



## 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 support the Maternal and Child Health department of the Ministry of Health to coordinate the continuation of the implementation of the Emergency Obstetric and New-born Care (EmONC) Improvement Plan and to strengthen ANC program. The EmONC improvement Plan of Action recommends reaching 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><b>Specific task of the consultancy:</b></p> <p>Under the overall guidance and supervision of the UNFPA Representative and in close collaboration with the UNFPA Assistant Representative and the RH program team, the consultant will:</p> <p><b>In collaboration with INS and MCH department Coordinate and lead the EMONC Training for selected health providers:</b></p> <ol style="list-style-type: none"> <li>1. Develop a training plan for 2021 EmONC training for identified health facilities as BEmONC centre</li> <li>2. Coordinate and implement 4 batches of comprehensive EmONC Training for 26 days for midwives and doctors from 13 CHC's upgraded for Basic EmONC, and 6 CEmONC</li> <li>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.</li> <li>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;</li> <li>5. Develop an Exit and Sustainability Strategy for the EmONC Programme.</li> </ol> <p><b>Assist in ANC/PNC Training package development:</b></p> <ol style="list-style-type: none"> <li>1. Provide inputs into ANC/PNC Standard Guidelines and Protocols development process</li> <li>2. Provide inputs into ANC/PNC training package materials, adapted to INS standard</li> <li>3. Coordinate, together with INS and MCH, the Training of Trainers for ANC/PNC based on the ANC/PNC Standard Guidelines and Protocols</li> </ol> <p><b>Participate in the UNFPA Innovation Virtual Reality (VR) development process:</b></p> <ol style="list-style-type: none"> <li>1. Act as the technical person of the UNFPA Innovation Project, working closely with the VR consultant and provide inputs into the development of the VR training modules on EmONC;</li> <li>2. Assist the VR consultant in testing and conducting the training to health providers</li> </ol> <p><b>Participate in coordination meetings for improvement of the Maternal Health Program:</b></p> <ol style="list-style-type: none"> <li>1. Actively participate in the stakeholders meeting, to discuss the ANC/PNC/EmONC improvement plan, the implementation, the challenges faced and the outcome of the plan.</li> <li>2. Provide support to Maternal and Child Health Department, especially on the implementation of the ANC/PNC/EMONC/MPDSR and</li> <li>3. Any other task requested by the UNFPA Representative</li> </ol> <p><b>Outputs/Deliverables:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Activity (to be delivered)</th> <th style="text-align: left;">Time Line</th> <th style="text-align: left;">Remarks</th> </tr> </thead> <tbody> <tr> <td>2021 EmONC Training Plans</td> <td>23 December 2020</td> <td>2021 Planned submitted</td> </tr> <tr> <td>Conduct 4 batches of EmONC Training</td> <td>1 February-Nov 2021</td> <td>8 participants per batches x 4: 36 participants</td> </tr> <tr> <td>Monitoring Supervision /FUAT</td> <td>Plan between the trainings</td> <td></td> </tr> <tr> <td>Final evaluation test for previous batches</td> <td>March, July, November 2021</td> <td></td> </tr> <tr> <td>Inputs into the ANC/PNC training package</td> <td>December 2020 -- June 2021</td> <td></td> </tr> <tr> <td>Inputs into the UNFPA Innovation VR Process</td> <td>December 2020 -- June 2021</td> <td></td> </tr> </tbody> </table>	Activity (to be delivered)	Time Line	Remarks	2021 EmONC Training Plans	23 December 2020	2021 Planned submitted	Conduct 4 batches of EmONC Training	1 February-Nov 2021	8 participants per batches x 4: 36 participants	Monitoring Supervision /FUAT	Plan between the trainings		Final evaluation test for previous batches	March, July, November 2021		Inputs into the ANC/PNC training package	December 2020 -- June 2021		Inputs into the UNFPA Innovation VR Process	December 2020 -- June 2021	
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Duration and working schedule:	11 months (December 2020 - November 2021)																					

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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 2021 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 tasks by 30 November 2021 and to submit monthly consultancy reports -Weekly meeting with relevant UNFPA program staffs/INS, MCH-MoH
Supervisory arrangements:	This position is under direct supervision of the Country Representative
Expected travel:	Travel to municipalities
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Master Degree in Medicine with specialization in OBGYN and experience of at least 7 years</li> <li>• Experience in conducting planning and training on Reproductive Health, Maternal Health and EmONC;</li> <li>• Excellent knowledge of the Health system and Maternal Health in particular, including public health concepts and monitoring skills (practice of indicators)</li> <li>• Have good analytic and writing skills to present the reports</li> <li>• Be committed to self-learning in order to keep abreast with new knowledge</li> <li>• Self-management skills (i.e. motivation, dealing with pressure, adaptability)</li> <li>• Demonstrated self-management skills (i.e. motivation, dealing with pressure, adaptability)</li> <li>• Fluency in English is required.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	During the assignment, a work stations will be provided in the UNFPA country office and EMONC Training Room at HNGV
<p>Signature of Requesting Officer in Hiring Office: Dra. Domingas Bernardo, Assistant Representative </p> <p>Approved by: Mr. Ronny Lindstrom, UNFPA Representative </p> <p>Date: 9/12/2020</p>	