



## Vacancy Notice No. IC/2021- 005 Terms of Reference

<b>Assignment Title:</b>	National Consultant for Strengthening Civil Society Organizations (CSOs) capacity and Operationalization of Community of Practice (COP)
<b>No. of Working Days for Consultancy Assignment:</b>	14 working days per month until 31 December 2021 (Part-time)
<b>Duty Station:</b>	Home based
<b>Closing Date for Application:</b>	28 June 2021 (5 pm Yangon Time)
<b>Expected starting date of Assignment:</b>	July 2021 (as soon as possible)

### 1. PURPOSE OF CONSULTANCY

The purpose of this consultancy is to support UNFPA in establishment of Civil Society Organizations (CSOs) network and strengthening capacity for CSOs as well as in managing interactive CoP.

To support CSOs/women's organizations to respond to the immediate protection and health needs of women, girls and other vulnerable populations in the current context, in April 2021, UNFPA opened a Call for Expression of Interest (CEI) for grants to CSOs/women's organizations and received more than 120 proposals. The number of organizations applied indicates significant needs from the community-based and women's organizations. To respond to the needs of CSOs/women's organizations, UNFPA plans to strengthen capacity of the CSOs/women's organizations on UNFPA's thematic areas, including results-based management, proposal/report writing, SRHR, GBV and MHPSS, and will further facilitate and support those organizations to raise funds from other donors to respond to the community needs. A network of CSOs/CBOs and women's organizations across the country will be also established for further collaboration/coordination on humanitarian response and support to other vulnerable populations.

In relation to this, one of UNFPA's priorities for 2021 to further facilitate sharing and cross-learning among its partners. UNFPA is currently in the process of establishing open and participatory platform for Community of Practice (CoP) for its partners, with potential to further expand to include CSOs/women's organizations. Operationalization of CoP will require



dedicated human resource to manage, facilitate interaction and discussion among members, and regularly share relevant information and technical resources.

In this connection, UNFPA is looking for a national consultant, who speaks local language and has strong technical expertise on UNFPA thematic areas, especially gender, SRH as well as experience in coordination and partnership with women's organizations and CSOs to support the country office to strengthen capacity for CSOs as well as in managing interactive CoP.

## **2. SUPERVISION AND WORKING ARRANGEMENT**

The Consultant will report to UNFPA Programme Specialist on Gender, Policy and Advocacy and Gender Equality/GBV Programme Specialist.

## **3. SCOPE OF WORK AND EXPECTED DELIVERABLES**

Under supervision of UNFPA Programme Specialist on Gender, Policy and Advocacy and in closely consultation with Gender Equality/GBV Programme Specialist, the consultant will work from home to support UNFPA to implement following activities:

- Coordinate with more than 120 CSOs to conduct a needs assessment for capacity building and other supports
- Develop a capacity building plan for CSOs based on the results of the need assessment and relevant data
- Support implementation of the capacity building plan for CSOs
- Coordinate with CSOs to organize regular and/or ad hoc meetings when needed
- Work with CSO Grant Focal Points to support the implementation and reporting for the grants
- Operationalize interactive CoP platform with partners and facilitate the CoP for effective cross-learning and sharing
- Perform other tasks as may be assigned

## **4. DURATION AND WORKING SCHEDULE**

The consultant is expected to work part-time, 14 days per month with home-based, tentatively from 1<sup>st</sup> July 2021 to 31<sup>st</sup> December 2021. The specific starting day will be identified after the recruitment process is completed. A monthly work plan will be identified and agreed by the consultant and the supervisor.

By 31<sup>st</sup> December 2021, all the deliverables mentioned in this TOR should be completed. All deliverables will be handed over to UNFPA in soft copies quarterly.



## **5. MONITORING AND PROGRESS CONTROL**

The consultant will work with UNFPA Programme Specialist on Gender, Policy and Advocacy and UNFPA team to develop working sheet and identify roadmap for following specific deliverables:

- i) A needs assessment for capacity building for CSOs/Women organizations developed and implemented
- ii) A capacity building plan for CSOs based on the results of the need assessment and relevant data developed
- iii) The capacity building plan for CSOs timely implemented
- iv) Regular and/or ad hoc meetings organized as requested
- v) Reports of CSOs Grants timely submitted to UNFPA
- vi) Establishment of CoP and CoP activities implemented with active engagement of partners

The monthly payment will be made upon the submission of satisfactory monthly report.

## **6. QUALIFICATIONS AND EXPERIENCE**

### **Education:**

- Advanced post-graduate university degree in Health, Gender and development, Social Sciences or related field

### **Knowledge and Experience**

- At least 5 years' working experience in development and SRH, gender and gender-based violence programmes in Myanmar, with progressive roles in coordination and technical support provision
- Demonstrated experience in providing high level technical advice, assistance, partnership and coordination support to CSOs and Women Organizations in Myanmar
- Experience in national capacity development
- Strong communication, organizational skills and an ability to priorities time and competing priorities
- An excellent understanding of Myanmar's socio-cultural issues, legal provisions, and systems of administration.
- Strong results based management skills.
- Knowledge of the UN system would be an advantage.
- Demonstrable writing and presentation skills.

### **Languages:**

- Fluency in reading and writing in Myanmar and in English is required.



## HOW TO APPLY

Applicants with the required qualifications and experience should submit the application with the **UN P11 form** (<http://myanmar.unfpa.org/en/vacancies/un-p11-personalhistory-form>), completed and signed by the applicant **along with the education certificates and the names and contact information of three references.**

Applications should be addressed to:

Email: [hr.myanmar@unfpa.org](mailto:hr.myanmar@unfpa.org)

Attention: International Operations Manager,  
Room A07, UNFPA, No.6, Natmauk Road, Yangon

### Note:

UNFPA reserves the right to offer comparable assignment to those qualified candidates that may not have been selected for this consultancy assignment which they applied for. These offers will be based on the needs of the organization, appropriateness and relevance to the candidate's educational backgrounds and work experience. Only those candidates in whose qualifications and experience the Office has further interest will be contacted for subsequent interviews.

**(i) This vacancy is open to applicants of either sex.**

**(ii) There is no application, processing or other fee at any stage of the application process.**

**(iii) UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**

**(iv) UNFPA regrets its inability to reply individually or to attend to telephone queries on the above advertised post.**