

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE</b> <b>Fiji Ministry of Health and Medical Services Sexual Reproductive Health Rights</b> <b>Programme Assistant (G6)</b>	
Hiring Office:	<b>UNFPA Pacific Sub-Regional Office</b>
Consultancy Title:	SRHR Programme Assistant
Purpose of consultancy:	<p>The position of the Project Assistant – SRHR is responsible for coordinating, implementing, strengthening, monitoring and sustaining Sexual Reproductive Health Program activities and initiatives; aligned to the Family Health Unit Operational Plan inclusive of the UNFPA-MHMS Work Plan activities and the Ministry of Health &amp; Medical Services Strategic Plan and Annual Operational Plan. For this purpose, the Consultant will work under the direct supervision of the Head of Family Health and overall coordination of the Permanent Secretary for Ministry of Health and Medical Services.</p> <p><b>The consultant will be seconded to work under the Family Health Unit, Fiji Ministry of Health and Medical Services.</b></p>
Background	<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. The Ministry of Health and Medical Services is a key partner with UNFPA for country implementation of annual work plans that contribute to strengthening national health systems and service delivery and advance sexual and reproductive health and rights for women and girls, access to contraception information, psycho-social support, commodities and services and address the high adolescent birth rates.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<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 key tasks within the consultancy services to be provided:</p> <ul style="list-style-type: none"> <li>• Co-ordinate and facilitate the implementation of all health and wellness related activities and initiatives for the provision, promotion and protection aimed at improving, strengthening and maintaining the health and wellbeing of all.</li> <li>• Coordinate and facilitate implementation of SRHR Priority areas, facilitate consultations and dialogue with stakeholders and partners, facilitate reporting for achievement of Ministry's targets, proposal submissions and acquittals for project funding and support.</li> <li>• Facilitate the implementation, monitoring and evaluation of the Sexual and Reproductive Health Programmes including HIV, and Adolescent Health.</li> <li>• Coordinate and organise relevant capacity building programs for team members and services providers, oversee organisation of programs for divisional SRHR programs and provide Secretariat and Coordination support where relevant.</li> <li>• Collate quarterly reports and provide required acquittals of expenditure and control of funds.</li> <li>• Liaise with and provide guidance to Divisional Project officers and monitor &amp; evaluate SRHR programs implementation in the divisions.</li> </ul>
Duration and working schedule:	The total duration of the contract will be from the date the contract is signed to 31 December 2024.
Place where services are to	He/she will work with the Family Health Unit in the Ministry of Health and Medical

be delivered:	Services. That includes the Head of Family Health Unit, specific programs officers based at headquarters and divisions, and the Chairpersons of the Clinical Services Network for Paediatrics and Obstetrics and Gynaecological Departments. Actively contributing to all corporate functions of the Ministry.																			
