



We are pleased to announce the following vacancy:

VA JID 2201 – National 2022 ICFP Coordinator

CLOSING DATE: **23 February 2022 (4:00 pm Bangkok time)**
 CATEGORY: Individual Consultant Contract
 DUTY STATION: Bangkok (Thailand country office)
 DURATION: 15 March 2022 to 14 January 2023 (10 months)
 ORGANIZATION UNIT: **UNFPA Country Office, Bangkok, Thailand**

TERMS OF REFERENCE National 2022 ICFP Coordinator	
Hiring Office:	UNFPA Thailand Country Office
Purpose of consultancy:	To support the coordination of activities of the National Steering Committee and its sub-committees and manage the day-to-day activities that are related to the ICFP preparations and organizations under the guidance of the International and National Steering Committees.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>I. Background:</p> <p>The Ministry of Public Health (MOPH) of Thailand together with the Royal Gynecologists and Obstetricians, the Population and Community Development Foundation, and the Bill & Melinda Gates Institute for Population and Reproductive Health at the Johns Hopkins Bloomberg School of Public Health along with many international and national partners will organize the sixth International Conference on Family Planning (ICFP) in Pattaya, Thailand. The conference will be held from 14 to 17 November 2022.</p> <p>Thailand is the second Asian country selected to host the ICFP. The selection of Thailand was based on the long, positive history the country has in supporting and implementing Family Planning programmes. During the London Summit on Family Planning that occurred in July 2012, a huge commitment was made to increase investment and support for family planning to work towards the Family Planning 2020 (FP2020) goal. The FP2020 goal is to reach 120 million new users of contraception globally by 2020. Approximately 5,000 delegates from the family planning field from over 110 countries will attend the 2021 ICFP, to share research, lessons learnt and best practices.</p> <p>The success of this conference will depend on high commitment from Thailand Government. This needs strong support and intensive collaboration from the international community and donors in supporting the preparation and implementation of the conference. To ensure that the preparation for and ultimate execution of the conference is smooth, efficient and successful, technical assistance is needed on the ground in Thailand to keep all National Steering Committee (NSC) and subcommittees on task; conference planning activities on schedule; and 2021 ICFP National and International Steering Committees updated on the progress and needs. The United Nations Population Funds will provide financial support for one Coordinator, to work full time from 15 March 2022 to 14 January 2023 at Office of the Department of Health, Ministry of Public Health to support the MOPH on organization and execution of all National Steering Committee (NSC) plans to ensure the smooth preparation that contribute for Thailand’s achievements to all goals of each NSC subcommittee (Logistics,</p>

	<p>Fundraising, Scientific, Communications, Youth, Faith, Family Planning Programme Implementation, and Demographic Dividend) and high reputation as represented at the conference.</p> <p>He/She will be based at Department of Health under the secretariat of the NSC.</p> <p>II. Scope of Work</p> <p>Under the overall supervision of the Lead Coordinator of ICFP and direct supervision of the NSC Secretariat, the ICFP Coordinator is responsible for supporting the Lead Coordinator of the National Steering Committee's efforts to ensure effective communication with the International Steering Committee and facilitate the national sub committees' meetings.</p> <p>Specific duties are described below:</p> <ol style="list-style-type: none"> 1. Follow up and coordinate the tasks undertaken by the NSC ICFP subcommittees as a focal point between the different NSC and ISC stakeholders 2. Play the focal point role between the different NSC and ISC stakeholders. 3. Participate with the lead coordinator on behalf of the NSC on all ISC calls. 4. Coordinate and plan meetings for the NSC and all NSC subcommittees. 5. Monitor and follow up on the execution of local contracts related to the tasks assigned to the NSC and make sure all the terms are fulfilled. Prepare ToRs for service providers that will be in direct contract with the Ministry. 6. Serve as the secretary of the NSC, write and disseminate minutes for all NSC meetings; and following up on the progress of subcommittees. 7. Set up a system of communication between the NSC and ISC partners, including members of all subcommittees, and all other interested stakeholders that can add value to the success of the ICFP. 8. Assist the scientific subcommittee in following up with researchers to make sure abstracts are submitted and presentations are finalized and uploaded to the online conference system. 9. Ensuring that all email related to the conference is received and answered by the lead coordinator and MOPH. 10. Manage and track participants that the MoPH is supporting. Make sure they are registered online and arrange for their travel and hotel in conjunction with the Logistics Subcommittee. 11. Monitor registration in order to guarantee proper performance and assist Thai participants if they have questions regarding to registration or the conference in general. 12. Assist with synthesizing and compiling work plans of the subcommittees. 13. Produce NSC end-of-conference activity report and financial reports. 14. Implement decisions and recommendations of the ICFP subcommittees. 15. Coordinate with the event management company (PCO) hired by Gates Institute and Rwanda Convention Bureau, working directly with Gates Institute 16. Ensure translation of all conference documents from/to English, French and local language, as needed. 17. Undertake other 2022 ICFP related tasks and any other assignments by the lead coordinator.
Duration and working schedule:	10 months from 15 March 2022 to January 2023

