

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Papua New Guinea
Purpose of consultancy:	<p><b>Humanitarian Officer to support UNFPA Humanitarian activities in the field</b></p> <p>Highlands, Western and Enga provinces are under state of emergency since 2<sup>nd</sup> March due to the devastating M7.5 earthquake that occurred on 26 February 2018 with the epicenter located in the Southern Highlands. Within the affected provinces there are areas with extreme food insecurity, unavailability of drinking water, inappropriate shelter to stay which may exacerbate already high levels of violence against women and girls, as well as increase the risk of pregnancy-related complications, high potential risk to maternal death due to the lack of access to health facilities. There is large scale psychological trauma occurring in Hela and Southern Highlands Provinces, with currently no access to mental health services or support services for those in need.</p> <p>UNFPA is committed to ensuring that women and girls affected by the earthquake access life-saving RH services; are protected and that the needs of GBV survivors are met through adequate health responses, psychosocial support and case management in line with international guidelines and best practices. It is vital that frontline local organizations and first responders have the capacity and competency to provide quality response services and care for women and girls to ensure their right to SRHR, safety from violence and safety in emergencies.</p> <p>A Humanitarian Officer based in Mendi, SHP with frequent travel to Tari, and other parts of Hela Province is required to ensure effective coordination and quality implementation of UNFPA response programme in the affected provinces.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Under the oversight of the Representative, and direction of the International Humanitarian Coordinator and in close collaboration with the RHCS Programme Officer and the International Programme Coordinator, the Humanitarian Officer will support UNFPA's response efforts to the earthquake.</p> <p>The Humanitarian Officer will be based in Mendi, covering both Southern Highlands Province and Hela province. S/he will report to UNFPA International Humanitarian Coordinator on humanitarian programme implementation in the two affected provinces (SHP and Hela Provinces). The purpose of the position is to support the UNFPA Papua New Guinea to ensure the successful implementation of the GBV and SRHR programme component in emergency situation in close collaboration with other UN agencies (UNICEF and UNWOMEN on the UN joint programme – Learning, Empowerment and Protection), and the implementing partners in the field (PNGFHA/IPPF and the Catholic Diocese of Mendi)</p>

**Tasks and Responsibilities:**

1. Support the UNFPA PNG team to implement the humanitarian response for the Earthquake in Southern Highlands and Hela Provinces.
2. Participated in coordination meetings at the provincial level such as Provincial Inter Agency Coordination Meeting, and provide updates to the CO on the outcomes.
3. Make follow-ups to implement tasks assigned to UNFPA.
4. Build/ maintain rapport with Government stakeholders such as PHA, Provincial Administration and other agencies/ actors for smooth and coordinated implementation of UNFPA activities.
5. Coordinate and advocating for and positioning UNFPA's issues appropriately, especially in the area of SRHR and GBV within other sectors/clusters/sub WGs in SHP and Hela Province.
6. Coordinate with other agencies, Government stakeholders and IPs to ascertain UNFPA's response are duly reflected in reports produced at provincial level such as situation reports, 3W/ 4W matrices and others.
7. Ensure effective dispatch, distribution and reporting on the use of RH kits and dignity kits.
8. Provide inputs on advocacy/communications material from SHP and Hela province to the UNFPA PNG CO to promote consistent communications that emphasize the life-saving nature of SRH and GBV-related interventions in the crisis-affected context and to maintain UNFPA's visibility in the field.
9. Facilitate conducting humanitarian related orientations/trainings for partners and other stakeholders in SHP and Hela Province by the UNFPA teams.
10. Develop field visit plans for delivery of assistance and monitoring of IPs activities and share and consolidate with other agencies/ partners to bring synergies.
11. Support communication efforts by generating success stories from the field, contributing to messaging and information dissemination in UNFPA's areas of concern.
12. Provide programmatic and technical assistance to implementing partners - PNGFH/IPPF and Diocese of Mendi (CC).
13. Review, monitor programme implementation including expenditures and disbursements for the IPs in the field to ensure delivery is in line with approved workplan budget and in compliance with UNFPA Rules and Regulations.
14. Support GBVIE Coordinator in performing her functions such as in capacity building, providing technical assistance, monitoring visits, coordination and engaging partners and other relevant actors.
15. Ensure local security aspects are well taken into account and security advisories are complied with while delivering the responsibilities.
16. Any other task assigned by International Humanitarian Coordinator and/ or Representative.

Duration and working schedule:

6 months with starting date as soon as possible

Place where services are to be delivered:	Based in Mendi, to cover earthquake affected areas in Southern Highlands Province and Hela Province.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Continuous engagement with relevant stakeholders to deliver the functions mentioned under tasks and responsibilities, ensuring all aspects of UNFPA humanitarian response are delivered in a coordinated, effective and timely manner. All reports are submitted on time in both electronic form, and hard copies as applicable.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Event reports such as field visit report, training/ orientation/ workshop reports, use of technologies such as email, whatsApp, telecom for urgent issues, and Monthly consolidated reports.
Supervisory arrangements:	The consultant will work under the oversight of the Representative and report to the International Programme Coordinator. He/She will work closely with International Humanitarian Coordinator and the RHCS Programme Officer.
Expected travel:	Frequent travel to Tari, and affected areas in Hela Province is required in addition to affected areas in SHP to ensure effective programme coordination and quality implementation in the affected provinces.
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> <li>1. Bachelors degree in social sciences, community development, population studies, gender, international relations, international development and related areas and Master's degree as an added advantage;</li> <li>2. At least 5 years work experience in the realm of Gender, population and development, reproductive health and rights, and project management in Papua New Guinea;</li> <li>3. Solid understanding of Gender related issues, Harmful practices issues;</li> <li>4. Ability to liaise with Government partners, NGOs and UN system;</li> <li>5. Communication skills;</li> <li>6. Ability to work independently under minimal supervision; and</li> <li>7. Highly organized and proactive.</li> </ol>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The office will negotiate for office space with the local IP and basic requirements.
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office:	
Date:	