**TERM OF REFERRENCE FOR NATIONAL INDIVIDUAL CONSULTANT TO LAY OUT RH DOCUMENTS**

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| **Hiring office:** | UNFPA Timor-Leste |
| **Purpose of consultancy:** | Graphic designer: Technical assistance to lay out the following documents:   1. EmONC training package for facilitator 2. EmONC training package for participants 3. Standard of Care and Clinical Practice Tetun version, a revision 4. GBV Guideline for health sector Response English and Tetun versions 5. FP Facility Audit Report 2015-2018 6. MDSR Report 2016 and 2017 |
| **Background and Scope of Work:**  **(Description of services, activities or outputs)** | EmONC training package developed in 2017 and finalized in 2018. The training package has been used to conduct 1 batch of ToT and 3 batches of EmONC standardize training. The file in word is difficult to print as most of the times the file is an-organized and it is not reading friendly for both the participants and the trainers. Hence it is important to lay out and may handed over to National Institute for Health (INS) to facilitate more training in the future. And the document can be used by other institutions and organizations that support INS to conduct EmONC training.  Since the establishment of Maternal Death Surveillance and Response (MDSR) in Timor-Leste, there have been 2 annual reports available. The report is shared in SIS report, but it was not in right and appropriate format.  Following long process of its development, the GBV guideline for health sector response has been approved by General Director of Service Delivery in December 2018. The document will be handed over to MoH but it is not in the right and appropriate format.  The FP facility audit report from 2015 up to 2018 need to be lay out in right and appropriate format.  The standard of care and clinical practice were lay out but there were additional important information and additional Tetun revision that needs to be updated in the lay out document.  The consultant will carry out work started from **11th March-10th May 2019** |
| **Duration and Working Schedule:** | **Tasks and schedules:**   1. The consultant will be briefed by RH analyst and RH consultant on how to lay outing the documents. All the criteria for the lay out of the documents will be provided by RH Analyst 2. The consultant might need to work closely with RH consultant if needed, especially for EmONC training package. 3. The day today work will be monitored by RH analyst in order to ensure the quality of the design of the documents. Any necessary correction upon the completion of the task will be corrected by the consultant. 4. The consultant will work started from **11th March-10th May 2019 with** the following details:    * 1. 11th – 29th March 2019. **15 working days**: lay out both EmONC training package for participants and facilitator with all the forms      2. 1st 5th April 2019, **5 working days**: lay out standard of care and clinical practice Tetun version      3. 8th-19th April 2019, **10 working days**: Lay out GBV Guideline Tetun and English versions for health sector response      4. 22nd April-3rd May 2019, **10 working days**: lay out FP Facility Audit reports 2016-2018 (4 periods)      5. 6th-10th May 2019, **5 working days**: lay out MDSR Report (2017 annual report)   **Total duration is 45 days** |
| **Place where services are to be delivered:** | Tasks will be carried out consultant home basis in Dili  All tasks will be carried out in Dili, no travel is needed |

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| **Delivery date and how work will be delivered (e.g. electronic, hard copy etc.):** | |  |  | | --- | --- | | **Deliverables** | **Timeline** | | 1. Submitted EmONC training package for both facilitator and participants that has been already lay out | 29th March 2019 | | 2. Submitted Standard of Care and Clinical Practice for CHC Tetun version MDSR Report that has been already lay out | 6th April 2019 | | 3. Submitted GBV Guideline for health sector response that has been already lay out. | 13th April 2019 | | 4. Submitted FP Facility audit that has been already lay out | 4th May 2019 | | 5. Submitted MDSR Report 2 periods (2017) | 11th May 2019 | |
| **Monitoring and progress control, including reporting requirements, periodicity format and deadline:** | Consultants will have regular meeting, mobile conversations, what’s app and email communications with the UNFPA Deputy Rep and RH program Analyst. |
| **Supervisory arrangements:** | UNFPA Timor Leste’s Assistant Rep. will provide overall technical guidance under this agreement. Overall quality assurance and guidance will be provided by the Country Representative. The RH analyst and RH Consultant will ensure that the deliverables of lay out documents is met the needs. Regular contact through meetings, emails, what’s app phone call with UNFPA Assistant Rep. and RH Analyst to monitor the progress of the work and to share necessary information. |
| **Expected travel:** | Consultant is not expected to travel anywhere in this contract related to the tasks that he/she will carry out. |
| **Required expertise qualifications and competencies, including language requirements:** | * High School Graduated * At least 7 years of relevant experience with graphic designer * Has experience lay out UNFPA documents with good quality * Proficiency in Microsoft Word, Power point, PDF and In-Design applications. * Demonstrated self-management skills (i.e. motivation, dealing with pressure, adaptability) * Ability to work independently and in collaboration with team members. * Excellent knowledge in English   **Language:**  Proficiency in spoken and written English is required |
| **Inputs/ services to be provided by UNFPA or implementing partner (e.g. support services, office space, and equipment), if applicable:** | UNFPA will not provide any work station for the referred consultant |
| HOW TO APPLY  Interested candidate should submit a Cover Letter, and P11 form with clearly mention the post applied to UNFPA by email to: [jossoares@unfpa.org](mailto:jossoares@unfpa.org); and registered your profile on this link:  <http://www.unfpa.org/unfpa-consultant-roster>  The deadline for application is 02 March 2019, 17:00 Timor Leste Time.  Women are encouraged to apply. Only short listed candidates will be notified. | |
| Signature of Requesting Officer in Hiring Office:  **Approved**  Date: 25 February 2019 | |