

TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)																			
Hiring Office:	UNFPA Timor Leste																		
Purpose of consultancy:	This consultancy will coordinate the Implementation of the Emergency Obstetric and Newborn Care (EmONC) Improvement Plan 2016-2019. The EmONC improvement Plan of Action recommends reaching by 2019 a total of 42 functional EmONC facilities, including the 6 Comprehensive facilities already existing that need to be strengthened.																		
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Specific task of the consultancy:</p> <p>Under the overall guidance of the UNFPA Representative and in close collaboration with the UNFPA Assistant Representative and the RH program team, the consultant will:</p> <p>In collaboration with INS and MCH department Coordinate and lead the EMONC Training for selected health providers:</p> <ol style="list-style-type: none"> 1. Develop a training plan for 2020 EMONC training for identified health facilities as BEmONC centre 2. Coordinate and implement 5 batches of comprehensive EMONC Training for 26 day for midwives and doctors from 13 CHC's upgraded for Basic EMONC, and 6 CEMONC 3. Conduct field visits for post-training supportive supervision - three months after training, to assess the skills, performance of the trainees, numbers of procedures done, the quality of the care provided, to see the clinical setting, and provide mentoring and guidance and also to discuss the cases they have managed, and also to coach the trainees through simulation and discussion on the steps of all procedures using learning guides and clinical protocols. 4. Conduct the Supervised Internship, intermittently for all trainees at HNGV, to provide supervision and mentoring for the trainees, to improve their skill practices using supervised client practice. <p>Update the clinical protocols and training package as needed</p> <ol style="list-style-type: none"> 5. Reviewing the training package materials, adapting to the local context, INS standard, and to WHO recommendation on intra-partum and immediate post-partum care and management of complications. 6. Reviewing and analyse the standards and clinical protocols and adapting to local context and WHO latest recommendations. 7. Provide inputs to ANC and PNC guidelines development 8. Provide continuous coaching and guidance for the clinical preceptors in their preparation to become fully qualified trainers. <p>Participate in the MPDSR process</p> <ol style="list-style-type: none"> 9. To conduct audit and advice on responses on the maternal death reported through MPDSR system 10. Conduct quarterly Maternal death review and responses in 6 hospitals <p>Participate in coordination meetings for improvement of Maternal Health Program</p> <ol style="list-style-type: none"> 11. Actively participate in the stakeholders meeting, to discuss the EmONC improvement plan, the implementation, the challenges faced and the outcome of the plan. 12. Provide support to Maternal and Child Health Department, especially on the implementation of the EMONC/MPDSR and 13. Any other task requested by the UNFPA Representative <p>Outputs/Deliverables:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Activity (to be delivered)</th> <th style="text-align: left; padding: 5px;">Time Line</th> <th style="text-align: left; padding: 5px;">Remarks</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">2020 EMONC Training Plans</td> <td style="padding: 5px;">23 December 2019</td> <td style="padding: 5px;">2020 Planned submitted</td> </tr> <tr> <td style="padding: 5px;">Conduct 5 batches of EMONC Training</td> <td style="padding: 5px;">21 Jan-Nov 2020</td> <td style="padding: 5px;">8 participants per batches x5: 40 participants</td> </tr> <tr> <td style="padding: 5px;">Monitoring Supervision /FUAT</td> <td style="padding: 5px;">Plan between the trainings</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Final evaluation test for previous batches</td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Conduct quarterly meeting on MDSR in 6 hospitals</td> <td style="padding: 5px;">March, July, November 2020</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	Activity (to be delivered)	Time Line	Remarks	2020 EMONC Training Plans	23 December 2019	2020 Planned submitted	Conduct 5 batches of EMONC Training	21 Jan-Nov 2020	8 participants per batches x5: 40 participants	Monitoring Supervision /FUAT	Plan between the trainings		Final evaluation test for previous batches			Conduct quarterly meeting on MDSR in 6 hospitals	March, July, November 2020	
Activity (to be delivered)	Time Line	Remarks																	
2020 EMONC Training Plans	23 December 2019	2020 Planned submitted																	
Conduct 5 batches of EMONC Training	21 Jan-Nov 2020	8 participants per batches x5: 40 participants																	
Monitoring Supervision /FUAT	Plan between the trainings																		
Final evaluation test for previous batches																			
Conduct quarterly meeting on MDSR in 6 hospitals	March, July, November 2020																		

	ANC/PNC guidelines (input only)	Depending on the availability of the documents	
Duration and working schedule:	11 months (December 2019-November 2020)		
Place where services are to be delivered:	UNFPA TL CO , Hospital National Guido Valadares ,MCH Department, MoH, and National Institute of Health (INS)		
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Electronic and Hardcopy of materials submitted: EMONC Training Plan for 2020 submitted EMONC Training Reports EMONC FUAT/ Supportive Supervision/ Monitoring Report MPDSR Reports submitted after audit		
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	-Consultant is expected to complete the task by 30 November 2020 -Weekly meeting with relevant UNFPA program staffs/INS, MCH-MoH		
Supervisory arrangements:	Under direct supervision of Assistant Country Representative		
Expected travel:	Travel to municipalities		
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Degree in Medicine with specialization in OBGYN • Expertise in conducting planning and training on RH/Maternal Health /EMONC , • Have work experience for more than 5 years • Have a good knowledge of the Health system and Maternal Health in particular, including public health concepts and monitoring skills (practice of indicators) • Have enough seniority to discuss freely with doctors, specialists, department directors, district health authorities and development partners • Have good analytic and writing skills to present the reports • Have training experience • Be committed to self-learning in order to keep abreast with new knowledge • Possess self-management skills (i.e. motivation, dealing with pressure, adaptability) • Be able work in a team • Demonstrated self-management skills (i.e. motivation, dealing with pressure, adaptability) • Fluency in English 		
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	During the assignments the work stations will be provided in the UNFPA country office and EMONC Training Room at HNGV		
Other relevant information or special conditions, if any:	UNFPA will share the relevant documents		
Candidates are expected to send cover letter and P11stating their interest to jossoares@unfpa.org and elamin@unfpa.org , deadline of submission of application is: 15 December, please complete and submit your profile on this link: http://www.unfpa.org/unfpa-consultant-roster			
Signature of Requesting Officer in Hiring Office:			
Date: approved			