

TERMS OF REFERENCE FOR DEVELOPMENT OF UNFPA COUNTRY PROGRAMME ACTION PLAN 2016-20 (CPAP)

1.0 Background

UNFPA Tanzania is among the United Nations agencies supporting United Republic of Tanzania to implement its strategic development goals through the various policies and programme, including MKUKUTA II, MKUZA II, Five years Development Plans and Big Results Now initiatives. Recently the United Nations developed the second United Nations Development Assistant Plan (UNDAP II 2016-20) for support to the United Republic of Tanzania. In line to that United National Population Fund (UNFPA) prepared the 8th country programme document to support United Republic of Tanzania in the context of UNDAP II (Delivering as One) to address government development priorities

To implement the CPD, the UNFPA Country Office needs to develop a Country Programme Action Plan (CPAP) that will reflect the Tanzania development priorities narrated in the CPD and UNDAP II. The Country Programme Action Plan (CPAP) is an elaborate document to the Country Programme Documents (CPD). The CO therefore will engage a consultant to support the development of the CPAP.

2.0 Objectives

The CPAP will be the road map for UNFPA Tanzania programme with ornate programme implementation strategies, key interventions, monitoring and evaluation plan with comprehensive results frame work and accompanying annexes. The consultant is expected to:-

1. Develop the Country Programme Action Plan (CPAP) with reference to UNFPA standard CPAP outline template

3.0 Scope of the assignment

Under the overall guidance of the Representative and direct supervision of the Deputy Representative, the consultant will work closely with the Assistant Representative (s), Programme Manager (s) and M&E Officer. M&E Officer will be the focal person for coordination of the consultant's work

- 3.1. The consultant is expected to show linkages established in the country programme document (CPD) to the UNFPA strategic plan and the UNDAP II; resource distribution per output over five years, programmatic strategy for achieving expected results with reference to theory of change, detailed information on implementation modalities and the stakeholders analysis. The document prepared will be used as the formal agreement between UNFPA Tanzania Country Office and the Government of the United Republic of Tanzania in implementing the country programme.

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- 3.2 The Consultant will review the reference documents, work closely with the team to collate their inputs, organize workshop/meeting with the UNFPA core team and stakeholders including Implementing Partners as needed.

4.0 Contents of the Document

UNFPA has a standard template for developing Country Programme Action Plan (CPAP). The expected CPAP will have the following ten parts:-

Part I. Basis of Relationship

Part II. Situation Analysis

Part III. Past Cooperation and Lessons Learned

Part IV. Proposed Programme

Part V. Partnership Strategy

Part VI. Programme Management

Part VII. Monitoring and Evaluation

Part VIII. Commitments of UNFPA

Part IX. Commitments of the Government

Part X. Other Provisions

5.0 Key Deliverables

- An Inception Report that operationalizes the content of the ToR, including methodology, action plan and outline of the document.
- First draft of the Country Programme Action Plan (CPAP)
- Final version of Country Programme Action Plan (CPAP) with the content elaborated on part four of the ToR and incorporating the feedback from UNFPA

6.0 Duration of the consultancy

- This consultancy starts upon the signing of the contract and has duration of twenty one (21) working days starting from 23th of November 2015 to 31st of January 2016.

6.0 Deliverables Milestones and Payment modality

The consultant will be paid according to UNFPA individual Consultancy Policy (2015). Payments will be done in three phases after approval of the report at each stage

Key Deliverables	Payment schedule/amounts
1. Inception Report	Within seven (7) working days from contract signing 20% of total value of contract (upon approval of report)
2. Draft Report	Within fourteen(14) working days from contract signing

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Key Deliverables	Payment schedule/amounts
	40% of total value of contract (upon approval of report)
3. Final Report (submitted in hard and soft copy).	Within twenty one (21) working days from contract signing 40% of total value of contract (upon approval of report)

7.0 Qualifications

A consultant to undertake the assignment is expected to possess the following qualifications:-

- A Master degree in public health, Social Science, Biology, Monitoring and Evaluation, Health Economics, Demography, International Development, Public Administration. (PhD will be added advantage)
- A minimum of 5 years' experience in the field of development sector including consultancy work with the international NGOs & development partners
- Prior experience of working with multilateral agencies and international non-governmental organizations
- Knowledge of the UN role and UN programming at the country level including UNDAF/UNDAP processes and extensive work in the M&E would be an added advantage
- Excellent communication skills
- Proficiency in English (written and spoken, with capacity to write documents and reports)
- Demonstrated ability to deliver quality results within strict deadlines.

8.0 How to apply

Send your application with **detailed CV and P11 form** through tanzania.office@unfpa.org .
Deadline is Thursday 18th 2015 at 4:30 PM

9.0 Key Reference Materials to be reviewed

1. Country Programme Document 2016-20
2. UNDAP II results Matrix 2016-20
3. UNFPA Strategic Plan 2014-17
4. Policy and procedure for preparation of annual work plans (WPs)
5. Policy and procedure for programme and financial monitoring and reporting
6. Modalities for financial partnership
7. Framework for cash transfer to implementing partners
8. CPAP quality assurance checklist
9. Other relevant policies and materials e.g. Health Sector Strategic Plans 2015-2020
RMNCAH Strategic Plan 2016-2020
10. Sample CPAP