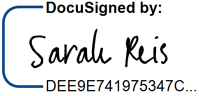


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA South Africa Country Office, Pretoria
Purpose of consultancy:	<p>Document methodologies and good practices resulting from the activities and partnerships supported by the Gender Dynamics Pillar in the scope of the 5th UNFPA Country Programme of Cooperation with the Republic of South Africa.</p> <p>UNFPA South Africa is implementing its fifth Country Programme which started in June 2020 and contributes to the achievement of UNFPA's transformative results of ending unmet need for family planning, ending preventable maternal deaths, ending gender-based violence and sexual transmission of HIV, and to achieving national commitments to accelerate implementation of the International Conference on Population and Development (ICPD) Programme of Action. The Gender Dynamics Pillar of the Country Programme is focused on two results: (a) Strengthened civil society and community mobilization to eliminate discriminatory gender and sociocultural norms affecting women and girls; and (b) Increased multi-sectoral capacity at national and provincial levels to prevent and respond to GBV.</p> <p>To deliver its Country Programme, UNFPA prioritizes interventions focused on evidence-based policy dialogue, advocacy and knowledge management to guide scaling-up of best practice models, while targeted capacity development at national and provincial levels advances reaching those furthest behind. UNFPA operates its Country Programme at national and also provincial levels, targeting three provinces: Kwa-Zulu Natal, Eastern Cape and Limpopo.</p> <p>The current consultancy will support UNFPA South Africa by documenting select methodologies and approaches to gender equality, GBV prevention and community engagement on social norms change for further advocacy and scale-up. The consultant will also be requested to document select case studies within the scope of GBV services integration in the health system which are being piloted by UNFPA and partners in three key districts.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>A total of 6 experiences will be documented within the scope of this consultancy:</p> <ul style="list-style-type: none"> • 3 methodologies or approaches to gender equality, GBV prevention and community engagement on social norms change; and • 3 case studies of how health facilities have incorporated GBV into their SRHR and HIV services. <p>The selection of the specific methodologies/approaches/cases to be documented will be indicated by UNFPA to the consultant. Based on that, the consultant will conduct the following activities:</p> <p>Documentation of Methodologies/Approaches:</p> <ol style="list-style-type: none"> 1. Familiarize her/himself with the UNFPA 5th Country Programme in South Africa and the corresponding sub-programmes within the Gender Dynamics Pillar, including the UNFPA/UNICEF Joint Programme entitled "Empowering Women and Girls to Realize their Sexual and Reproductive Health and Rights in South Africa". 2. Collect and analyze the relevant background materials on each of the partners, organizations and facilities that will be the subject of the methodology documentation exercise. 3. Map the relevant focal points for liaison and interview. 4. Produce an inception report, containing preliminary results of the desk review, map of the focal points to be interviewed, questions and indicated structure for the methodology description report. 5. Arrange field visits, virtual meetings and semi-structured interviews as planned in the inception report. Collect and analyze additional materials for the documentation of the methodologies.

	<p>6. Produce 3 reports, each containing documentation of one methodology/approach. Suggested sections include: Introduction and objectives of the documentation exercise; Methodology of collection of data; Preliminary Results (including context of the action, description of the initiative, results, innovations identified, lessons learned); Annexes (list of interviewees, questions used for interview, pictures and references list).</p> <p>Documentation of case studies:</p> <p>7. Familiarize her/himself with the UNFPA 5th Country Programme in South Africa and the corresponding sub-programmes within the Gender Dynamics Pillar, including the UNFPA/UNICEF Joint Programme entitled “Empowering Women and Girls to Realize their Sexual and Reproductive Health and Rights in South Africa”.</p> <p>8. Collect and analyze the relevant background materials on each of the partners, organizations and facilities that will be the subject of the case study exercise.</p> <p>9. Map the relevant focal points for liaison and interview.</p> <p>10. Produce an inception report, containing preliminary results of the desk review, map of the focal points to be interviewed, research questions and detailed activity plan and timelines for completion of the case studies.</p> <p>11. Arrange for visits, virtual meetings and semi-structured interviews as planned in the inception report. Collect and analyze additional documentation for the production of the case studies.</p> <p>12. Produce 3 case studies, including the following sections: Introduction and objectives of the case study; Methodology; Preliminary Results (including context of the action, description of the initiative, results, innovations identified, lessons learned); Annexes (list of interviewees, questions used for interview, pictures and references list).</p> <p>13. Produce a 2-page executive summary of each case study.</p>
Duration and working schedule:	The consultancy will have a duration of maximum 10 months (November 2021 - September 2022).
Place where services are to be delivered:	The consultancy will be primarily home-based, with field visits to the relevant partners, facilities and organizations as needed.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>All products will be delivered via electronic means (email). The consultant is expected to deliver the following products by the indicated dates:</p> <ul style="list-style-type: none"> ● By 10 December 2021: two inception reports relating to the methodology/approach documentation exercise (20% of payment); ● By 29 February 2022: two draft reports - each containing documentation of one methodology/approach for UNFPA's and partners review and feedback (20% of payment); ● By 30 April 2022: two final reports - each containing documentation of one methodology/approach - this final version must incorporate the feedback provided by UNFPA and partners; and three inception reports relating to the case studies (20% of payment); ● By 31 August 2022: three draft reports - each containing one case study for UNFPA's review and feedback; (20% of payment); ● By 30 September 2022: three final reports - each containing one case study - this final version must incorporate the feedback provided by UNFPA. Each of the final reports must be accompanied by a 2-page executive summary of each case study. (20% of payment).
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Monthly meetings will be held between the consultant and UNFPA to provide feedback on progress, get guidance from UNFPA on the conduction of activity, as well as to address any questions that may arise during the conduction of the work. It is the responsibility of the consultant to proactively propose a monthly calendar of meetings for UNFPA, and document the discussions and recommendations for follow-up.</p> <p>The products will be reviewed and appraised by UNFPA for approval and payment. The edits and inputs provided need to be considered in the final revisions and generation of final versions of the products. The consultant must submit the products in Word version (.doc or .docx) within the stipulated timelines.</p>
Supervisory arrangements:	The consultant will work under the direct supervision of the Gender Policy & Advocacy Specialist and Gender M&E Analyst, in UNFPA Pretoria Office.

Expected travel:	Travel will be required for methodology documentation and facilities visits for the case studies. These will be costed and funded by UNFPA based on the approved inception reports.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Advanced degree in the field of Social Sciences, Public Health or Demography; • At least 7 years of professional experience or academic research in the field of gender; experience and knowledge of gender linkages with population and development and public health will be considered an asset; • Prior experience with systematization or documentation of good practices, or methodologies of work is required; <u>a sample of prior work should be submitted by the applicants along with the CV and technical proposal.</u> • Excellent writing skills in English and capacity of synthesis (documented in an excerpt of work authored by the candidate).
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The Consultant must have own laptop and internet connectivity. UNFPA will provide access to initial background documentation, including its 5th UNFPA Country Programme, Gender Dynamics and Joint Programme Documents, and the contact details of relevant partner organizations as initial input.
Other relevant information or special conditions, if any:	-
<p>Signature of Requesting Officer in Hiring Office:  DEE9E741975347C...</p> <p>Date: 12-Oct-2021</p>	