

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Fiji Ministry of Health and Medical Services Reproductive, Maternal, Child, Adolescent and Sexual Health (RMNCAH+) Social and Behaviour Change (SBC) 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 a national consultant to be based at the Family Health Unit in the Ministry of Health and Medical Services in Suva, Fiji; working with the Family Health Unit. That includes the Head of Family Health Unit, specific programmes officers based at Ministry of Health and Medical Services headquarters and divisions, and the Chairpersons of the Clinical Services Network for Pediatrics and Obstetrics and Gynaecological Departments.</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>She/he will work with the Family Health Unit of the Fiji Ministry of Health and Medical Services to jointly report to the UNFPA PSRO Fiji Country Office all RMNCAH+ SBC 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>She/he will support the coordination of cross-sectoral projects, for example Family Life Education/Comprehensive Sexuality Education, along with key NGOs and CSOs to ensure effective RMNCAH+ programme implementation and harmonisation as per the agreed strategic direction and work plan timeframe.</p> <p>She/he will conduct formative research to understand the knowledge, attitudes, and behaviours of the target population related to RMNCAH+ and use the information to develop evidence-based and culturally appropriate behaviour change communication strategies that target:</p> <p>(1) Specific health behaviours related to RMNCAH; and, design and implement communication materials such as radio and television</p>

	<p>commercials, print materials, social media campaigns, and other tools for disseminating messages related to RMNCAH+.</p> <p>(2) SBC interventions, training and capacity building to community stakeholders, health workers and marginalised groups to ensure their involvement in the development and implementation of SBC activities and also to ensure that they have the skills and knowledge required to implement effective SBC interventions.</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 desk review and document from global, regional, and country content for the development of the RMNCAH+ communications strategic plan for Fiji. ● Develop a working group with a written Terms of Reference with identified members from the MHMS and external stakeholders. ● Develop the RMNCAH+ communications strategic plan through a consultative process with necessary key partners both internally and externally. ● Design and implement any community outreach efforts. ● Provide technical inputs to support the Fiji Ministry of Health for increasing demand for routine RMNCAH+ services. ● Support formative research (data collection and analysis) to inform RMNCAH+ programme communications. ● Support any other SBC or emergent need required by the Ministry of Health during the term of support. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> ● Draft quarterly and annual RMNCAH+ SBC reports on milestones and results for Fiji RMNCAH+ programme activities and implementation of the UNFPA RMNCAH+ SBC work plan activities, documenting achievements, successes, progress, challenges, lessons learned and operational risks as identified. ● Monitor and evaluate the effectiveness of the SBC interventions which includes tracking changes in knowledge, attitudes, and behaviors related to RMNCAH over time. <p>Fund management and operations</p> <ul style="list-style-type: none"> ● Assist the collation of RMNCAH+ SBC project expenditures and disbursements of RMNCAH+ SBC 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

- Prepare and implement communication campaigns for various RMNCAH+ programmes.
- Assist in development, implementation and coordination of the risk communication and engagement communications plan aligned to the RMNCAH+ Strategic Plan.
- Support the development and dissemination of communications campaigns and materials, including design of various information products, sourcing and overseeing photography and video services for RMNCAH+ programmes.
- Engage with media and other organisations and sectors in dissemination of information, educational and awareness materials.
- Provide oversight to the drafting and release of any official communication by the Ministry of Health related to RMNCAH+ programmes,
- Document and disseminate RMNCAH+ SBC programme delivery and advocacy activities including support to audio-visual documentation, for the purpose of multi-media coverage and overall visibility,
- Manage the publication processes and approvals for the RMNCAH+ programmes,
- Where requested present at various public and community events.

Deliverables	Delivery Dates
Complete task plan and agreed deliverables with the MHMS Head of Family Health Unit on the description of services and activities above.	1 st day of every month
Monthly reports on Fiji RMNCAH+ Social Behaviour Change 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	Before the 10 th Day of the new quarter.

	completed and all supporting documents available for all RMNCAH+ SBC activities.	
	Conduct formative research to understand the knowledge, attitudes, and behaviours of the target population related to RMNCAH+ to develop the RMNCAH+ communications strategic plan for Fiji.	To be captured in monthly progress report.
	Action the country RMNCAH+ SBC programmes and milestones encompassing all components of the RMNCAH+ SBC make-up.	To be captured in the monthly progress report.
	Development of evidence-based and culturally appropriate behaviour change communication strategies that target specific health behaviours contextualised to Fiji's RMNCAH+ environment and context.	To be captured in the monthly progress report.
	Design and implement communication materials such as radio and television commercials, print materials, social media campaigns, and other tools for disseminating messages related to Fiji's RMNCAH+ environment and context.	To be captured in the monthly progress report.
	Engage community gatekeepers such as religious leaders, traditional leaders, youth leaders, women's groups, youth groups and vulnerable groups such as people with disabilities and SOGIEC groups to ensure that they are involved in the development and implementation of SBC activities.	To be captured in monthly progress report.
	Collaborate with Government counterparts, NGOs/CSOs and other partners, to contribute to the RMNCAH+ Social Behaviour Change design and implementation in the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.	To be captured in monthly progress report.
	Facilitate training and capacity building to community stakeholders and health workers to ensure that they have the skills and knowledge required to implement effective RMNCAH+ SBC interventions.	To be captured in monthly progress report.
	Monitor and evaluate the effectiveness of the SBC interventions. This includes tracking changes in knowledge, attitudes and behaviours related to RMNCAH over time.	To be captured in monthly progress report.
	Provide quarterly and annually RMNCAH+ SBC reports on milestones and results for Fiji MHMS RMNCAH+	As required and agreed in the monthly task plan.

	programme activities and implementation of the UNFPA RMNCAH+ SBC work plan activities, documenting achievements, successes, progress, challenges, lessons learned and operational risks as identified.	
	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:	He/she works with the Family Health Unit in the Ministry of Health and Medical Services. That includes the Head of Family Health Unit, specific programmes officers based at headquarters and divisions, and the Chairpersons of the Clinical Services Network for Paediatrics and Obstetrics and Gynaecological Departments.	
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 be reviewed by MHMS Family Health Unit and in electronic formats.	
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 be 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 in Communications, Public Health, Social Sciences, 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, communications is desired. <p><u>Knowledge and Experience:</u></p>	

- Minimum of 5 years of experience in communications, public health related field, Risk Communication and Community Engagement.
- Work experience related to disease outbreak, immunization, or public health emergencies like COVID-19.
- Has previously worked with development partners, government agencies, civil society, and non-government organizations, including faith-based organizations.
- Good understanding of inter-agency mechanisms.
- Experience in SRH/RMNCAH will be an advantage.
- Having worked in Fiji, with the Ministry of Health and Medical Services is strongly desired.

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:

- Conducting formative research to understand the attitudes, beliefs, and behaviors of the target population that influence RMNCAH outcomes.
- Developing evidence-based communication strategies and materials that are tailored to the specific needs and preferences of the target population.
- Strategically positioning RMNCAH+ Social and Behavior Change Programmes.
- Providing conceptual innovation to support RMNCAH+ Social and Behavior Change effectiveness.
- Facilitating RMNCAH+ Social and Behavior Change programmatic results.

Core Competencies:

- Achieving Results.
- Being Accountable.

	<ul style="list-style-type: none">● Developing and applying professional expertise/business acumen.● Thinking analytically and strategically.● 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:	<ul style="list-style-type: none">● Travel costs for relevant designated and approved travel not covered by MHMS will be provided or reimbursed by UNFPA.● The consultant would be required to use their own laptop.
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office: Date:	