

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Individual consultant: Review the utility of the capacity building programme in line with the Happy Family Programme								
Hiring Office:	United Nations Population Fund, Sri Lanka							
Background and Purpose of consultancy:	<p>The UNFPA 2023–2027 Country Programme contributes to the equitable enjoyment of sexual and reproductive health and rights for all Sri Lankans, with a particular focus on women, girls, and young people. The programme supports the achievement of the Sustainable Development Goals (SDGs) and the International Conference on Population and Development (ICPD) agenda through three transformative goals: to end the unmet need for family planning, end preventable maternal deaths, and end sexual and gender-based violence (SGBV) and harmful practices.</p> <p>Recognizing SGBV as a grave violation of human rights and a major public health priority with serious consequences for survivors, their families, and communities. Among the many initiatives to address GBV, the Ministry of Health and Health Promotion Bureau initiated the “Happy Family Programme” and UNFPA supported the implementation of this by providing the capacity building of health and non health government staff (around 1000 participant) to enhance their knowledge and skills to serve the community in an effective and efficient manner. This consultancy will support the review of the utility of the capacity building programmes conducted during the last three years (2023-2025) at the district level.</p> <p>The purpose of this ToR is to hire an individual consultant to carry out an independent review of the usage of capacity building conducted on GBV prevention addressing harmful social and gender norms and promoting positive interactions for behavior change and submit a comprehensive report within 18 working days of the commencement of the assignment.</p>							
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> Submit inception report including clear methodology to lead the review, review framework including key review questions, challenges of the review process, outline for the final report and time line. Conduct Data/ information collection, quality assurance and validation of the primary findings with key stakeholders Submit the initial draft and final review reports in line with the agreed format during design stage by in cooperating feedback with 							
Duration and working schedule:	16 February 2026 - 30 April 2026 18 days over a period of two and half months							
Place where services are to be delivered:	Home Based with travel to project districts as required							
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultancy will be 18 days <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Main tasks</th><th style="text-align: center; padding: 5px;">Deliverables</th><th style="text-align: center; padding: 5px;">Estimated Duration</th></tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">Kick off meeting for the review</td><td style="text-align: center; padding: 5px;">1. Provide overall view of the country Programme by the UNFPA and Health Promotion Bureau (HPB)</td><td style="text-align: center; padding: 5px;">1 day</td></tr> </tbody> </table>		Main tasks	Deliverables	Estimated Duration	Kick off meeting for the review	1. Provide overall view of the country Programme by the UNFPA and Health Promotion Bureau (HPB)	1 day
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Development of design document	2. Review documents 3. Develop Review Design including methodology, Data information collection plan 4. Review the design doc by UNFPA, address feedback and final approval from the UNFPA	3 days
Data collection / observation	5. Completion of Primary data collection including quality assurance and entering data 6. Interactive session with key stakeholders including attending a training session conducted by HPB to observe training program	6 days
Complete Data analysis and preparation of initial report	7. Submission of 1st draft Review Report	3 days
Incorporate the comments and re-submission of the 2nd and 3 rd versions of the review report until the expected quality is met	8. Address feedback for 2 nd and 3 rd Draft report	3 Days
Submission of the final report and share the finding with key stakeholders	9. Final report and facilitate the session to share the finding with stakeholders	2 days
Monitoring and progress, including reporting requirements, periodicity format and deadline:	The acceptance of services at the end of each completed delivery will be certified through a certification of payment to be countersigned by both parties (IC and UNFPA), including the details of working days and tasks. The quality of the deliverable will be assessed prior to certification by the review manager. Review will mainly adhere to UNEG ethics and principles.	
Supervisory arrangements:	The consultant will work under the direct supervision of the National Programme Analyst - Gender GBV .	
Expected travel:	Yes	

<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Academic Qualifications:</p> <ul style="list-style-type: none"> Master's level degree in social sciences, political science, economics, statistics, gender, public health, development studies demography or population studies programme management, or related fields <p>Experiences:</p> <ul style="list-style-type: none"> Minimum 5 years' professional experiences in program evaluations, reviews in development context. Hands on experiences on developing and or managing programme in SRHR, SGBV, population, aging, health response to GBV, demography in either development or humanitarian context Experience working with the Health sector and knowledge of the Happy Family Program is preferred Extensively engaged in collecting, analyzing qualitative and quantitative data and information using qualitative and quantitative data collection methods and upholding high quality standards for reviews Ability to ensure ethics and integrity of the review process, including confidentiality and the principle of do no harm. Ability to consistently integrate human rights and gender perspectives, and disability inclusion in all phases of the review process. Familiarity with UNFPA or other United Nations organizations' mandates and activities will be an advantage. Excellent ability to analyze and synthesize large volumes of data and information from diverse sources. Proven ability to produce analytical reports in good command of English Work experience in/good knowledge of the region and the national development context of Sri Lanka. Flexible and responsive to changes and demand Be client oriented and open to feedback <p>Required Competencies:</p> <p>Values:</p> <ul style="list-style-type: none"> Exemplifying integrity Demonstrating commitment to UNFPA and the UN system Embracing cultural diversity Embracing change <p>Core Competencies:</p> <ul style="list-style-type: none"> Achieving results Being accountable Developing and applying professional expertise/business acumen, Thinking analytically and strategically Working in teams/managing ourselves and our relationships Communicating for impact Working in a team and leading the team effectively <p>Functional Competencies:</p>
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	<ul style="list-style-type: none"> Ability to ensure ethics and integrity of the evaluation process, including confidentiality and the principle of do no harm. Ability to consistently integrate human rights and gender perspectives in all phases of the evaluation process. Flexible and responsive to changes and demand Be client oriented and open to feedback Excellent writing and communication skills <p>Language:</p> <ul style="list-style-type: none"> Fluency in spoken and written English
Inputs / services to be provided by UNFPA	<ul style="list-style-type: none"> The consultant should bring a personal laptop and any other digital equipment which is required to complete the assigned task.
Other relevant information or special conditions, if any:	<p>Method of payment:</p> <ul style="list-style-type: none"> 30% will be paid upon approval of design doc 30% will be paid upon satisfactory completion of data collection 30% will be paid upon satisfactory submission of first draft review report 10% will be paid upon satisfactory submission of the final review report