

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Pacific Sub Regional Office (PSRO)
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 (2018-2021), 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 seeks a national consultant to be based in the Ministry of Health RMNCAH (Reproductive, Maternal, Newborn, Child and Adolescent Health) unit, in the Public Health department. She/He/They would work as part of a multi-disciplinary team of staff who are transparent, exceptional in how she/he/they manage the resources entrusted to them and who commit to deliver excellence in programme results. The national consultant is expected to transform, inspire and deliver high impact and sustained results.</p> <p>She/He/They will support the implementation of interventions funded through UNFPA's Transformative Agenda programme through technical capacity and project management support to the Ministry of Health RMNCAH team. The successful candidate will work at the national and provincial levels to ensure that the agreed strategic interventions are implemented in the context of the 2030 SDG Agenda, ICPD Programme of Action and UNFPA Strategic Plan at the global level, the UN Pacific Strategy, UNFPA sub-regional programme at the regional level, and the National Sustainable Development Plan, Health Sector Strategy and RMNCAH Policy and Implementation Strategy of Vanuatu.</p> <p>She/He/They will contribute to the management and evaluation of programme activities at a national and provincial level; the provision of integrated programme and operational implementation, and develop the capacity of the MOH RMNCAH team. She/He/They will also collaborate with the health promotion, HIS, planning and supplies teams in national MOH and provincial MOH teams, Vanuatu Society for Persons with Disabilities, Vanuatu Family Health Association, the Ministry of Education and the Ministry of Youth Development, Sports and Social Development with the National Youth Council. The consultant will have an advocacy role to raise awareness and prioritisation of RMNCAH development across the Ministry of Health and in other sectors.</p> <p>She/He/They are expected to support the coordination of cross-sector projects, for example Family Life Education/Comprehensive Sexuality Education, along with key NGOs and CSOs (in particular Vanuatu Family Health Association) to ensure effective programme implementation and harmonisation as per the agreed strategic direction and work plan timeframe.</p> <p>Jointly reporting to the Director of Public Health in the Ministry of Health and the Sexual and Reproductive Health Specialist in the UNFPA Vanuatu country office, and with close collaboration with the Principal Nursing Officer (MOH), the consultant will work as part of a multi-disciplinary team in achieving key deliverables in line with the RMNCAH policy and implementation strategy and the Health Sector Strategy.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The work will be primarily conducted in Port Vila, Vanuatu. Where requested by the Director of Public Health or UNFPA, travel will be required to attend or undertake provincial 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. Flexibility towards adapting these activities to meet the COVID-19 scenario and restrictions is required.</p> <p><b>Programme development and Implementation</b></p> <ul style="list-style-type: none"> <li>● Provide technical oversight and project management capacity development for RMNCAH activities across the Ministry of Health, based in the RMNCAH unit in the Department of Public Health.</li> <li>● Enhance MOH RMNCAH unit collaboration with the Ministry of Youth Development, Sports, and Social Development, the Ministry of Education and Training, Vanuatu Family Health Association, the Vanuatu Society of Persons with Disabilities, the National Youth Council, the Vanuatu College of Nursing Education and the Department of Women's Affairs for the efficient implementation of RMNCAH program activities.</li> <li>● Support the Director of Public Health and RMNCAH team to lead pro-active, task focused national and provincial RMNCAH committee coordination meetings with results ownership approaches</li> <li>● Support the MOH RMNCAH team collaborating with the health promotion, HIS, supplies and planning departments in the development, implementation and reporting of UNFPA supported MOH programme delivery and provide support in its operational requirements</li> <li>● Support the coordination between national and regional partners across health, youth and education to coordinate and support implementation of RMNCAH activities on SRH, including family life education/comprehensive sexuality education targeting both in and out of school young people</li> </ul>

- Coordinate provincial analysis and action planning of the results and recommendations of service and facility assessments, including the Health Facility Readiness and Service Availability assessment
- Provide technical support to the roll out of youth friendly and disability inclusive reproductive health service standards implementation across all 6 provinces of Vanuatu
- Draft background briefing documents, statements, talking points and reports on the programme and country operations for the senior MOH team and UNFPA when requested, and develop the capacity of the RMNCAH team in their preparation
- Assist in the preparation of national and provincial events including trainings, workshops, conferences and develop the capacity of the RMNCAH team in their preparation
- Liaise with designated counterparts within government departments, key implementing partners and UN sister agencies to coordinate and follow-up on programme implementation with feedback provided to MOH leads and/or the UNFPA in country lead for decision-making as appropriate
- Contribute to capacity strengthening of key RMNCAH and wider MOH teams through relevant training and capacity building activities at national, provincial and health facility levels
- In close coordination with the MOH RMNCAH team and UNFPA in country lead, provide implementation support including program reporting and project monitoring if needed
- Liaise with Central Medical Stores to improve the supply chain systems to ensure reduced stockouts of SRH supplies at health facilities
- Assist to ensure MPDSR committee is active with provincial and national reporting through RMNCAH standing committees, with a minimum of two national MPDSR meetings each year.
- Provide inputs to the emergency response to disasters, including through the National Health Emergency Operations Committee.

#### **Monitoring and Evaluation**

- Support the gathering and compilation of information necessary for MOH and UNFPA monitoring and reporting including programme and financial reports, together with the development of M&E tools where appropriate.
- Support the RMNCAH team to draft quarterly reports on milestones and results for the MOH implementation of the UNFPA work plan activities, documenting achievements, successes, progress, challenges, lessons learned and operational risks as identified.

