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TERMS OF REFERENCE

Project Coordination and Management Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Bangkok, Thailand& Home based**
DURATION OF CONTRACT	11 months

Purpose of Assignment

UNICEF is seeking a consultant to support the effective implementation and coordination of the Empowering Girls and Women through Social Protection in Southeast Asia programme, funded by DFAT, as well as other programmes and initiatives with related project management, coordination and knowledge management needs such as the EU-UNICEF Public Finance Facility. The DFAT programme works across seven countries to strengthen gender-responsive social protection systems, with a particular focus on improving outcomes for girls and women.

The programmes and related activities require sustained coordination across multiple country offices, regional teams, donors and external partners. Their effective delivery depends on strong project management systems, timely follow-up of activities and deliverables, effective budget and reporting processes, and structured knowledge management to support accountability, learning and cross-country collaboration.

Under the overall guidance of the programme leads, the Project and Knowledge Management Consultant will provide project management, coordination and operational support across these programmes and related activities. The consultant will support programme planning, maintain implementation schedules and tracking tools, monitor progress against agreed milestones, coordinate follow-up with country offices, and help ensure that activities, reports and other outputs are delivered on time and in line with programme and donor requirements. The role will also support the coordination of multi-country meetings, events and learning activities, including preparation, documentation and follow-up.

The consultant will maintain and strengthen programme management and knowledge management systems, including consolidated workplans, progress trackers, budget monitoring tools, project documentation and SharePoint repositories. The consultant will support the systematic collection and organization of programme evidence and outputs, identify implementation delays, risks and outstanding actions, and facilitate timely follow-up with relevant teams. The consultant will also coordinate the collection, consolidation, quality assurance and editing of narrative inputs for donor reporting, programme reviews and other reporting requirements.

In addition, the consultant will support the development, production and dissemination of programme knowledge products and learning outputs, including regional and thematic publications, donor reports, documentation of South-South exchanges and other cross-country learning products. This will include coordination with country offices, technical teams and external service providers, as required.

Through these functions, the consultancy will provide dedicated project management capacity to support timely, coordinated and well-documented programme implementation, while strengthening knowledge management, cross-country learning, programme visibility and the use of evidence.

Given the need for regular coordination with country offices across South and Southeast Asia, as well as with development partners in the region and Australia, the consultant will be expected to be Bangkok-based, with flexibility to explore hybrid and other working arrangements during designated periods, while ensuring in-person presence at key milestones.

Scope of Work

Project Coordination and Programme Implementation

- Prepare quarterly programme implementation trackers and progress summaries, consolidating country office progress, key milestones, outstanding actions, implementation bottlenecks and agreed next steps.
- Coordinate with country offices and programme partners as required to obtain inputs, validate progress and follow up on actions needed to complete agreed programme deliverables.
- Update implementation schedules, milestone trackers and risk/action logs as inputs to quarterly programme implementation deliverables.
- Convene and document programme coordination discussions where required, ensuring decisions, responsibilities and follow-up actions are reflected in the relevant implementation tracker and progress summary.
- Support preparation for programme evaluations and reviews by coordinating with participating country offices and programme teams, consolidating required programme documentation and evidence, identifying documentation gaps and facilitating engagement with evaluation or review teams.
- Budget Monitoring and Tracking
- Prepare periodic financial monitoring reports, including expenditure analysis, budget variances, implementation progress, financial risks and recommended follow-up actions.
- Consolidate and review relevant financial information from country offices and programme teams to support accurate financial analysis and monitoring.
- Identify significant expenditure delays, variances or financial implementation risks and reflect these in financial monitoring reports, together with recommended follow-up actions.
- Support budget monitoring and financial follow-up across relevant programmes as required in connection with agreed reporting and implementation deliverables.

Reporting and Donor Compliance

- Coordinate donor and programme reporting processes with country offices, including preparation and dissemination of guidance, templates and timelines, and consolidation and quality assurance of country office submissions.
- Coordinate preparation of agreed donor reports, including collection, consolidation, review and editing of country office inputs and supporting evidence.
- Coordinate year-end reporting processes, including collection, consolidation, review and editing of country office inputs for preparation of draft programme and donor reports.
- Deliver agreed reporting outputs, including country office reporting coordination, consolidation, quality assurance and finalization of reports in accordance with donor requirements.
- Ensure agreed donor reports and programme outputs meet applicable donor requirements, visibility standards and documentation requirements.

Knowledge Management and Publications

- Complete periodic programme documentation repository updates, ensuring key programme deliverables, reports, evidence products, learning materials and supporting documentation are systematically organized, indexed and quality-checked.

- Prepare periodic knowledge-product production trackers and completion summaries covering agreed regional publications and knowledge products, including production status, editorial and quality-assurance milestones and dissemination actions.
- Coordinate publication production processes required to complete agreed knowledge products, including vendor liaison, editorial review, quality assurance and dissemination preparation.
- Consolidate cross-country evidence and learning emerging from programme implementation for use in agreed knowledge products, reporting and learning activities.

