

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)																						
Hiring Office:	UNFPA Egypt Country Office (CO)																					
Purpose of consultancy:	<p>To conduct United Nations Population Fund (UNFPA) and the Netherlands Interdisciplinary Demographic Institute (NIDI) survey on domestic financial resource flows for family planning activities for 2016.</p> <p>This survey aims to get information on family planning expenditures made by domestic governments, non-for-profit institutions (NPIs), corporations and insurance companies in 2016.</p>																					
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>In consultation with UNFPA-Egypt staff, the consultant will undertake the duties and responsibilities listed in the Manual Resource Flows for National Consultant (Attached).</p> <p>The consultant is required to plan the data collection exercise, prepare for fieldwork, execute the field work, follow up with the identified Organizations, review/check data, complete the national consultant questionnaire and write a final report.</p>																					
Duration and working schedule:	30 July 2017 - 10 September 2017																					
Place where services are to be delivered:	Egypt- basically in Cairo, and two governorates to be identified jointly by Consultant and CO																					
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Indicative distribution of workdays and the required deliverables:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 15%;"># of days</th> <th style="width: 45%;">Deliverables</th> </tr> </thead> <tbody> <tr> <td>Preparation of the fieldwork</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Upon Receipt</td> </tr> <tr> <td>Execution of the fieldwork</td> <td style="text-align: center;">10</td> <td style="text-align: center;">Completed survey received by consultant from respondents</td> </tr> <tr> <td>Checking, completion of Information & estimations</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Sign off on the data and quality data filled in</td> </tr> <tr> <td>Completion of national consultant questionnaires</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Complete questionnaires (Sections A to E as per the manual)</td> </tr> <tr> <td>Writing the report</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Evaluation Report</td> </tr> <tr> <td>Total number of days</td> <td style="text-align: center;">30</td> <td></td> </tr> </tbody> </table>		# of days	Deliverables	Preparation of the fieldwork	5	Upon Receipt	Execution of the fieldwork	10	Completed survey received by consultant from respondents	Checking, completion of Information & estimations	5	Sign off on the data and quality data filled in	Completion of national consultant questionnaires	5	Complete questionnaires (Sections A to E as per the manual)	Writing the report	5	Evaluation Report	Total number of days	30	
	# of days	Deliverables																				
Preparation of the fieldwork	5	Upon Receipt																				
Execution of the fieldwork	10	Completed survey received by consultant from respondents																				
Checking, completion of Information & estimations	5	Sign off on the data and quality data filled in																				
Completion of national consultant questionnaires	5	Complete questionnaires (Sections A to E as per the manual)																				
Writing the report	5	Evaluation Report																				
Total number of days	30																					
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly progress update (by email) on the implementation of survey versus the above indicative number of days and the linked deliverable																					
Supervisory arrangements:	UNFPA CO assigned supervisor																					
Expected travel:	According to the identified Organizations, a trip to one governorate in Lower and one in upper Egypt is foreseen																					
Required expertise, qualifications and competencies, including	<ul style="list-style-type: none"> • Postgraduate degree in social sciences, public health or medicine. Specialization in the field of Sexual & Reproductive is desirable 																					

61A

language requirements:	<ul style="list-style-type: none"> • Knowledge and contacts of Family Planning stakeholders in Egypt. • Fluency in English is required. • Ability to speak and write clearly and concisely. • Initiative, sound judgment, persistence and demonstrated ability to work harmoniously with the staff members from different national and cultural backgrounds.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Job-related guidance in a timely manner.
Other relevant information or special conditions, if any:	<p>The UN terms and conditions will govern the engagement of consultants, including fee and remuneration levels. Payment of fees will be based on the deliveries, as follows:</p> <ul style="list-style-type: none"> - 50% on submission of the sign off on data from respective national authorities for population on the completed questionnaire - 50% upon submission of the evaluation report and acceptance by NIDI Project
<p>Signature of Requesting Officer in Hiring Office: Dawlat Shaarawy</p> <p>Date: 11 July 2017</p>	

GA