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Key deliverables are to be submitted to the supervisors in MHMS Family Health Unit and UNFPA PSRO Fiji Country Office in electronic formats.</p> <table border="1" data-bbox="475 353 1482 2020"> <thead> <tr> <th data-bbox="475 353 1106 398"><b>Deliverables</b></th> <th data-bbox="1106 353 1482 398"><b>Delivery Dates</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="475 398 1106 501">Complete task plan and agreed deliverables with the MHMS Head of Family Health Unit on the description of services and activities above.</td> <td data-bbox="1106 398 1482 501">1<sup>st</sup> day of every month</td> </tr> <tr> <td data-bbox="475 501 1106 757">Monthly reports on Fiji SRHR and Transformative Agenda (TA) 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.</td> <td data-bbox="1106 501 1482 757">By the 30<sup>th</sup> day of every month.</td> </tr> <tr> <td data-bbox="475 757 1106 882">Support MHMS with FACE Form expenditure reporting to UNFPA with all financial and internal control checklists completed and all supporting documents available for all SRHR activities.</td> <td data-bbox="1106 757 1482 1012" rowspan="2">Before the 10<sup>th</sup> Day of July and October for Quarter 2 and 3 respectively and 31 December for Quarter 4</td> </tr> <tr> <td data-bbox="475 882 1106 1012">Quarterly Work Plan progress reports to UNFPA to be submitted capturing progress in implementation of activities and indicators (template to be provided by UNFPA)</td> </tr> <tr> <td data-bbox="475 1012 1106 1240">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 SRHR activities.</td> <td data-bbox="1106 1012 1482 1240">To be captured in monthly progress report.</td> </tr> <tr> <td data-bbox="475 1240 1106 1438">Collaborate with Government counterparts, NGOs/CSOs and other partners, to contribute to the Transformative Agenda implementation in the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.</td> <td data-bbox="1106 1240 1482 1438">To be captured in monthly progress report.</td> </tr> <tr> <td data-bbox="475 1438 1106 1626">Facilitate training and capacity building to community stakeholders and health workers to ensure that they have the skills and knowledge required to implement effective SRHR interventions.</td> <td data-bbox="1106 1438 1482 1626">To be captured in monthly progress report.</td> </tr> <tr> <td data-bbox="475 1626 1106 1805">Facilitate training and capacity building to community stakeholders and health workers to ensure that they have the skills and knowledge required to implement effective SRHR interventions.</td> <td data-bbox="1106 1626 1482 1805">To be captured in monthly progress report.</td> </tr> <tr> <td data-bbox="475 1805 1106 2020">Provide quarterly and annually SRHR reports on milestones and results for Fiji Transformative Agenda programme activities and implementation of the UNFPA work plan activities, documenting achievements, successes, progress, challenges, lessons learned and operational risks as identified.</td> <td data-bbox="1106 1805 1482 2020">As required and agreed in the monthly task plan.</td> </tr> </tbody> </table>	<b>Deliverables</b>	<b>Delivery Dates</b>	Complete task plan and agreed deliverables with the MHMS Head of Family Health Unit on the description of services and activities above.	1 <sup>st</sup> day of every month	Monthly reports on Fiji SRHR and Transformative Agenda (TA) 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.	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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The SRHR Programme Assistant will report to the Programme Specialist, Fiji and Head of Family Planning, Ministry of Health and Medical Services Fiji and/or any other supervisor as designated in their absence to coordinate planning, implementation and reporting.</p> <p>Payments will be made on monthly schedule, at the end of every month based on approved deliverables by due date as listed on the delivery schedule above.</p>
Supervisory arrangements:	The SRHR Programme Assistant will work under the overall guidance of the Programme Specialist for Fiji and Head of Family Health Unit of the Ministry of Health and Medical Services.
Expected travel:	<p>Local travel within the country duty station is envisaged to support implementation and monitoring activities, with internal travel costs covered by UNFPA PSRO. Regional or international travel related to the Fiji country programme may be requested.</p> <p><i>*Travel where necessary, will be pre-approved by UNFPA and paid/ arranged for by UNFPA in accordance with UNFPA travel policies and procedures.</i></p>
