**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** |
| Hiring Office: | UNFPA Rwanda |
| Purpose of consultancy: | The Youth Development Analyst post is located in the UNFPA Rwanda Country Office to provide strategic, technical and programmatic support to the 3-year Strategic Investment Facility funded project (2023-2025) dubbed “Youth Empowerment Accelerator for Health (YEAH) model. This model Integrates Adolescents Sexual and Reproductive Health and Rights (SRHR) within economic empowerment initiatives to ensure increased access to SRH information, holistic development of young people, unlocking their full potential and enhancing their quality of life. The project is funded by the global UNFPA Strategic Investment Facility (SIF) that aims to promote innovative financing in order to accelerate the achievement of the transformative results and SDGs. The consultant will play a pivotal role in the implementation of project activities and in ensuring the achievement of expected project outcomes through an optimal project implementation, effective use of resources, quality monitoring and communication of results, and adequate coordination including with the Private Sector. S/he will ensure quality and timely implementation of the project activities, outreach, and day-to-day liaison with implementing partners, stakeholders and government partners, while working in an integrated and collaborative manner with the Country Office’s programme and operations staff. S/he will work under the overall supervision of the Deputy Representative and report directly to the Health Financing Specialist |
| Scope of work:*(Description of services, activities, or outputs)* | UNFPA Rwanda has been selected to pilot the project “Youth Empowerment Accelerator for Health YEAH, a model that Integrates Adolescents Sexual and Reproductive Health and Rights (SRHR) within economic empowerment initiatives to ensure increased access to SRH information holistic development of young people, unlocking their full potential and enhancing their quality of life. The YEAH model encompasses various strategies, including leveraging innovation and technology, engaging the private sector and investors, facilitating microfinancing opportunities, and fostering partnerships for scale-up. By bringing together these elements, the intervention seeks to create a comprehensive and effective framework for addressing adolescent pregnancies in Rwanda. The Youth Development Analyst coordinates the implementation of project activities while ensuring the achievement of expected project outcomes. More specifically she/he will be responsible for the following substantive duties and responsibilities:**A.  Project Planning, Management and Coordination*** Coordinate the implementation of project including development of the Annual Work Plans (AWPs) to ensure timely implementation of the project;
* Participate in the planning and organization of stakeholder meetings and consultations;
* Liaise with Implementing Partners to ensure they deliver quality reports on time;
* Monitor budget expenditure and tracking of overall project delivery within the set timeline and prepare budget revisions, as needed;
* Coordinate and monitor achievement of the AWP activities related to the project by contributing substantially to the review, data analysis and write up of the narrative and financial reports;
* Document project progress, challenges, and lessons learned with regard to major aspects of the project;
* Guide and facilitate planning activities and report production, review and clearances and participate in the evaluation and documentation of program results;
* Take appropriate actions to optimize use of project funds, financial effectiveness and accountability of project activities;
* Prepare relevant briefing and communication materials, position papers, and talking points related to the project as may be required.
* Coordinate partners involved in SIF-YEAH project to ensure synergy and leverage resources to ensure successful project implementation.
* Lead on establishment of the investors network.
* Coordinate the governance structures that will be steering the SIF YEAH.

**B. Project Monitoring and Evaluation (M&E) function*** Organize periodic field visits to monitor and assess programme implementation and advise on required corrective action.
* Liaise with Implementing partners and other partners.
* Establish and M&E system that captures all the expected results of the programme especially the financial element of the programme and the return on investment.

**C. Policy Analysis, Knowledge Generation and Innovation.*** Support the office in analysing and interpreting the political, social and economic environment relevant to integration of SRH in youth economic empowerment initiatives and in the identification of opportunities for UNFPA partnerships;
* Document and share project best practices and lessons learned to inform programming, policy and advocacy.
* Catalyse and scope for innovative initiatives that enhance programme quality.

**D. Carry out any other duties as may be required.** |
| Duration and working schedule: | 11 Months effective January 2024 and on a full time basis. Normal office working hours are 8.00am-5.00pm from Monday-Friday. |
| Place where services are to be delivered: | UNFPA Rwanda Country Office, Kigali |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | Both Electronic and Hard Copy where necessary The consultant will submit a monthly report showing key deliverables achieved by 25th of each month and assignment report at the end of the assignment. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Same as above |
| Supervisory arrangements:  | The IC will be supervised by the Health Financing Specialist |
| Expected travel: | The consultant is based at the CO but should travel be required during the course of this assignment, UNFPA Rules and Regulations governing travel will apply. |
| Required expertise, qualifications and competencies, including language requirements: | **Education:*** Master’s degree in Economics, Public health, Development studies or other related fields.

**Knowledge and Experience:*** 5 years of increasingly responsible professional experience in project management and development relevant to youth empowerment, sexual and reproductive health, gender, population and development;
* Experience working in projects involving the private sector and promoting access to financing for youth led initiatives/enterprises;
* Experience working with government, development partners, civil society organizations, private sector, and youth-led organizations, in particular on collective investments, group savings, youth economic empowerment, sexual and reproductive health issues;
* Proven ability to effectively collaborate with team members to achieve demonstrable results;
* Highly motivated, proactive, able to work independently with proven ability to exercise sound judgement and initiative, working in harmony with people from different backgrounds and cultures;
* Strong interpersonal, organizational and communication skills;
* Familiarity with UNFPA’s mandate, policies and procedures, and experience in programme and/or technical assistance with the UN System and other international development organizations will be an added value advantage;
* Proficiency in current office software applications (Word, Excel, Power Point).

**Languages:**Fluency in English and knowledge of Kinyarwanda is desirable.**Values:**Exemplifying integrity, demonstrating commitment to UNFPA and the UN system, embracing cultural diversity, Embracing change**Functional Competencies:**Advocacy/ Advancing a policy-oriented agenda, leveraging additional resources strategic partnerships, Delivering results-based programme, Resource mobilization**Core Competencies:**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 |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA will provide:* Required documentation
* Office space and IT equipment
* Other applicable support services where appropriate
* DSA and other logistics arrangements, as may be required
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| Other relevant information or special conditions, if any: | An Individual Contract (IC) will be signed with the consultant for the duration of 11 Months effective January 2024.  |
| Signature of Requesting Officer in Hiring Office:Date: |