#### **Fund management and operations**

- Ensure MOH team adherence to UNFPA operational guidelines to assure implementation quality and compliance with UNFPA funding procedures and requirements
- Assist the collation of project expenditures and disbursements to ensure delivery is in line with approved budgets, targeted delivery levels are realized, identify operational and financial problems and bottlenecks, and propose solutions. Have included in each monthly implementation delivery report

#### **Communication**

- Support visibility of activities by drafting and compiling available content for use in communication by MOH and/or UNFPA
- Document and disseminate programme delivery and advocacy activities including support to audio-visual documentation, for the purpose of multi-media coverage and overall visibility.


<b>Deliverables</b>	<b>Delivery Dates</b>
Completed task plan and agreed deliverables with the Director of Public Health based on the description of services and activities above	1 <sup>st</sup> day of every month
Monthly reports on implementation delivery update including milestones achieved, challenges/risks and identified solutions, lessons learned, best practices and any relevant meeting notes attached – provided to the Director of Public Health to inform monthly task planning, and shared with the UNFPA in-country team	1 <sup>st</sup> day of every month
RMNCAH coordination meeting updates (including MPDSR), national and provincial reporting summaries and action plans provided to the Director of Public Health and circulated to the RMNCAH committee	Within 10 working days of each RMNCAH coordination meeting
Support the Ministry of Health with face form and budget breakdown completion and work plan progress reports with all financial and internal control checklist completed, and all supporting documents available	Before the 10 <sup>th</sup> day of the new quarter
Mission and supervision reports provided to the Director of Public Health and shared with the UNFPA in-country team	As required and agreed in the monthly task plan

	Communication and visibility products from ongoing programme delivery	As required and agreed in the monthly task plan	
Duration and working schedule:	The total duration of the contract will be for 7 months from 10 June 2023 until 9 January 2024 on a full time basis.		
Place where services are to be delivered:	Vanuatu, based in Port Vila but with 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 both MOH and UNFPA, in electronic formats.		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will report to Director of Public Health in the Ministry of Health and the Sexual and Reproductive Health Specialist in the UNFPA Vanuatu country office, or any other supervisor as designated in their absence to coordinate planning, implementation, and reporting. Consultancy payment will be on a monthly schedule after submission and acceptance of monthly reports.		
Supervisory arrangements:	The national consultant will work under the overall guidance of the Director of Public Health, and the UNFPA Sexual and Reproductive Health Specialist in Vanuatu. The consultant will work closely with the Programme Specialists, Programme Finance Assistants, other Vanuatu team members and PSRO staff Suva as needed.		
Expected travel:	Local travel within the duty station country envisaged to support implementation and monitoring activities, with internal travel costs covered by MOH. Regional or international travel related to RMNCAH may be requested supported by UNFPA, following approval from the Director of Public Health.		
Required expertise, qualifications and competencies, including language requirements:	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>● A healthcare qualification such as nursing, midwifery or medicine (with a strong preference for midwifery qualification)</li> <li>● Minimum of a (Bachelor's) degree in health sciences (nursing, midwifery, medicine, or other health sciences), public health, health promotion. OR</li> <li>● Master's degree in public health, reproductive health, gender, epidemiology, social development, social sciences such as management, health economics, international development, public administration or other relevant fields is required.</li> </ul> <p><b><u>Knowledge and Experience</u></b></p> <ul style="list-style-type: none"> <li>● Minimum of five (5) years professional experience preferably in programme/project management in the public or private sector especially in development.</li> <li>● Knowledge and practical experience in sexual and reproductive health in a leadership capacity is essential.</li> <li>● Knowledge and practical experience in health education and comprehensive sexuality education / family life education is strongly preferred.</li> <li>● Experience in knowledge management in the duty station and in international cooperation is strongly desired;</li> <li>● Sound knowledge of the social and cultural realities of Vanuatu.</li> <li>● Experience working or partnering with the Vanuatu Ministry of Health in a management role is an asset.</li> <li>● Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures, is highly desirable;</li> <li>● Proficiency in MS Office Packages, database management and the Internet.</li> <li>● Proven track record of team-work and ability to foster stakeholder engagement and coordination.</li> </ul> <p><b><u>Languages</u></b></p> <ul style="list-style-type: none"> <li>● Fluency in English and Bislama is required. Strong French would be preferred.</li> </ul> <p><b><u>Required Competencies</u></b></p> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>● Exemplifying integrity,</li> <li>● Demonstrating commitment to the rules of Vanuatu Public Services, UNFPA and the UN system,</li> <li>● Embracing cultural diversity,</li> <li>● Embracing change</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>● Promoting accountability and results-based management,</li> <li>● Innovation and marketing development and management,</li> <li>● Impact and influence, Organizational awareness,</li> <li>● Promoting organizational learning and knowledge sharing,</li> <li>● Advocacy/Advancing a policy-oriented agenda,</li> </ul>		

	<ul style="list-style-type: none"> <li>● Leveraging the resources of national governments and partners/building strategic alliances and partnerships,</li> <li>● Delivering results-based programmes;</li> <li>● Internal and external communication and advocacy for results mobilization</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <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>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ul style="list-style-type: none"> <li>● Travel costs for relevant designated and approved travel not covered by MOH will be provided or reimbursed by UNFPA</li> <li>● The consultant would be required to use their own laptop</li> </ul>

Prepared by Cindy Reijers, Programme Analyst

DocuSigned by:



2BDA60761D644A9...

Reviewed by Kathy Taylor, International Programme Coordinator

17-May-2023

DocuSigned by:

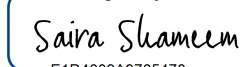


46A08DE1068342F...

Cleared by Saira Shameem, Deputy Director and Deputy Representative

18-May-2023

DocuSigned by:



E1D4609A9765478...

Approved by Iori Kato, Director and Representative

23-May-2023

DocuSigned by:



C93FD6ECCC6E4B9...

23-May-2023