

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE: Fiji Ministry of Health and Medical Services Reproductive, Maternal, Child, Adolescent and Sexual Health (RMNCAH+) Monitoring and Evaluation (M&E) Consultant	
Hiring Office:	UNFPA Pacific Sub-Regional Office
Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2023 - 2027), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.</p> <p>UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.</p> <p>UNFPA is seeking a national consultant to be based at the Family Health Unit in the Ministry of Health and Medical Services in Suva, Fiji. The Family Health Unit works in the area of Maternal and Child Health, Reproductive, Adolescent health under the Reproductive, Maternal, Neonatal, Child, Adolescent and sexual health for Fiji. It aims at the planning, deployment, implementation, and monitoring & evaluation of its programmes for all Fijians. The candidate will be responsible for overseeing RMNCAH+ Monitoring and Evaluation (M&E) for the Family Health Unit, including the COVID-19 Deployment and Vaccination Plan; and will work closely with specific Programme Officers based at headquarters and divisions; the Chairpersons of the Clinical Services Network for Pediatrics and Obstetrics and Gynaecological Departments; including the COVID - 19 Deployment and Vaccination Plan.</p> <p>She/he will ensure that all monitoring, evaluation, and learning (MEL) relating to the Family Health Unit efforts support all programmatic areas for MEL; and will also assist the transmission of COVID-19 vaccination data to the Health Information Unit for long term sustainability purposes within the MHMS. Furthermore, she/he will support the unit to strengthen the units monitoring and evaluation and closing the loop for quality service delivery from a sustainability context of the various programmes.</p> <p>She/he will work with the Family Health Unit of the Fiji Ministry of Health and Medical Services to jointly report to UNFPA PSRO Fiji Country Office all RMNCAH+ M&E activities of the MHMS programme and will work as part of a multi-disciplinary team in achieving key deliverables in line with the RMNCAH+ Policy Implementation Strategy and the Health Sector Strategy.</p>

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The work will be primarily conducted in Suva, Fiji. When needed, travel will be required to attend or undertake divisional meetings, visits and trainings, costs of which will be supported by the requester.</p> <p>The following are required tasks within the consultancy services to be provided:</p> <p>Programme development and Implementation</p> <ul style="list-style-type: none"> ● Develop a work plan in collaboration with MHMS, Family Health Unit and Facility. ● Actively contribute to the development, oversight, and implementation of the MEL framework for various RMNCAH+ indicators and targets. ● Plan for the transition of the COVID-19 data flow to the health information unit within the MHMS. ● Liaising with partners, looking for avenues to collaborate with to develop appropriate platforms required. ● Work closely with the unit programme officers, through the Ministry's Strategic Plan, Annual Operation Plan and the Reproductive Maternal, new-born, child, adolescent and sexual health policy and strategic plan (RMNCAH+) and its monitoring and evaluation framework. ● Design and oversee the way data or programmatic indicators are collected in the field and programme through to HIU to measure programme implementation, outputs, outcomes and impact. ● Work with the divisional and sub-divisional teams to ensure that data sources are available for reporting, mapping, and M&E. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> ● Work with the Family Health Unit, Divisions and Subdivisions to compile the required data elements and core indicators that are relevant to the RMNCAH+ programmatic areas, including the covid19 national vaccination database (registry). ● Ensure that relevant data elements reflect equitable access in health i.e. gender equality, disability and social inclusion. ● Constantly update the database to ensure it is accurate and complete. ● Develop validation rules for each data element; conducting consistency checks and data cleaning.
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- Develop Standard Operating Procedures (SOPs) for maintaining the database and how it links to functional performance indicator reference sheets.
- Design and implement data, indicator management for MHMS RMNCAH+ and COVID19 Vaccine response in an efficient and effective manner.
- Design a monitoring, evaluation and learning process and maintain this system for the Ministry under the FHU.
- Develop integration capabilities of data to determine thresholds of response for predictive purpose.

Fund management and operations

- Assist the collation of RMNCAH+ M&E project expenditures and disbursements of RMNCAH+ M&E activities to ensure delivery is in line with approved budgets; targeted delivery levels are realized; identify operational and financial problems and bottlenecks and propose solutions are included in each monthly implementation delivery report to UNFPA PSRO Fiji Country Office.

Communication

- Support the monitoring and evaluation of the effectiveness of the social behaviour change interventions which includes tracking changes in knowledge, attitudes, and behaviours related to RMNCAH + over time.

