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We are pleased to announce the following vacancy:

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VACANCY NO: VA JID 2507  
CLOSING DATE: The closing date is extended from Monday, 7 July 2025 at 17:00 hours Bangkok time to Monday, 14 July 2025 at 17:00 hours Bangkok time.  
POST TITLE: Consultant to develop a guidance and a learning module to improve Country Offices' (COs) capacity to measure results of policy engagement and advocacy  
CATEGORY: Individual Consultant contract  
DUTY STATION: This consultancy is homebased, and travel is not required  
DURATION: 30 workdays over the period of 1 August to 15 December 2025

The Terms of Reference of this consultancy is as follows.

Hiring Office:	UNFPA Asia Pacific Regional Office (APRO)
Title:	Improving capacity of Asia and Pacific Country Offices to measure policy outcomes
Purpose of consultancy:	<p>The purpose of the consultancy is to assist APRO to <b>develop a guidance and a learning module to improve Country Offices' (COs) capacity to measure results of policy engagement and advocacy</b>. Policy influencing is complex, making outcome measurement difficult due to non-linearity, context-specificity, difficulty in determining causal links, multiple actors, long-term processes, and staff time constraints. In such a complex reality, policy outcome monitoring is often limited to activity monitoring. There is scarce data from monitoring and reporting on policy changes and their effects on duty-bearers and rights-holders. To address this challenge, methodological guidance and a learning module on monitoring policy influencing results are needed for the Country Office programme and technical staff. This need has been expressed by both managers and programme/technical staff in Country Offices in the past.</p> <p>The methodological guidance will be based on how policy change happens and lessons from country programmes on effective strategies (e.g., research, capacity development, dialogue facilitation, technical advice). It may include incremental results often overlooked, such as attitudinal, skill, and behavioral changes in stakeholders, language and rhetoric shifts, changes in decision-making processes, and policy content changes or maintenance. The content of the guidance will also analyze diverse stakeholders, their authority and roles in policymaking, connections, knowledge, preferences, activities, causes of policy outcomes, institutions, and broader contextual factors. These factors will be integrated into the guidance, providing a menu of adaptable methodologies for monitoring (e.g., most significant change story, rapid outcome assessment, episode studies) for various stages and actors. The guidance will be developed in close</p>

	<p>consultation with the APRO and UNFPA staff and will use examples/pilots from interested 3-4 countries that will be supported by the consultant.</p> <p>Based on the development and piloting for the guidance, the consultant is expected to develop a learning module on monitoring policy influencing and deliver three regional learning sessions.</p>						
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<ul style="list-style-type: none"> <li>● Conduct a desk review of available resources on monitoring policy influencing, UNFPA Country Programme documents, TOCs, evaluations, monitoring reports and other documents to develop a theoretical concept</li> <li>● Engage UNFPA regional and country offices to identify pilot cases for the methodological guidance</li> <li>● Draft a methodological guidance and test it in 3-4 countries identified as pilot cases above</li> <li>● Finalize the methodological guidance</li> <li>● Develop a learning module – presentation to share the methodological guidance</li> <li>● Develop and deliver three webinars on the guidance and pilot cases</li> </ul>						
<p>Duration and working schedule:</p>	<p>The consultancy is expected to take around 30 days over the period of August 1, 2025- December 15, 2025.</p> <p>The total days indicated above represents the maximum number of days anticipated under this consultancy; the consultant is expected to provide a workplan specifying the actual number of days within that limit.</p> <p>The estimated number of working days are as follows:</p> <p><b>Step 1</b> (August-mid September2025): Literature review, consultations with APRO and a group of CO staff interested to join the pilot, draft methodological guidance (10 days)</p> <p><b>Step 2</b> (mid September – October 2025): Pilot the methodological guidance in pilot countries and finalize the methodological guidance (15 days)</p> <p><b>Step 3:</b> (November – 15 December): Develop a learning module/presentation and deliver 3 regional webinars (5 days)</p> <p>Following the selection process, the individual consultancy contract may be awarded on a lump sum basis based on the number of working days times daily rate and payment can be made as per below schedule:</p> <table border="1" data-bbox="578 1598 1464 1728"> <thead> <tr> <th>Deliverables</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Satisfactory completion of Steps 1 and 2</td> <td>70% of lumpsum amount</td> </tr> <tr> <td>Satisfactory completion of Step 3</td> <td>30% of lumpsum amount</td> </tr> </tbody> </table>	Deliverables	Payment	Satisfactory completion of Steps 1 and 2	70% of lumpsum amount	Satisfactory completion of Step 3	30% of lumpsum amount
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Satisfactory completion of Steps 1 and 2	70% of lumpsum amount						
Satisfactory completion of Step 3	30% of lumpsum amount						
<p>Place where services are to be delivered:</p>	<p>Home-based</p>						

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All work will be submitted electronically. The consultant will incorporate revisions based on feedback before final acceptance.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>• Regular updates and check-ins with the APRO Regional Planning, Monitoring and Evaluation Adviser</li> <li>• Progress will be tracked through deliverables and milestone achievements. The consultant will maintain a workplan with clear milestones, to be agreed upon at the outset and updated during check-ins.</li> </ul>
Supervisory arrangements:	The consultant will report to the Regional Planning, Monitoring and Evaluation Advisor, UNFPA Asia Pacific Regional Office and will also work closely with other APRO Technical Advisors and Country Office Programme/Technical staff selected for the pilot cases.
Expected travel:	The assignment is home-based. No travel is expected.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Minimum Master's degree in public health, political and social sciences, development studies, gender studies or a related field</li> <li>• Minimum 10 years of professional expertise in policy influencing and monitoring and evaluating policy outcomes</li> <li>• Experience of working in Asia and Pacific region</li> <li>• Strong analytical and writing skills</li> <li>• Demonstrated leadership to develop and facilitate learning sessions</li> <li>• Flexibility, adaptability and ability to manage multiple tasks concurrently.</li> <li>• Fluency in English is required, with excellent written and verbal English skills.</li> <li>• Knowledge of and/or previous work experience with the UN in monitoring policy outcomes is an asset</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> <li>• Access to relevant background documents, contacts for consultations, and UNFPA technical inputs.</li> </ul>
Other relevant information or special conditions, if any:	The consultant is expected to work independently while maintaining regular communication/coordination with the UNFPA APRO team and relevant Country Offices.

Candidates should submit the following documents:

- P11
- CV
- Motivation Letter

All the above documents must be sent by e-mail to [vac-robangkok@unfpa.org](mailto:vac-robangkok@unfpa.org).

The P11 is available on the UNFPA websites at <https://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number **JID 2507 UNFPA APRO**. **The deadline for application is extended to 14 July 2025 at 17:00 hours, Bangkok time.**

UNFPA will only be able to respond to those applications in whom UNFPA has further interest.

*UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution and therefore encourage women to apply.*

*Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.*

**Date Issued: 26 June 2025**