Community of Practice, Learning and Stakeholder Engagement

- Coordinate and deliver agreed Community of Practice and learning sessions and prepare periodic learning summaries capturing key issues discussed, emerging lessons, agreed actions and follow-up priorities.
- Prepare and maintain supporting session materials and action trackers required for learning and knowledge-sharing activities.
- Facilitate cross-country exchange and stakeholder engagement where required to support completion of agreed programme learning and knowledge outputs.
- Support preparation for regional and South-South learning exchanges through agreed preparatory outputs, including concept development, country engagement, coordination arrangements and supporting documentation.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Jan–Feb Related Programme Activities Project Coordination and Programme Implementation	Coordination of Human Interest Story development, including follow-up with country offices.	28-Feb 2027
Feb Related Programme Activities Programme Coordination	Bi-annual programme coordination meeting delivered, including agenda, presentations and finalized meeting minutes with action points.	28-Feb 2027
Jan–Mar Core Programme Support Programme Implementation Review	Q1 programme implementation tracker and progress summary completed, consolidating country office progress, key implementation issues, outstanding actions and agreed next steps.	31-Mar 2027
Jan–Mar Core Programme Support Financial Monitoring and Reporting	Q1 financial monitoring report completed, including expenditure review, budget variance analysis, key financial risks and recommended follow-up actions.	31-Mar 2027
Jan–Apr Core Programme Support Donor Reporting	Final donor report submission package completed, including reporting guidance, coordination, collection and consolidation of country office inputs, review, editing and finalization.	30-Apr 2027
Jan–Jun Core Programme Support Community of Practice Learning	Semester 1 Community of Practice learning summary completed, drawing on three CoP sessions and consolidating session outputs, key lessons, agreed actions and an updated action tracker.	30-Jun 2027

Jan–Jun Core Programme Support Knowledge Management and Documentation	Semester 1 programme documentation repository updated and indexed, with key programme deliverables, evidence products, reporting documentation and learning materials organized and quality-checked.	30-Jun 2027
Jan–Jun Core Programme Support Knowledge Management and Publications	Semester 1 regional knowledge product production tracker and completion summary finalized, covering agreed publications/products, production status, editorial and quality-assurance milestones, and dissemination actions.	30-Jun 2027
Apr–Jun Core Programme Support Programme Implementation Review	Q2 programme implementation tracker and progress summary completed, consolidating country office progress, key implementation issues, outstanding actions and agreed next steps.	30-Jun 2027
Apr–Jun Core Programme Support Financial Monitoring and Reporting	Q2 financial monitoring report completed, including expenditure review, budget variance analysis, key financial risks and recommended follow-up actions.	30-Jun 2027
June Related Programme Activities Reporting and Coordination	Country office coordination and planning meetings completed (including biannual programme coordination meetings), including preparation of templates, reporting guidance and programme documentation.	30-Jun 2027
August Related Programme Activities Reporting	Interim programme report prepared, including consolidation of country office inputs, review and documentation oversight.	31-Aug 2027

Jul–Sep Core Programme Support Programme Implementation Review	Q3 programme implementation tracker and progress summary completed, consolidating country office progress, key implementation issues, outstanding actions and agreed next steps.	30-Sep 2027
Jul–Sep Core Programme Support Financial Monitoring and Reporting	Q3 financial monitoring report completed, including expenditure review, budget variance analysis, key financial risks and recommended follow-up actions.	30-Sep 2027
September Related Programme Activities Reporting	Interim programme report finalized, including consolidation, review, editing and compliance with applicable reporting requirements.	30-Sep 2027
Oct–Nov Core Programme Support Evaluation Preparation	Evaluation preparation documentation set completed, bringing together country offices to identify, collect and consolidate programme documentation and evidence required for the upcoming evaluation, including an indexed evidence inventory and identification of outstanding documentation gaps.	30-Nov 2027
Jul–Dec Core Programme Support Community of Practice Learning	Semester 2 Community of Practice learning summary completed, drawing on three CoP sessions and consolidating session outputs, key lessons, agreed actions and an updated action tracker.	20-Dec 2027
Jul–Dec Core Programme Support Knowledge Management and Documentation	Semester 2 programme documentation repository updated and indexed, with key programme deliverables, evidence products, reporting	20-Dec 2027

	documentation and learning materials organized and quality-checked.	
Jul–Dec Core Programme Support Knowledge Management and Publications	Semester 2 regional knowledge product production tracker and completion summary finalized, covering agreed publications/products, production status, editorial and quality-assurance milestones, and dissemination actions.	20-Dec 2027
Oct–Dec Core Programme Support Programme Implementation Review	Q4 programme implementation tracker and progress summary completed, consolidating country office progress, key implementation issues, outstanding actions and agreed next steps.	20-Dec 2027
Oct–Dec Core Programme Support Financial Monitoring and Reporting	Q4 financial monitoring report completed, including expenditure review, budget variance analysis, key financial risks and recommended follow-up actions.	20-Dec 2027
Oct–Dec Core Programme Support Reporting and Coordination	First draft of annual donor report completed, including reporting guidance, follow-up with country offices, and collection, review and consolidation of country office report inputs.	20-Dec 2027

Payment Schedule:
Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for

the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- **Education:**
  - Master's degree in project management, public policy, social sciences, international development, or a related field is required. Certification in Project Management Professional (PMP) or equivalent is highly desirable
- **Work Experience:**
  - A minimum of 5 years of professional experience managing complex multi-country projects, preferably including European Union or DFAT grants, across diverse geographical and cultural contexts.
  - Experience with project management, project monitoring, evaluation and reporting is required, including production of workplans, logframes, and donor accountability and reporting.
  - Experience in establishing and maintaining knowledge management systems is required.
  - Experience in the planning and coordination of high-level multi-stakeholder events is required.
  - Demonstrated experience in producing high-quality project reports tailored for diverse audiences, including donors, program stakeholders, and country-level partners.
  - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and familiar with project management software (e.g., MS Project, Trello, Asana).
- **Language Requirements:**
  - Fluency in English is required
- **Knowledge/Expertise/Skills:**
  - Skills in creating and disseminating project knowledge materials, such as case studies and best-practice documentation, as well as presenting findings to various stakeholders.
- **Desirables:**

- Work experience in the Southeast Asia region is an asset.
- Technical knowledge in social protection, gender and public finance is an asset.