Deliverables	Delivery Dates
Complete task plan and agreed deliverables with the MHMS Head of Family Health Unit and UNFPA PSRO Fiji Country Office on the description of services and activities above.	1 st day of every month
Monthly reports on Fiji RMNCAH+ M&E programme activities implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes attached – provided to the Head of Family Health Unit to inform monthly task planning and submit to the UNFPA Fiji Country Office.	By the 30 ^h day of every month.
Support MHMS with FACE Form, and budget breakdown completion with workplan progress reports with all financial and internal control checklists completed and all supporting documents	Before the 10 th Day of the new quarter.

	available for all RMNCAH+ M&E activities.	
	Develop and help implement monitoring, evaluation and learning activities for various programmes (RMNCAH+), including the transition plan for COVID-19 data in the Family Health Unit within two weeks of assuming the role.	To be captured in the monthly progress report.
	Develop Standard Operating Procedures for monitoring, evaluation and learning for RMNCAH+ within two weeks of assuming the role, in consultation with the unit head and programme officers. Similarly, develop and execute quality assurance plans to ensure the accuracy, validity, and reliability of all RMNCAH programme data.	To be captured in the monthly progress report.
	Design and oversee the monitoring, evaluation and learning and the way data is collected from all sources ensuring to have a comprehensive monitoring and evaluation plan covering RMNCAH+ programme goals while building the capacity of RMNCAH programme staff on monitoring and evaluation principles, technical tools and methods.	To be captured in the monthly progress report.
	Maintain and update the MEL continually.	To be captured in monthly progress report.
	Collaborate with other stakeholders to ensure smooth data exchange and sharing; this includes maintaining partnerships with local organizations or government agencies that play steps in the RMNCAH programme.	To be captured in monthly progress report.
	Provide quarterly and annually RMNCAH+ M&E reports on milestones and results for Fiji MHMS RMNCAH+ programme activities and implementation of the UNFPA RMNCAH+ M&E work plan activities, documenting achievements, successes, progress, challenges, lessons learned and operational risks as identified.	As required and agreed in the monthly task plan.

	Provide mission and supervision reports to UNFPA PSRO Fiji Country Office.	As required and agreed in the monthly task plan.
Duration and working schedule:	The total duration of the contract will be six (6) months in which the contract will end on 31 December 2023.	
Place where services are to be delivered:	The Republic of Fiji Islands, based in Suva at the Family Health Unit in the Ministry of Health and Medical Services but will travel throughout the country when appropriate.	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Key deliverables as defined above should be submitted to the supervisors in UNFPA PSRO Fiji and MHMS Family Health Unit in electronic formats upon due dates.	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The Consultant reports directly to the Assistant Representative of UNFPA PSRO who oversees the Fiji Country Office. She/he will work under the overall guidance of the Head of Family Health Unit of the Ministry of Health and Medical Services and/or any other supervisor as designated in their absence to coordinate planning, implementation and reporting.</p> <p>Consultancy payment will be on monthly schedule based submission of monthly report and approved deliverables by due date as listed on the delivery schedule above.</p>	
Supervisory arrangements:	The national consultant will report directly to the Assistant Representative of UNFPA PSRO who oversees the Fiji Country Office and will work under the overall guidance of the Head of Family Health Unit of the Ministry of Health and Medical Services.	
Expected travel:	<p>Local travel within the duty station country envisaged to support implementation and monitoring activities, with internal travel costs covered by UNFPA PSRO.</p> <p>Regional or international travel related to the Fiji country programme may be requested.</p>	
Required expertise, qualifications and competencies, including language requirements:	<p><u>Education</u></p> <ul style="list-style-type: none"> ● A first level degree or higher Public Health, Social Sciences, or Health Information Management or a related degree with a minimum of 5 years relevant work experience. ● A postgraduate diploma or master's degree in public health, international relations is desired. <p><u>Knowledge and Experience:</u></p> <ul style="list-style-type: none"> ● Minimum of 5 years of experience in health information management including handling data sets, ability to organise, analyse, interpret and evaluate programme data quality. ● Demonstrated prior experience in health information systems or data management. 	

- Experience working within Fiji government structures, policy and procedures is an added advantage.
- High level skills and knowledge of Microsoft Office and database management systems (Excel, Access).
- Ability to effectively use computer programs to support the data management system.
- Knowledge of public health approaches and methods including surveillance, reporting, and monitoring and evaluation of activities.
- Knowledge and experience in working with national and international stakeholders.
- Good understanding of the basic elements and reporting systems of the Family Health Unit, including the COVID-19 vaccination programmes.
- Experience with Geospatial data and other databases used in data management.
- Experience in SRH/RMNCAH will be an added advantage.
- An additional postgraduate diploma or master's degree in public health, international relations, communications is desirable but not necessary.
- Having worked in Fiji the Ministry of Health and Medical Services is desirable.

Language requirements:

- Written and spoken fluency in English is required.

Required Competencies:

Values:

- Exemplifying integrity.
- Demonstrating Commitment to UNFPA and the UN System.
- Embracing Cultural Diversity.
- Embracing change.

Functional Competencies:

- Managing Data
- Strategically positioning RMNCAH+
- Generating, managing and promoting the use of knowledge and information.

	<ul style="list-style-type: none"> ● Facilitating quality programmatic results. ● Managing documents, correspondents and reports. <p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> ● Achieving Results. ● Being Accountable. ● Developing and applying professional expertise/business acumen. ● Thinking Analytical and strategical. ● Working in teams managing ourselves and our relationships. ● Communicating for impact.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Travel costs for relevant designated and approved travel not covered by MHMS will be provided or reimbursed by UNFPA.</p> <p>The consultant would be required to use their own laptop.</p>
Other relevant information or special conditions, if any:	
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	