**Terms of Reference (TOR)**

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**Job Title: Sexual and Reproductive Health Specialist**

**Level: International** [**Consultant**](http://www.unfpa.org/resources/united-nations-staff-categories)

**Contract Type: Individual Consultancy**

**Closing date: 20 December 2017 - 5:00pm (Dili time)**

**Duty Station: Dili, Timor-Leste**

**Duration: 11 Months**

**Organizational Setting:**

The post is located in the UNFPA Timor-Leste Country Office in Dili. The incumbent will report to the UNFPA Assistant Representative will support the Country Office program team with the smooth and timely implementation and technical input of the Country Programme Sexual and Reproductive Health (SRH) activities and CO and IP capacity building, in accordance with UNFPA policies and procedures.

**Back ground :**

Following the national EmONC Needs Assessment conducted in Timor Leste in Sept-Nov 2015, Ministry of Health had developed an EmONC Improvement Plan of Action (PoA) covering the period 2016-2019. The EmONC improvement Plan of Action recommends reaching by 2019 a total of 43 functional EmONC facilities, including the 6 Comprehensive facilities already existing that need to be strengthened. The target is 80% of all births in institutions and 60% in EmONC facilities.

The main components of the Plan of Action are:

1. Upgrading selected facilities to become fully operational BEmONC facilities, with adequate infrastructure, rehabilitation work, equipment, communication and transport for referral and strengthening the existing Comprehensive Emergency Obstetric and Newborn care facilities.

2. Checking competencies and upgrading them by additional in-service training

3. Improving management capacity for administration, supervision, and monitoring

4. Costing and resource mobilization for implementation

5. Monitoring and evaluation

The implementation of this PoA, as well as the other components of the Maternal Health programme such as Maternal Death Surveillance and Response activities (MDSR), requires a Sexual and Reproductive Health Specialist to ensure timely execution and quality assurance.

**Main Tasks and Responsibilities**

1. **EmONC Improvement plan implementation:**
* Follow up the execution of the various components of the Plan of Action year by year
* Assess completeness and quality of the execution
* Regularly visit the EmONC facilities in districts to assess progress of the performance of the signal functions; conduct on the job training and to mentor and coach the health staff on a regular basis
* Participate in the discussions and provide inputs in developing standards, guidelines and training package
* Contribute as trainer
* Establish the costs for each element of the EmONC improvement plan during first year
* Prepare an quarterly report of progress, addressing constraints and bottlenecks
* Inform the higher level of any problems or delay
1. **Maternal Death Surveillance and Response system**
* Monitor the MDR Process in the five referral hospitals and the HNGV on a continuous basis and provide inputs to improve
* Facilitate training of health staff on MDR and verbal autopsies
* Provide technical oversight to health staff who are involved in MDSR
* Prepare biannual reports
* Support advocacy activities
1. Knowledge management
* Create knowledge by evaluating on-going programmes, review scientific/research literature, document lessons learned, best practices and replicable strategies and actively share and apply this strategic information and knowledge to enhance policy and programmatic dialogue, advocacy and planning for high quality programme implementation;

**Qualifications and Experience**

**Education:**

Degree in medicine with post graduate qualification in Obstetrics and Gynecology

**Knowledge and experience:**

Minimum of 7 years of increasingly responsible professional experience. Substantive knowledge and practical experience in maternal health.

Knowledgeable in EmONC signal Functions and training experience

Good knowledge of the Timorese health system and maternal health in particular

Ability to travel throughout the country (up to 50%)

Sufficient seniority to discuss freely with doctors, specialists, department directors, district health authorities and development partners

Strong analytic skills

Excellent communications and writing skills in English

Proficiency in current office software applications

**Languages:**

Fluency in English is required

Knowledge of Tetum, Bahasa and Portuguese is a strong asset.

**Other desirable skill**

Takes initiative, strong conceptual and analytical abilities, sound judgement, strong interest in development work, particularly in IPCD and SDG mandates and the principles of the United Nations.

**Required Competencies**

**Values:**

* Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing diversity in all its forms
* Embracing change

**Core Competencies:**

* Achieving Results
* Being accountable
* Developing and Applying Professional Expertise/Business Acumen
* Thinking analytically and Strategically
* Working in Teams/Managing Ourselves and our Relationships
* Communicating for Impact

**Functional skills set:**

* Building Strategic Partnerships
* Job Knowledge/ Technical Expertise
* Personal Leadership and Effectiveness

**How to apply**

* This consultancy assignment is open for internationals only. An application letter to apply for this position, as well as a curriculum vitae/resume, and P11 must be sent by e-mail to jossoares@unfpa.org by **20 December 2017. The consultant must also register on UNFPA consultant roster link:** <http://www.unfpa.org/unfpa-consultant-roster>.