

Application has to be submitted on [www.inductusjobs.com/un](http://www.inductusjobs.com/un)

**Position:** Consultant - Programme Manager- Disability & Elderly (UNFPA)

**Employing Agency (Employer):** Inductus Limited

**Duration of the contract:** Contract will be valid for 1-year subject to fund availability

**Remuneration:** Gross compensation budgeted for the position is attractive. Please note that the offer made to the selected candidate shall be commensurate with qualifications, experience, and salary history.

**No. of Vacancy:** 1

**Duty Station:** Bhubaneswar - Odisha

**Reporting Line:**

1. Administrative Supervision- Inductus Limited
2. Technical supervisor: State Head of Office (HoO), UNFPA
3. Technical Supervisor: Reporting to SSEPD

**Last Date for Application:** 24 October 2024 (Mid Night)

Application has to be submitted on: [www.inductusjobs.com/un](http://www.inductusjobs.com/un) (applications will not be considered by any other means)

#### **CONTENT OF TERMS OF REFERENCE FOR CONSULTANT**

**1. ORGANIZATION BACKGROUND:** United Nations Population Fund (UNFPA) is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA is supporting Social Security and Empowerment of Persons with Disabilities Department (SSEPD) to provide technical assistance in introducing Life skill Education in special schools and also in strengthening the support systems for elderly.

The Programme manager is expected to provide support to technical support unit (TSU) in overall management and coordination for programme implementation and high-quality technical support at policy level on elderly and in mainstreaming disability. The position will encompass technical assistance for planning, coordination and liaisoning with key stakeholders.

## **2. Job Description/Responsibilities**

### ***Programme management & coordination:***

- Contribute to the effective coordination between the TSU at SSEPD on implementation of UNFPA work plan activities and other areas of mutual interest between UNFPA and SSEPD on disability and elderly
- Develop annual plans for UNFPA supported work with the department on disability and elderly.
- To extend support to the department in preparing annual plans and budgets to be submitted to GoI for seeking necessary budget.
- Facilitate multisectoral coordination with SSEPD and work closely with programme staff to ensure effective implementation of planned activities
- Support the Department in strengthening special schools and institutions working towards welfare of adolescents with disabilities
- Provide technical support to review and ensure that programmes are rights-based, gender-responsive and inclusive.
- Undertake all activities required including liaising and management to ensure provision of quality
- Coordinate with relevant stakeholders and undertake advocacy workshop with state government functionaries on several aspects of disability and population ageing
- Coordinate with CSO/Stakeholders on strategizing 'inclusive education' and formulate policy and programmatic framework

### ***Technical support to intervention on Disability and Elderly:***

- Provide technical assistance in identifying new avenues to mainstream disability and emerging issues related to ongoing rapid population ageing.
- Support Department of SSEPD in operationalisation of Disability innovation and Centre of Experience
- Review the existing policy of Disability and Elderly and identify areas for strengthening the policy framework.

### ***Capacity Building & knowledge management:***

- Support in undertaking training needs assessment of relevant stakeholders and build their capacity
- Undertake advocacy workshop with state government functionaries on several aspects of disability and population ageing
- Develop evidence-based policy briefs for State level advocacy

- Explore and document best practices and models to improve lives of persons with disability and share with government.
- Support in development of new projects and proposals for government on elderly care.
- Develop analytical report and knowledge products capturing best practices/case studies/assessment studies including progress documentation

#### ***Monitoring and Evaluation:***

- Establish robust monitoring mechanisms and undertake monitoring visits to the schools and propose corrective measure to enhance the LSE in special schools
- Identify gaps and recommend solutions to overcome the issues at the district level/State level.
- Undertake regular field visits to monitor the quality and timely implementation of project activities and provide support in the delivery of objective.
- Conduct weekly/ monthly/quarterly meetings with district officials/stakeholders to ensure the effective implementation
- Preparation of quarterly M&E reports, case studies and such other documents as and when required by the SSEPD/ UNFPA.
- Support and contribute towards development of framework, guidance notes and resources and communication materials as and when required.

#### ***Other activities:***

- Carry out any other related activities as and when required and as advised by UNFPA/SSEPD

### **3. QUALIFICATIONS /SPECIALIZED KNOWLEDGE/EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL)/ LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT (Please use as applicable):**

**Essential:** Master's Degree or equivalent in any social sciences.

#### **Experience:**

- 3-5 years of relevant working in in the area of disability and/or elderly
- Demonstrated experience in programme management
- Strong oral and written communication skills, including ability to draft concise reports and communicate effectively with key stakeholders
- Experience with working with State/National government departments and leading research projects is highly desirable
- Working experience & familiarity with UN Agency and government system is desirable.

## **Skills & Competencies**

- Ability to communicate (read, speak, and write) in English and Hindi (Knowledge of Odia will be an added advantage).
- Effective interpersonal skills and ability to work in diverse teams.
- Ability to develop analytical reports and documentation skills.
- Good skills in operating computers and MS Office package
- Willingness and ability to travel extensively.

**10. NATURE OF ENGAGEMENT:** The Programme Manager - (Disability & Elderly) shall be hired on a consultancy contract through Inductus Limited, a reputed consulting and advisory firm.

**11. REMEUNERATION:** The consultancy fees will be in the range of 1,25,000 per month and will commensurate with the salary history of candidates. In addition, laptop and communication allowances will also be provided to selected candidates.