Place where services are to be delivered:	Department of Health, Ministry of Public Health, Bangkok, Thailand
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Full-time, Monday to Friday or an average of not fewer than 8 hours per day on average to be recorded in timesheet to be endorsed by the supervisor for monthly payment.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Consultant will be based at DOH under the secretariat of the NSC, and shall communicate with UNFPA regularly via email and phone call, and update the progress of work done against the delivery dates
Supervisory arrangements:	Under direct supervision of : <ol style="list-style-type: none"> 1. Dr. Suwannachai Wattanayingcharoenchai, Director-General, Department of Health 2. Dr. Bunyarit Sukrat, Director, Bureau of Reproductive Health, Department of Health 3. Ms. Duangkamol Ponchamni, Head of Office i.e., UNFPA Thailand Country Office <p>But reporting directly to Ms. Duangkamol Ponchamni, Head of Office i.e., UNFPA Thailand Country Office.</p>
Expected travel:	At least 5 travelling trips from Bangkok to Pattaya, Chonburi Province may occur. Travel cost will be provided by UNFPA in accordance with UNFPA Travel Policy.
Required expertise, qualifications and competencies, including language requirements:	Expected qualification equivalent to NOB with below specific requirements: <ul style="list-style-type: none"> • Advanced education in public health, social science, communication or other related fields is desirable. • Minimum 2 years (with Master degree), or 4 years (with Bachelor's Degree) of relevant working experience in the field • Have progressive professional experience in organizing conferences • Wide national and international networking capabilities • Excellent communication (oral and writing) skills in English • Tact and sensitivity to a wide range of cultural environments across international settings required. • Experience in Microsoft Office (Word, Excel and PowerPoint), Dropbox and online conference tools (GoToMeeting, Skype, etc.).
Inputs/ services to be provided by UNFPA or implementing partner (eg. Support services, office space, equipment), if applicable:	Office space, equipment and support services and will be provided by the DOH
Other relevant information or special conditions, if any:	Termination of contract: Due to on-going widespread of the COVID-19 epidemic globally, it is unforeseen to determine at this stage whether or not the conference needs to be postponed. If the conference is postponed to a later time, the contract will be amended or terminated subject to nature of the conference adjustment to be made with one-month notification to inform the post holder of the adjustment or termination of the contract.
How to apply:	
Candidates should submit the following documents: <ol style="list-style-type: none"> 1. A curriculum vita 2. A completed United Nations Personal History (P 11) with at least two references 	

All the above documents must be sent by e-mail to thailand.office@unfpa.org

The P11 is available on the UNFPA websites at: <https://thailand.unfpa.org/en/vacancies/un-application-form-p-11-form>

Please quote the Vacancy number **JID 2201 Consultant - ICFP**

The deadline for application is **Wednesday, 23 February 2022, at 4:00pm Bangkok time.**

This position is open for Thai nationals only. Only short-listed candidates will be notified.

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 balanced 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: Friday, 18 February 2022

Date Closed: Wednesday, 23 February 2022, at 4:00pm Bangkok time.