

TERMS OF REFERENCE FOR STRATEGIC INFORMATION & KNOWLEDGE MANAGEMENT CONSULTANT FOR HIGHER HEALTH

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA South Africa Country Office
Purpose of consultancy:	<p>The Strategic Information and Knowledge Management Consultant (“Consultant”) provides high level programme management for programming on sexual reproductive health, gender dynamics, youth empowerment and development, HIV/TB/STIs, and mainstreaming within the South African Post Schooling Sector. This includes ensuring project management of UNFPA and Higher Health’s supported activities in the mainstreaming, advocacy and programme implementation towards ensuring that a young student’s wellbeing and his or her holistic development is a factor in the transformation of universities and colleges and a critical determinant of the throughput rate of our institutions. A supportive, healthy, social environment is necessary for students in order for them to succeed academically, equip them for the workplace and for active participation in the wider community. The family’s earning structure relies heavily on the education level of the family members. This makes the completion and success of a student’s education a key factor for a productive and sustainable economy.</p> <p>Investments in youth—both in health and education—foster opportunities for developing a skilled and healthy labour force. Through strengthening health and wellness programmes to address the full range of youth needs, individuals can contribute more significantly to economic growth. Education allows young people to learn skills to take on higher-quality jobs in a changing and growing economy. Through these investments, nations develop a labour force well equipped to move into new opportunities that emerge from a demographic dividend.</p> <p>Higher Health has a holistic multi-sectoral and youth responsive programme running over nineteen years in SA, oversighted by the Department of Higher Education and Training (DHET). Each year it runs nationwide campus based programmes towards assisting young students on the wrap around support in the form of student health, wellness, psychosocial support and other developments needed a healthy, skilled South African labour force.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall guidance of the UNFPA Representative, the Strategic Information and Knowledge Management Consultant is based at the Higher Health National Office and reports to the Higher Health, Senior Manager for Operations on behalf of the Chief Executive Officer. He/she will provide a project management and oversight role to the programme planning, implementation, monitoring and evaluation, and joint programming initiatives with UNFPA in the support of post school sector priorities on SRH, gender dynamics, youth empowerment and development and HIV/TB/STIs.</p> <p>In particular, the consultant will:</p> <ol style="list-style-type: none"> a) Provide substantive leadership and technical, analytical support in assisting the ongoing programmes through design, monitoring and evaluation and programmatic implementation of SRH, gender dynamics, youth empowerment and development, and HIV/TB/STIs, taking into account socio-economic, cultural, and other structural factors in line with post-school sector priorities and according to Higher Health policies and procedures; b) Provide project management leadership on capacity development and training through gap analyses, stakeholder engagements, and building of tools and materials for the implementation of the national capacity development programme in collaboration with targeted provinces and national stakeholders, including management and student leadership of institutions of higher learning (i.e. Universities and TVET Colleges). c) Provide substantive leadership in ensuring appropriate advisory procedures are applied and oversight mechanisms and systems are established and implemented. This includes, but is not limited to, development of work plans, protocols and guidelines,

	<p>monitoring activities implementation, monitoring programme budgets, disbursements and expenditures, including timely submission of narrative and financial reports;</p> <p>d) Develop a number of position papers to be undertaken to demonstrate the value of investing in higher education which will show-case the evidence base, through the well- established Higher Health model. This will include documentation of best practices on the implementation of the Higher Health programmes focusing on the First Things First programme and key thematic areas (sexual reproductive health, gender dynamics, youth empowerment and development, and HIV/TB/STIs). This research and documentation will help the design of interventions for knowledge management and support South-South collaboration.</p> <p>e) Support Higher Health and UNFPA in hosting south-south workshops to be held to capacitate and share the documented best practices. Higher Health has already capacitated SADC representatives from neighboring countries, including Zimbabwe and Mozambique, and will continue to do so and will also include, Lesotho, Swaziland, Tanzania, Zambia, Botswana, Malawi and Namibia. A south-south collaboration will allow for opportunities and experiences to be shared among various countries and key-role players.</p> <p>f) Provide programmatic and technical assistance to the Higher Health portfolio through support to implementing partners (TVETs and Public Universities), consultants, and UNFPA Country Office teams;</p> <p>g) Identify, initiate and coordinate sexual reproductive health, gender dynamics, youth empowerment and development, HIV/TB/STIs partnerships with potential implementing partners (e.g. TVET principals, University Vice Chancellors, Student leadership etc.), experts, government counterparts, other UN agencies and CSOs;</p> <p>h) Advocates and advances Higher Health’s sexual reproductive health, gender dynamics, youth empowerment and development, HIV/TB/STIs, and other ongoing programmes by participating in strategic advocacy platforms and public information events such as South-South collaborations in support of developing a Centre of Excellence, which will document, share and capacitate best practices emerging from the Higher Health model which will further earn greater returns through a demographic dividend both in South Africa and SADC.</p> <p>i) Prepare relevant thematic background documentation, i.e. position papers, programme summaries, briefing notes, talking points, speeches and other communication materials as necessary.</p>
Duration and working schedule:	The duration of the services is 6 months, 5 October 2019 to 31 March 2020
Place where services are to be delivered:	The consultant will be based at Higher Health’s National Office in Pretoria. However, the consultant may be expected to travel to implementation sites throughout the country and abroad.
Delivery dates and how work will be delivered (electronic, hard copy etc.)	<p>The contract starts from 5 October 2019 to 31 March 2020</p> <p>This will entail engagements and collaboration with UNFPA Country Office, Higher Health’s CEO, operations and programme team, implementing partners, community based organisations, and other stakeholders directly working on the program. Work will be delivered both electronically and in hard copies.</p>
Monitoring and progress control, including reporting requirements, periodicity	The consultant will provide monthly activity plans and a report and submit monthly reports to UNFPA as well as a comprehensive report at the end of the assignment.

format and deadline:	Email applications to : zaf.admin@unfpa.org Deadline: 30 September
Supervisory arrangements:	The consultant will work within the overall guidance of UNFPA and Higher Health and specifically under the direct supervision of the Senior Manager: Operations.
Expected travel:	Throughout South Africa and SADC countries
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • At least 6 – 8 years of relevant progressively responsible experience in public health, gender, demography, international development, project management and other related fields. • Experience working in collaboration with government, development partners, civil society organizations and private sector. • Excellent technical drafting and report/proposal writing and presentation and interpersonal communication skills • Proven ability to effectively collaborate with team members to achieve demonstrable results. • Demonstrable capability to cultivate strategic partnerships and to maintain political relations for programme development. • Proficiency in computer skills, particularly in current office software applications
Inputs / services to be provided by Higher Health (e.g. support services, office space, equipment), if applicable:	Office space, Laptop, Higher Health email address, Internet
Signature of Requesting Officer in Hiring Office:	
Date: 19 September 2019	