government for eradicating extreme poverty and the Qinghai Provincial Plan for Poverty Eradication by 2020; • Opportunities for integrated support to Qinghai across UN agencies; • The value proposition from the UN on brokering innovation for the localization of the SDGs in Qinghai; • The good practices and lessons learnt from the demonstration project; • A costed composite plan for eradicating extreme poverty in Qinghai by 2020, based on the promising outcomes and lessons from the 2017 joint UN Qinghai SDGs localization demonstration project and international best practices in multi-dimensional poverty reduction, shaped by the provincial

	<p>poverty eradication priorities.</p> <p>Plan writing</p> <p>The incumbent will be responsible for preparing a second phase plan for the joint UN SDGs localization initiative in Qinghai, including a 3-year Phase II Project Plan with concrete implementation plan.</p> <p>Concrete tasks include:</p> <ul style="list-style-type: none"> • Draft the 3-year 2nd Phase Project Plan based on reviewing of the relevant documents and consultations with relevant stakeholders; • Elaborate within the plan the major gaps, needs, and priorities for the UN's joint engagement and integrated support, and a detailed project implementation plan with objectives and planned results, activities, and indicate the defined roles and responsibilities of identified stakeholders, planned costs, and a communication plan. • Standard UN Project Document and other templates will apply.
Duration and working schedule:	6 weeks (8 October 2018 – 16 November 2018)
Place where services are to be delivered:	Beijing, China
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Throughout 8 October 2018 – 16 November 2018, plans in electronic format
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	To be determined for each task
Supervisory arrangements:	The incumbent will report to the UNFPA Representative and in his absence the UNFPA Deputy Representative. S/he will coordinate her/his work closely with designated focal points in UNFPA, the UN Resident Coordinator's office, and other participating UN agencies.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Advanced degree in Development Studies, Economics, Public Administration, Management or other related field.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Minimum 5-7 years of increasingly responsible and relevant experience in work related to development, particularly knowledge on poverty eradication will be an asset; • Knowledge and experience in development work in China; • Familiarity with upstream policy work, particularly in the context of the Sustainable Development Goals and other normative instruments is strongly preferred; • Previous experience in international organizations, especially the United Nations is a strong asset; • Familiarity with basic rules and procedures of UN is a plus; • Strong communication (oral and written), research and analytical skills. <p>Languages:</p> <ul style="list-style-type: none"> • Native Chinese speaker; • Fluency in written and spoken English. <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity;

	<ul style="list-style-type: none"> • Demonstrating commitment to UNFPA and the UN System; • Embracing cultural diversity; • Embracing change. <p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results; • Being accountable; • Developing and applying professional expertise/business acumen; • Thinking analytically and strategically; • Working in teams/ managing ourselves and our relationships; • Communicating for impact. <p>Functional Skill Set:</p> <ul style="list-style-type: none"> • Advocacy/Advancing a policy-oriented agenda; • Leveraging resources/ building strategic alliances and partnerships; • Delivering results-based programmes; • Innovation and marketing of new approaches; • Internal and external communication and advocacy for results mobilization. <p>Other Desirable Skills: Initiative; persistence; strong conceptual and analytical abilities; sound judgment; strong interest in development work; and dedication to the principles of the United Nations.</p>
Inputs / services to be provided by UN or implementing partner (e.g. support services, office space, equipment), if applicable:	Office space, desk computer provided by UNFPA
Other relevant information or special conditions, if any:	This position applies to local Individual Consultants and is open to Chinese nationals only.
<p>Interested candidates are invited to send their CV and cover letter (in English) to sliu@unfpa.org by 14 September 2018. Please note only shortlisted candidates will be contacted for further arrangement.</p>	