Approved by Mr. Ronny Lindstrom, UNFPA Representative, Kazakhstan

Country Director, Kyrgyzstan and Turkmenistan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by Mrs.Nazira Satyvaldyeva, UNFPA NPA on Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT –** **Emergency Response Plans (ERP) Expert**

**August xx, 2023 –March 31, 2024**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | UNFPA Kyrgyzstan |
| Purpose of consultancy: | **Background:** UNFPA CO leads the GBV and MHPSS sub-sector under the Protection sector of UN DRCU (Disaster Response and Coordination unit), and has activated SRH WG under the health sector to ensure safe, integrated and comprehensive lifesaving RH and GBV services and mitigate the risks of GBV in the post crisis of Batken boarder conflict. UNFPA is leading the response, initiating and coordinating its work with two Ministries: MLSPM and MoH and encouraging local women NGOs, Association of Crisis Centers to participate in coordination structure and to increase funding for them to scale up their vital work. This includes initiatives to protect women and girls from gender-based violence including sexual violence and ensure that survivors of violence have access to specialized health, psychosocial, legal, livelihood and other support services.  Specifically, UNFPA CO will develop capacity and knowledge of the state institutions and government, recovery organizations, communities and individuals to anticipate respond to and recover from the impact of imminent, or current emergency that call for a humanitarian response.  UK Conflict Stability and Security Fund (CSSF) Central Asia provided funds to UNFPA in Kyrgyzstan to support and enhance coordination and strengthen national resilience and capacities in Batken and Osh areas to contribute to their humanitarian preparedness and response and address long-term needs of the affected population and to knowledge, awareness and capacity of women, men, boys and religious leaders on GEWE and GBV to lead the social norm transformation in the selected regions. Validity of the funds is up to 31 March 2024.  In this regards, a national Expert is planned to be hired to provide technical support to the Governance office of Batken oblast and Emergency Coordination Unit to develop the emergency response plan (ERP) for Batken oblast including Kadamjay, Kyzyl-kiya and Leilek districts. |
| Scope of work:  *(Description of services, activities, or outputs)* | Under overall coordination of the UNFPA CO gender programme, the Expert is expected to provide support in:   * Support to establish extended working group under the Batken oblast Governance office with inclusion of line Ministries and state bodies responsible for emergency response (October, 2023); * Conduct desk-review and analytical review of national legislation in field of emergency response, GBV and civic defence, emergency situations (November 2023); * Conduct gender expertise of district level emergency response plans including humanitarian and development context (at least three plans) (December 2023); * Facilitation and coordination of the extended working group meetings and regional departments of the Ministries, and activities; * Development of ERP in close collaboration with the working group, office of Batken oblast Governance and civil society organizations (January 2024); * Conduct consolations with the relevant experts and state bodies to validate the recommendations of the ERP (February 2024); * Conduct round table to present the final ERP (March 2024); * Other assignments from UNFPA gender team where necessary |
| Duration and working schedule: | The assignment is expected to be undertaken during August xx, 2023 - March 31, 2024.  This is a full-time assignment: 40 hours a week (09:00-18:00; 12:00-13:00 lunch time).  The Expert is expected to work and be paid on monthly basis upon the submission and approval of the progress reports. |
| Place where services are to be delivered: | Bishkek, Kyrgyz Republic.  Services will be delivered in-person/offline and on-line modalities depending on the COVID-19 situation; The Expert will be required to attend the UNFPA meetings upon prior notification. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | All work-related deliverables will be assigned on a monthly basis and submitted to the UNFPA CO. Every reporting period counted in a monthly base and the expert submits electronic report for approval |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The Consultant will work closely with UNFPA NPA on Gender to ensure that all deliverables are produced in a timely manner.    Deliverables will be conducted in person/offline and online, depending on the situation with COVID-19; the Expert will have to attend UNFPA meetings upon prior notification.  Honorarium will be paid by installments on monthly basis upon submission of  electronic report on achieved deliverables. |
| Supervisory arrangements: | The Expert’s work will be coordinated and monitored by Nazira Satyvaldyeva, UNFPA NPA on Gender. |
| Expected travel: | Depending of business requirements. In case of official travel, relevant travel expenses will be provided as per UNFPA Travel Policy. |
| Required expertise, qualifications and competencies, including language requirements: | * Bachelor’s degree in social science, public/business administration or other related fields * At least 3 years of working experience in project development and implementation, development of legislation/policy papers with the focus on emergency, GBV and social cohesion and/or gender equality (at least three policy papers); * Experience with UN projects will be an asset * Fluency in Russian and Kyrgyz languages. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | * Share relevant materials with the Expert * Provide with office computer and means of communication * Provide with office space * In case of official travel, relevant travel expenses/DSA. |
| Other relevant information or special conditions, if any: | UK CSSF funds |
| Signature of Requesting Officer in Hiring Office: Nazira Satyvaldyeva, UNFPA NPA on Gender  Date: August xx 2023 | |