

TERM OF REFERENCE FOR INTERNATIONAL INDIVIDUAL CONSULTANT

TERM OF REFERENCE	
Hiring office:	UNFPA Timor-Leste
Purpose of consultancy:	<p>Technical Assistance:</p> <ul style="list-style-type: none"> - To Develop Post Abortion Care Guideline (PAC) - Conduct depth analysis on MDSR (MDR and VA) reports and compiling with EmONC and MDSR monitoring report 2018
Background and Scope of Work: (Description of services, activities or outputs)	<p>Timor-Leste is committed to the health of its women and Children since Independence. The Government and its Development Partners is committed to collaborate and improved the situation since 2008.</p> <p>Regarding maternal health, the country has made substantial progress on MDG 5, but the maternal mortality ratio is still one of the highest (if not the highest) in the Asia Pacific region. Estimates of the maternal mortality ratio in 2015 range from 215 to 570 deaths per 100,000 live births. Among young women aged 15 to 19, the maternal mortality ratio is 1,037 per 100,000 live births.³ The UN estimates that the lifetime risk of maternal death in Timor-Leste is 1 in 82, almost four times greater than the lifetime risk of maternal death in Indonesia.</p> <p>The 2015 EmONC need assessment findings showed that preventable maternal death due abortion around 4% from all causes. On the other hand, abortion is not legal in Timor-Leste and yet adolescent pregnancy is high. Recent report from EmONC Follow Up After Training (FUAT) and EmONC supervisions from 9 health facilities revealed that from 500 complicated cases managed with life-saving procedures, 100 cases were post abortion cases. This means that although abortion is not legal in Timor-Leste, however, in reality, the practice is exists and increase in numbers.</p> <p>Taking into considerations the above situations, there is a need to develop a Post Abortion Care Guideline to manage post abortion cases in health facilities. The guideline also will guide health providers to not only manage the post abortion cases but also provision of the postpartum family planning to space the children and prevent unwanted and unplanned pregnancy and in turn will reduce preventable maternal death.</p> <p>Routine monitoring for EmONC and Maternal Death Surveillance and Response (MDSR) has been conducted since 2015. The first MDSR annual report produced in 2017 by national technical committee with technical and financial support from UNFPA has bring a great impact to the program to realize the importance of conducting regular monitoring and supportive supervision to better improve the regular monitoring and activities and produce the annual report.</p>
Duration and Working Schedule:	<p>Tasks and schedules:</p> <ul style="list-style-type: none"> • Review all documents in current situation related to abortion situation

	<p>in Timor-Leste, including, laws, and practice on the abortion in communities, The document should include all necessary intervention and practices that are relevant and fit Timor-Leste situation with references to the global documents from UNFPA, and WHO etc. 15 working days, 5 working days for review documents, and 10 working days working on development of draft guideline. Working from home. Submit the draft guideline through email.</p> <ul style="list-style-type: none"> • The consultant will travel to Timor-Leste for the period of 27 days, where the consultant will entitle for technical fee for 20 days, 2 days DSA during travel time, 1 day DSA on arrival date, and 6 days DSA during weekend. The consultant also will entitle to round trip economy class ticket, terminal fees, and visas. The 20 days in Dili is divided as the following: <ul style="list-style-type: none"> - Conduct stakeholder consultation with religious leaders and various institutions working in Maternal and Child Health area to complete the draft guideline. 5 working days. Working in Timor-Leste. - Prepare for <i>National Consultative Workshop</i> for identified stakeholders who will be held in Dili, following national consultative workshop, the consultant will incorporate all the inputs and submit the final draft of PAC guideline. Total 5 working days. - The consultant will carry out in depth review of the MDSR reports and monitoring reports data that available in MCH department, consultant need to coordinate with program officer for Safe Motherhood Program for data source to produce MDSR annual report 2018. In addition to this consultant also will conduct in depth review for EmONC monitoring report 2018 and produce EmONC monitoring report. 10 working days. - Work on the finalization of the MDSR annual report and EmONC annual report, the final report must be submitted after the last day of duration of work. Total 15 working days, working from home. • If the report is not completed on time, there will be possibility of no cost extension. 										
Place where services are to be delivered:	<p>Tasks will be carried out in Dili and home of residence with possibility of travelling to district at least 3 days if required.</p> <ol style="list-style-type: none"> 1. Task no 1 and 5 to be carried out in country of residence (home) 2. Task no 2, 3 and 4 to be carried out in Dili, Timor-Leste. 3. The consultant will arrive in Dili. 										
Delivery date and how work will be delivered (e.g. electronic, hard copy etc.):	<table border="1"> <thead> <tr> <th>Deliverables</th><th>Timeline</th></tr> </thead> <tbody> <tr> <td>1. Submit First draft of Post-Abortion Care (PAC) Guideline</td><td>15 days</td></tr> <tr> <td>2. Submit Second draft of Post-Abortion Care (PAC) Guideline</td><td>10 days</td></tr> <tr> <td>3. Submit MDSR annual report and EmONC Monitoring report 2018 and EmONC monitoring report</td><td>10 days.</td></tr> <tr> <td>4. Submit final consultancy reports and PAC guideline, MDSR and</td><td>15 days</td></tr> </tbody> </table>	Deliverables	Timeline	1. Submit First draft of Post-Abortion Care (PAC) Guideline	15 days	2. Submit Second draft of Post-Abortion Care (PAC) Guideline	10 days	3. Submit MDSR annual report and EmONC Monitoring report 2018 and EmONC monitoring report	10 days.	4. Submit final consultancy reports and PAC guideline, MDSR and	15 days
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	EmONC annual report 2018.	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Consultants will have Skype call and regular email communications with the UNFPA Deputy Rep and RH program Analyst, chairperson of the local technical committee and the UNFPA representative prior to the commencement of the activity and during the period in which the drafting of the Post Abortion Care (PAC) guideline, MDSR annual report and EmONC annual report 2018.	
Supervisory arrangements:	UNFPA Timor-Leste's Assistant Rep. will provide overall technical guidance under this agreement and facilitate partnerships for meeting/communication with MoH and agencies. Overall quality assurance and guidance will be provided by the Country Representative and the APRO Regional Technical Adviser on RH. The PAC guideline will be subjected to a peer review (APRO RH Advisor) for quality assurance and will be finalized based on the comments received from the review. Regular contact through emails, what's app and Skype call with RH Consultant and RH Analyst to monitor the progress of the work and to share necessary information.	
Expected travel:	Consultants are expected to travel to Timor-Leste for a period of 20 days as reflected in the item Duration and Working Schedule.	
Required expertise qualifications and competencies, including language requirements:	<ul style="list-style-type: none">• Advanced Medical/ Public Health Degree/ Health Planning or Management with experience more than 5 years.• Expertise on Reproductive Health; EmONC and MDSR including some knowledge of available software, SSPS.• Proven track record in analyzing and produce report on MDSR• Demonstrated self-management skills (i.e. motivation, dealing with pressure, adaptability)• Should be able work in a team• 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 provide a work station to the consultants during the visit to the country and will provide transport facilities for field visit.	
Other relevant information or special conditions, if any:	UNFPA country office will make travel arrangements for the consultants to travel to Dili and districts in Timor-Leste	
Interested candidate should submit a Cover Letter, and P11 form with clearly mention the post applied to UNFPA by email to: jossoares@unfpa.org ; and registered your profile on this link: http://www.unfpa.org/unfpa-consultant-roster The deadline for application is 13 August 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: 7 August 2019		