

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA CO Timor-Leste
Purpose of consultancy:	Data Entry to support Family Planning Facility Audit 2022
Background:	<p>MCH Department of the Ministry of Health in Timor-Leste, with technical and financial support of UNFPA is conducting a facility based assessment for reproductive health commodities and services through a survey employing mixed methodology. Timor-Leste has been a recipient of funds through the UNFPA Supplies programme to enhance Reproductive Health Commodity Security, being managed by UNFPA headquarters, along with 45 other countries across the world, for the period of 2013-2018. This thematic fund aims to strengthen the availability of reproductive health (RH) commodities and provision of quality Family Planning (FP) services by fulfilling gaps in areas such as supply chain management, staff training and supervision, availability of national guidelines and protocols and Information Communication Technology.</p> <p>To monitor the progress towards ensuring achievement of the fund's objectives, the recipient countries are expected to conduct a facility assessment on an annual basis. This is a mandatory reporting requirement for the continuation of UNFPA Supplies funding.</p> <p>In the year 2018 the information will be gathered per the updated global questionnaire in order to capture better information and to track the trends.</p> <p>For the last 2 years, there was no facility audit conducted due to Covid-19 restrictions and movement. Based on sampling methodology, this year the survey will be conducted in 6 hospitals, 72 Community Health Centers and 236 Health Posts make a total of 314 Service Delivery Points to be assessed.</p> <p>The purpose of consultancy is to conduct data entry using SPSS or other related application to digitally collect all the informations from facility audit and prepare data analysis tables and validate all prior to entry. The consultant will work closely with facility audit lead consultant and data collectors.</p>
	<p>The Data entry operator/ Data analyst is expected to perform the following tasks:</p> <ol style="list-style-type: none"> 1. Labeling of the variables for data entry using SPSS or other related application 2. Prepare data analysis tables per the annotated outline for reporting shared by HQ 3. Go through all filled questionnaires for reliability/validity prior to entry 4. Enter and clean the data set 5. Produce tables per the annotated outline for reporting and for cross tabulation 6. Produce District profiles for each municipality

	7. Any other analysis as requested
Duration and working schedule:	The data entry operator/data analyst will be working for a period of 90 days. S/he also will participate in the 3-days orientation and training of the data collectors.
Place where services are to be delivered:	The consultant will be based in Dili only
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ol style="list-style-type: none"> 1. Accurate data set on the facility assessment 2022 2. Data tables per the annotated outline for reporting of the assessment data 3. Cross tabulations as required 4. District profiles of the assessment results
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Regular update/discussion on progress should be made possible with the consultant throughout the process.
Supervisory arrangements:	<p>The data entry operator will be working under the direct supervision of the M& E Analyst and will work in close liaison with the Reproductive Health Analyst of the UNFPA country office.</p> <p>S/he will seek continuous guidance from the Principal Investigator and overall technical guidance will be provided by the Reproductive Health Specialist of the UNFPA country office. S/He also will provide logistical support in conducting training of enumerators and in data collection as required.</p>
Expected travel:	Not applicable under this consultancy.
Required expertise, qualifications and competencies, including language requirements:	<p>Qualification required are as follows:</p> <ol style="list-style-type: none"> 1. Knowledge on computer software packages and expertise in handling SPSS or other related program with more than 2-year experiences 2. Working knowledge in Tetum 3. Knowledge in English 4. Experience in handling data sets and data entry 5. Demonstrated self-management skills (i.e. motivation, dealing with pressure, adaptability)
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>The consultant will be provided with the following documents:</p> <ol style="list-style-type: none"> 1. A well-functioning lap top with monitor 2. List of Survey Questionnaires
Other relevant information or special conditions, if any:	The consultant will be paid in lump sum
How to apply:	Interested candidates should submit an application letter and a completed United Nations Personal History (P11) Form by email to timor-

leste.office@unfpa.org. Or jossoares@unfpa.org

Closing date: 29 August 2022
Only shortlisted candidates will be contacted.

Signature of Requesting Officer in Hiring Office:

Date: 16/8/2022