



Empowered lives.
Resilient nations.

Date: 21 July 2020

Terms of Reference

Duty Station: Kathmandu
Duration: 60 working days over the 4 months
Type of Assignment: International Individual Consultant
Date of assignment: 1 September 2020

1. Background

With the aim at the delivering on the 2030 Agenda for Sustainable Development, the UN Development System is repositioning itself with a reinvigorated resident coordinator system is at the center. The UN Resident Coordinator and the UN Resident Coordinator's Office are instrumental in supporting coherence on the ground among UN agencies.

The purpose of this consultancy is to support effective coordination through providing support to UN Country Team (UNCT) and different UN thematic groups under the leadership of the UN Resident Coordinator (UNRC). The Development Coordination Officer, Data Management and Results Monitoring/Reporting works in close collaboration with these teams, donors, and government counterparts to ensure successful and transparent coordination of UNCT activities. The consultant will strengthen data management and reporting of the RCO on information management platforms such as UN Info.

The consultant will report to the Head of RCO and work in close collaboration with coordination colleagues in the RCO.

2. Scope of the work

1. Coordinate planning, monitoring and reporting of UNCT results
2. Support knowledge management, data collection and information management

3. Responsibilities

The consultant will carry out the following responsibilities:

1) Coordinates monitoring and reporting of UNCT results under the UN Development Assistance Framework (UNDAF) and Socio-economic Framework for COVID-19 Impacts

- Supports inter-agency efforts on results and progress monitoring and reporting on the UNDAF and Joint Programmes, particularly through UNINFO;
- Supports inter-agency efforts on the planning and monitoring of the Socio-Economic Framework
- Provides quality assurance review of the UNDAF monitoring and evaluation (M&E) framework and results reporting to country, regional and global levels;
- Provides substantive and analytical support to RC/UNCT in preparing and positioning the UN to accelerate the achievement of the Sustainable Development Goals (SDGs) in the country, including the drafting of reports, as well as analytical and position papers;

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2) **Provides substantive support for the development and implementation of the UNCT data and research strategies**

- Plans and facilitates the design and implementation of the UNCT's data and research strategy in alignment with the Country Common Analysis (CCA) and UN Development Assistance Framework (UNDAF) and informed by the Socio-Economic Framework.
- Undertakes empirical analysis, data mining and visualization to assist the Resident Coordinator (RC) and UNCT, including results groups, in developing reports and working papers.
- Contributes substantively to the development and implementation of peer review and quality assurance mechanisms for UNCT research products;
- Administer UNINFO and facilitates the development of the One UN Country Results Report.

3) **Develops and expands strategic research and data partnerships**

- Communicates and coordinates with internal and external partners on data collection and project/research implementation;
- Supports the convening of key thinkers on sustainable development and 2030 Agenda to provide inputs for, advise and steer the UNCT's research and data agenda;
- Facilitates independent evaluations of UNDAFs as a key element of the UNDAF cycle and other interagency work related to monitoring, evaluation and reporting.

4. Deliverables

- Monitoring and reporting of UNCT results under the UN Development Assistance Framework (UNDAF) and Socio-economic Framework for COVID-19 Impacts
- Provides substantive support for the development and implementation of UN Country Team (UNCT) data and research strategies
- Develops and expands strategic research and data partnership.
- Draft UNDAF report for 2020.
- Update UNINFO and facilitates the development of the One UN Country Results Report.
- Any other coordination related functions as identified during the consultancy.

5. Payment

- 40% upon the completion of progress monitoring and reporting of UNCT results under the UNDAF and Socio-economic Framework for COVID-19 Impacts.
- 40% upon the update of UNINFO and facilitates the development of the One UN Country Results Report.
- 20% upon the submission of draft Annual Report for 2020.

6. Competencies

Professional Competencies

- **Professionalism:** Ability to conduct data analysis using various methods. Ability to plan individual work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication & Relationship Management:** Gains trust of peers, partners, clients by presenting

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complex concepts in practical terms to others.

- **Teamwork:** Works collaboratively with UN colleagues and partners to achieve deliverables for assessment.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.

Managerial Competencies

- **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Working with multiple partners:** Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other donors.

7. Qualifications

- **Education:** Advanced university degree (Master's degree or equivalent) in humanitarian studies, international law, international development, social development, or related field. A first level university degree in combination with relevant experience may be accepted in lieu of the advanced university degree.
- **Experience:**
 - a. A minimum of 3 years of progressive experience in the areas of international development and humanitarian coordination, including review and revision of the reports, SoPs, and situation updates.
 - b. Knowledge of UN in Nepal's mission is an asset.
- **Language:** Fluency in written and spoken English is required.
- **Other skills:** Knowledge of the national language, culture, institutions, and systems.

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