



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Botswana
Purpose of consultancy:	To support the fast tracking of the implementation of the Adolescent girls and young women programme in the 5 villages (Gantsi, East Hanahai, West Hanahai, D'Kar and Grootlagte) in Gantsi district.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA is collaborating with an NGO partner to implement high impact HIV intervention for Adolescent Girls and Young Women (AGYW) in the implementation sites. Through this partnership the NGO partner is responsible for implementing HIV activities in the 5 villages. A consultant is therefore required to assist in pushing implementation of the agreed initiative and ensuring that the programme targets are met.</p> <p>The consultant will support the fast tracking of the implementation of the Adolescent girls and young women programme in the 5 villages. S/he will oversee the implementation of the Adolescent Girls and Young Women HIV programme in Gantsi District by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations. The consultant applies established systems and procedures and assists in the creation of substantive knowledge by compiling quality progress reports. S/he facilitate programme implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures to ensure quality.</p> <p><u>Major Activities/Expected Results</u></p> <ul style="list-style-type: none"> a) Ensure quality delivery of implemented activities by the NGO partner within agreed timelines b) Produce monthly implementation progress reports for the collaborating partner c) Participating in review meetings and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations. d) Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the programme and drafting relevant materials for dissemination. e) Establishes and maintains network of stakeholders' contacts, including the office of the community leaders (<i>Dikgosi</i> & Village Development Committee), District AIDS Coordinating office, schools, health facilities and other CBOs in the district.
Duration and working schedule:	5 months The consultant will work 5 days in a week.
Place where services are to be delivered:	The consultant will be based in Gantsi, overseeing implementation of high impact HIV interventions in 5 villages (Gantsi, East Hanahai, West Hanahai, D'Kar and Grootlagte)
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultancy will run from 1 September – 31 December 2018 Deliverables will be submitted electronically.
Monitoring and progress control, including reporting requirements, periodicity	The consultant will submit monthly progress report, every 5 th day of the next month.

format and deadline:	
Supervisory arrangements:	The consultant will report directly to the Programme Specialist (Youth) under the overall guidance of the Assistant Representative
Expected travel:	The work involves travel to the other 4 villages (East Hanahai, West Hanahai, D'Kar & Grootlagte) where the intervention will be implemented. The consultant is expected to provide their own transport to the implementation sites.
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Bachelor's Degree in social sciences or any health related field.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • At least five years experience implementing and coordinating programmes particularly youth programmes • Substantive knowledge and practical experience on HIV and AIDS programming • Experience working with community structures and various stakeholders <p>Familiarity with the district culture and practices is an added advantage</p> <p>Desirable skills:</p> <ul style="list-style-type: none"> • Initiative, strong conceptual and analytical abilities, sound judgment, strong interest in development work • Self-starter and self-driven • Accountable, thriving for quality results
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide a laptop while the partner NGO will provide office space for the consultant
Other relevant information or special conditions, if any:	
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	

All inquiries should be emailed to: semausu@unfpa.org