Required expertise, qualifications and competencies, including language requirements:	<p><b><u>Education</u></b> A graduate with a Degree in Public Health, Counselling; Psychosocial Management, Health Promotion, Reproductive Health, Project Management or equivalent. Having a qualification in social work or other health related field would be an advantage and at least 2 years work experience.</p> <p><b><u>Knowledge and Experience</u></b></p> <ul style="list-style-type: none"> <li>• At least 3-5 years' post qualification experience working in a sexual and reproductive health department in a government or private sector.</li> <li>• Knowledge and understanding of the healthcare service delivery system and structure in Fiji.</li> <li>• Knowledge and understanding of the MOHMS SRHR service delivery system.</li> <li>• Working knowledge of health promotive programs in SRHR within the government sector legislation and policies.</li> <li>• Experience in working with adolescents and youths including in school and out of school youths.</li> <li>• Experience in working in a sexual and reproductive health department in a government or private sector.</li> <li>• Experience in Maternal Health programs, Family Planning, community health promotion programs especially to youths and young adults, project planning and implementation and community mobilization.</li> <li>• Knowledge and understanding of monitoring and evaluation of activities, including data management, collation, and reporting.</li> <li>• Knowledge of administration and management skills with some experience in managing programs at national, divisional or sub-divisional level.</li> <li>• Knowledge of writing proposals, workplan development and budgets.</li> <li>• Understanding of basic procurement and public finance regulations of the Government of Fiji.</li> <li>• Knowledge and experience in working with national and international stakeholders.</li> <li>• Understand the linkages between the different thematic areas in Family health and has the ability to work in partnership with national programme officers to facilitate the implementation of the Family health activities and initiatives.</li> <li>• Awareness of the Fijian Constitution [2013], applicable laws of Fiji such as the Crimes Act, National Gender Policy, and the Fiji HIV/AIDS [Amendment] Decree 2011.</li> </ul> <p><b><u>Skills and Abilities</u></b></p> <ul style="list-style-type: none"> <li>• Extensive experience in advocacy, community awareness, proposal</li> </ul>

	<p>development, acquittal reports, data collation and reporting and organizations of major events.</p> <ul style="list-style-type: none"> <li>• Ability to deliver timely and quality work requirements in terms of reporting, data, organization, planning, and quality implementation of programs.</li> <li>• Commitment to deliver health services in the area of HIV/STI as mandated by the Ministry of Health</li> <li>• Ability to recognize issues and risks faced by women, girls, youths and adolescents and has the ability to plan mitigating strategic activities accordingly that has a potential to contribute to the wellness of this vulnerable population.</li> <li>• Demonstrate ability to coordinate and implement programs at all levels including monitoring and evaluation of activities.</li> <li>• Ability to work cooperatively and effectively with divisional managers, subdivisional managers and medical officers and national programme officers with minimal supervision.</li> <li>• Ability to effectively use computer programs to support the effective operations of the program.</li> <li>• Ability to develop work plans strategically and in a timely manner.</li> <li>• Ability to supervise and effectively mentor the work of Peer Educators in the subdivision.</li> <li>• Ability to conduct trainings relevant to the program.</li> <li>• Service oriented approach, with a commitment to support the operational environment of the program and as well as actively contribute to all corporate functions of the Ministry.</li> </ul> <p><b><u>Language requirements</u></b> Written and spoken fluency in English is required.</p> <p><b><u>Required Competencies</u></b></p> <p><b><i>Core Competencies</i></b></p> <ul style="list-style-type: none"> <li>• Values</li> <li>• Achieving Results.</li> <li>• Being Accountable.</li> <li>• Developing and applying professional expertise/business acumen.</li> <li>• Thinking analytically and strategically</li> <li>• Working in teams managing ourselves and our relationships.</li> <li>• Communicating for impact.</li> </ul> <p><b><i>Functional Competencies</i></b></p> <ul style="list-style-type: none"> <li>• Supporting financial data analysis</li> <li>• Providing a technical support system</li> <li>• Facilitating quality programmatic results</li> <li>• Providing logistical support</li> <li>• Managing documents, correspondence and reports</li> <li>• Managing information and work flow</li> <li>• Planning, organizing and multitasking</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>• Travel costs for relevant designated and approved travel not covered by MHMS will be provided or reimbursed by UNFPA.</li> <li>• The Consultant will be seconded to MHMS where necessary equipment will be provided by MHMS such as a workstation, laptop and necessary information, materials and logistics as well as office space. MHMS will also provide access to other equipment for the fulfilment of his/ her tasks (such as printer &amp; copier).</li> </ul>
Other relevant information or special conditions, if any:	<b>COA: AUB35 - SRP07SRH.HRSALFJ11 - PU0074</b>