

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Pacific
Purpose of consultancy:	The Technical Assistant will continue to support MOH Samoa SRH and AYFHS program funded by UNFPA. These include the roll-out and monitoring of in-service training on supply chain management of Family Planning commodities; review and revision of Family Planning and SRH Health Management Information System (HMIS) including standardized monitoring indicators and registers to appropriately capture this information; support capacitybuilding of health workers on strengthened Family Planning, GBV and SRH HMIS; support Family Planning/SRH ongoing program, support stakeholders coordination on Family Planning and SRH implementation, assist in monitoring and evaluation of implemented activities including linkages to service delivery outputs, assist in implementation of HMIS Gap Analysis recommendations Support MOH with Adolescent Youth Health Services program.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The TA will be responsible for the following activities:</p> <ol style="list-style-type: none"> 1. Support the MOH with implementation of their AWP 2. Provide leadership in collating and documenting responses on implemented family planning interventions and share lessons learned and success stories for improved programming, advocacy, and resource mobilization 3. Provide technical and coordination support in strengthening health systems and improving integrated approach to family planning/SRH and GBV service delivery that combines: Human resources, reproductive health commodities security and health information systems strengthening 4. Provide technical and in-country coordination support in capacity building initiatives on Family Planning service delivery, quality of care and supportive supervision, HMIS and supply chain management functions for Family Planning programmes. The TA will support coordination of inputs from country stakeholders, adaptation/development of training packages, training plans and monitoring of training activities including documentation of lessons and compilation of data to report effectiveness of training and associated changes in service delivery and health systems indicators. 5. Assist MOH SRH focal point in analysing and disseminating data on the utilization of Family Planning, GBV, and SRH services as well as assisting in compiling quarterly reports for submission to Deputy Director General of Health – Public Health. 6. Develop draft TOR for expansion of current SRH Stakeholders Group into a National SRH Committee and provide technical advise on revising its membership. The committee will have technical sub committees to cover specific areas of RMNACH. 7. Support stakeholders coordination, assist SRH focal point to organize SRH stakeholders committee meetings, prepare meeting agenda, prepare meeting notes and action points, disseminate meeting materials and prepare committee reports to MOH senior management and other health sector and programme coordination forums. 8. Support MOH in the conduct of doctors, nurses and medical records staff training on GBV SOP integrating it with SRH/FP/AYFHS programs. 9. Support MOH with finalization of AYHS guidelines and training package in health facilities, as well as the training roll out of training package. 10. Provide technical assistance to MOH in conducting SRH, FP, GBV and other related health trainings for the community awareness and stakeholders 11. Support MOH SRH Unit in reviewing the supportive supervision tool in collaboration with UNFPA focal point and develop training plans on the use of the SS tools. Continue to support health facilities to conduct CSS on FP.. 12. Support MOH with implementation of recommendations from the HMIS Gap Analysis <p>Key Deliverables:</p> <ol style="list-style-type: none"> i. Monthly progress reports on consultancy work done and milestone achieved ii. Activity Report on involvement in HMIS Gap Analysis report implementation iii. Activity reports on SRH, FP and GBV trainings supported and conducted iv. Support Supervision tool contextualized, adopted and roll out by MOH v. M&E and spot check quarterly reports completed, approved and submitted to UNFPA Quarterly SRH Committee Meeting Reports.

Duration and workingschedule:	The TA will be contracted for full time work for a period of 5 months initially from 29 May 2023 to 28 October 2023
Place where services are to be delivered:	Sexual and Reproductive Health Unit, Ministry of Health
Delivery dates and how workwill be delivered (<i>e.g.</i>	This work will be delivered in-person in Samoa. The Specialist will be based at MOH, Samoa

