


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Position: The Rapporteur for Staff Retreat

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Lesotho Country Office
Purpose of consultancy:	<p>1. Background and Context</p> <p>The 2023 marks the last year for implementation of the 7th Country Program for the Lesotho Country Office. During this CP cycle, two annual retreats were conducted and they focused on implementation progress review and team building. The 2022 retreat for instance, focused on reviewing the progress made and plan to accelerate the implementation for the 7th CPD, reflection on the current Strategic Plan (2022 – 2025), devising the strategies to normalize working under the “new normal” due to COVID19, promotion of innovation, teambuilding and maintain a conducive working environment. The enhancement of staff knowledge in some Human Resources Procedures were also factored in this retreat.</p> <p>The 8th CPD is approved and will commence in January 2024. This CPD contributes to the UNSDCF that has been endorsed by the government through the following 3 outputs; Output 1: By 2028, Laws, policies and strategies, and accountability frameworks are developed, harmonized and strengthened to advance SRHR in Universal Health Coverage. Output 2: Health systems, communities and institutional capacities strengthened to provide quality comprehensive SRHR information and services, including harmful practices. Output 3: By 2028 strengthened mechanisms and capacities of actors and institutions address discriminatory gender and social norms and advance gender equality and decision making.</p> <p>The 8TH CPD intends to deploy innovative strategies that would accelerate implementation towards the achievement of the SDGs by 2030. To ensure effective implementation and impactful results for this CPD, the development of strategic implementation plan is pivotal. Hence it is crucial for the country office to set aside time to collaborate as a team to draw an innovative implementation strategy that help accelerate the achievements.</p> <p>The overall objective of the 2023 staff retreat is to draw an implementation strategy of the 8th CPD and further strengthen the team relations and collaboration of the country office. As part of ensuring the effectiveness of the retreat and to ensure the staff’s full participation in all sessions, it is recommendable to engage an external the rapporteur to record the proceedings of the retreat.</p>
Scope of work:	

<p><i>(Description of services, activities, or outputs)</i></p>	<p>The rapporteur will attend staff retreat and accurately and effectively capture the retreat proceedings. The rapporteur will take notes adopting his or her preferred method and then produce a written report of the proceedings based on a template and format approved by the CO.</p> <p>Before the event</p> <ul style="list-style-type: none"> • Familiarization with the objectives of the retreat, approach, contents, presenters etc • Become familiar with the speakers and review their presentations. • Meet program staff prior to event to go over any specific instructions/orientation for that event. • Draft the report format/structure for country office approval <p>During the event</p> <ul style="list-style-type: none"> • Capture in any format (e.g., handwritten notes, typed notes, recorded notes, photographs, handouts and presentations) all pertinent information for each session, including speaker’s name, title, etc. • The notes should include the main points from the presentation, either from what is spoken or what is in the presentation slides. • Present a summary of the discussion, highlighting any conclusions, recommendations, and/or next steps (these should be included in the summary report, detailed in the Deliverables section below). <p>After the event</p> <ul style="list-style-type: none"> • Based on the agenda (whether by section or individual speaker/activity) provide a summary indicating the name, title, and organization of the speaker, main findings, conclusions, and/or recommendations of the speaker/section • Provide record of all the proceedings including the strategic implementation plan for the CPD • Submit a final, formatted report in word format within two weeks of the event.
<p>Duration and working schedule.</p>	<p>The contract will be for 12 working days and will run from 28th September 2023 to 13th October 2023</p> <ul style="list-style-type: none"> • Preparation time/meeting with staff/ familiarization with retreat contents and drafting the report structure - 2 days • The event itself - 5 days • Post Event - 5 days for report writing
<p>Place where services are to be delivered:</p>	<p>The planning and report delivery will be conducted at the country office in Maseru and the consultant is expected to be at the retreat venue to record all the proceedings</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>the consultant is expected to be at the office physically for the 2 planning days as well as during the retreat period. He/she can draft the report remotely and submit electronic versions</p>

Supervisory arrangements:	The consultant will be under the supervision of the Assistant Representative and liaise with the staff and external facilitator
Expected travel:	The consultant is expected to travel to the retreat venue to be able to record all the proceedings
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Post Graduate/Masters Degree or equivalent. • Minimum three to five years' work experience of carrying out similar functions. • Specific experience serving as a rapporteur and especially for international organization(s). At a minimum candidate should have experience leading the development, writing, and drafting/editing of technical reports or proceedings. • Proven skill in organizing resources, establishing priorities, working independently with minimal supervision, ability to meet deadlines. • Highly motivated, self-starter willing to take risks, flexibility and ability to prioritize competing needs/deadlines; independent thinker. <ul style="list-style-type: none"> ▪ Language: Excellent oral and written English; Preference will be given to candidates who are bi-lingual - English and Sesotho). ▪ Ability to gather data, compile information, and prepare reports. ▪ Excellent computer software skills in MS Power Point, Excel and Word.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA shall provide DSA for the consultant to be able to travel to the retreat The consultant should provide his/her own laptop, data (where necessary) and transport
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office:  Date: 04-Sep-2023	