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electronic, hard copy etc.):	and is expected to report to MOH DDG Public Health for SRH Unit, and UNFPA Samoa AR. The consultant will work closely with UNFPA Samoa Program Specialist and UNFPA regional implementing partners including Family Planning New South Wales (FPNSW) and Burnet Institute.							
Monitoring and progress control, including reporting requirements, periodicity format and deadline:								
	<table border="1"> <thead> <tr> <th>TASKS</th> <th>DELIVERABLES</th> <th>DELIVERY DUE DATES AND PAYMENT SCHEDULES</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 427 799 2179"> <ol style="list-style-type: none"> 1. Provide technical support in collating and documenting responses on implemented FP interventions and share lessons learnt and success stories for improved programming, advocacy, and resource mobilization 2. Provide technical and coordination support in strengthening health systems and improving integrated approach to FP, SRH, GBV service delivery that combined HR, reproduce health commodities security and health information systems strengthening. 3. Support MOH, SRH Unit in implementing advocacy programs on FP, GBV and AYFHS in collaboration with relevant stakeholders. 4. Provide technical and in-country coordination support in capacity building initiatives on Family Planning / GBV service delivery, quality of care and supportive supervision, HMIS and supply chain management functions for Family Planning programmes. The TA will support coordination of inputs from country stakeholders, adaptation/development of training packages, training plans and monitoring of training activities including </td> <td data-bbox="799 427 1129 2179"> <ol style="list-style-type: none"> 1. Monthly progress reports on consultancy work done and milestones achieved 2. Activity report on involvement in HMIS Gap Analysis report implementation. 3. Activity reports on SRH, FP and GBV trainings supported and conducted. 4. Assisted MOH in the contextualization and rolling out of the Support Supervision tool. 5. Assist the SRH Unit in collating quarterly monitoring reports including analysis of data collected and collated and lessons learned documentation including human interest stories (stories from the field) 6. Assist in preparation of quarterly SRH stakeholder committee reports 7. Support Supervision reports 8. Approved TORs for National SRH Committee 9. Number of advocacy programs coordinated and supported on FP, GBV, SRH and AYFHS. </td> <td data-bbox="1129 427 1495 2179"> <p>Monthly schedule of payments based on a schedule of deliverable and to plan agreed with the supervisor at the beginning of each month</p> </td> </tr> </tbody> </table>	TASKS	DELIVERABLES	DELIVERY DUE DATES AND PAYMENT SCHEDULES	<ol style="list-style-type: none"> 1. Provide technical support in collating and documenting responses on implemented FP interventions and share lessons learnt and success stories for improved programming, advocacy, and resource mobilization 2. Provide technical and coordination support in strengthening health systems and improving integrated approach to FP, SRH, GBV service delivery that combined HR, reproduce health commodities security and health information systems strengthening. 3. Support MOH, SRH Unit in implementing advocacy programs on FP, GBV and AYFHS in collaboration with relevant stakeholders. 4. Provide technical and in-country coordination support in capacity building initiatives on Family Planning / GBV service delivery, quality of care and supportive supervision, HMIS and supply chain management functions for Family Planning programmes. The TA will support coordination of inputs from country stakeholders, adaptation/development of training packages, training plans and monitoring of training activities including 	<ol style="list-style-type: none"> 1. Monthly progress reports on consultancy work done and milestones achieved 2. Activity report on involvement in HMIS Gap Analysis report implementation. 3. Activity reports on SRH, FP and GBV trainings supported and conducted. 4. Assisted MOH in the contextualization and rolling out of the Support Supervision tool. 5. Assist the SRH Unit in collating quarterly monitoring reports including analysis of data collected and collated and lessons learned documentation including human interest stories (stories from the field) 6. Assist in preparation of quarterly SRH stakeholder committee reports 7. Support Supervision reports 8. Approved TORs for National SRH Committee 9. Number of advocacy programs coordinated and supported on FP, GBV, SRH and AYFHS. 	<p>Monthly schedule of payments based on a schedule of deliverable and to plan agreed with the supervisor at the beginning of each month</p>	
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	documentation of lessons and compilation of data to report effectiveness of training and associated changes in service delivery and health systems indicators.		
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| | <ol style="list-style-type: none"> 6. Assist MOH SRH focal point in analysing and disseminating data on the utilization of FamilyPlanning, SRH and GBV services as well as assisting in compiling quarterly reports for submission to Deputy Director General of Health – Public Health. 7. Develop draft TORs to formalize National SHR Committee and review its membership 8. Support stakeholders coordination, assist SRH focal point to organize SRH stakeholders committee meetings, prepare meeting agenda, prepare meeting notes and action points, disseminate meeting materials and prepare committee reports to MOH senior management and other health sector and programme coordination forums. 9. Support MOH with finalization of AYFHS guidelines and training package in health facilities, as well as the training roll out of training package. 10. Provide technical assistance to MOH in conducting SRH, FP, GBV and other related health trainings for the Multidisciplinary teams in each district hospitals. | | |
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Supervisory arrangements:

Under the direct supervision of the Assistant Representative of UNFPA Samoa Country Office, with support from Program Specialist UNFPA Samoa. The Deputy Director General of the Public Health Divisions will oversee the daily work of the consultant.


Expected travel:

Local travels to Rural Areas and Savaii Island

<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Minimum (Bachelor's) degree in health sciences (nursing, midwifery or other health sciences), public health, health promotion, or other relevant fields with minimum 7 years' relevant experience, or • Minimum Master's degree in educational sciences, health education, reproductive health, gender, public health, social development, social sciences or other relevant fields with minimum 5 years of relevant professional experience, <p>Experience:</p> <ul style="list-style-type: none"> • At least five years of working experience in public health sector • Experience, managing, coordinating and implementing Sexual Reproductive Health Programs including Family Planning or Experience in providing technical advice for effective policy development on sexual reproductive health and adolescent health (SRHR/AYSRH) would be an asset. <p>Language requirements:</p> <ul style="list-style-type: none"> • Fluency in written and spoken English is essential. • Fluency in Samoan is an advantage <p>Skills:</p> <ul style="list-style-type: none"> • Strong interpersonal skills. • Strong coordination, organizational & programming skills and ability to work in diverse teams.
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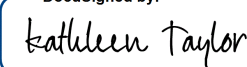
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Selected individual is expected to utilize their personal computer/laptop for this assignment. MOH will provide office space to conduct daily work.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>COA: AUA97/SRP07SRH/PROGSUPSRHSAM2/PU0074</p>

Prepared by Cindy Reijers, Programme Analyst

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10-May-2023

Reviewed by Kathy Taylor, International Programme Coordinator

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10-May-2023

Cleared by Saira Shameem, Deputy Director and Deputy Representative

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11-May-2023

Approved by Iori Kato, Director and Representative

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11-May-2023

