

TERM OF REFERENCE FOR INTERNATIONAL INDIVIDUAL CONSULTANT

| TERM OF REFERENCE | |
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| Hiring office: | UNFPA Timor-Leste |
| Purpose of consultancy: | <p>Technical Assistance:</p> <ul style="list-style-type: none"> - To produce the 2020 Maternal Death Surveillance and Response (MDSR) Annual Report |
| Background and Scope of Work: (Description of services, activities or outputs) | <p>Maternal Mortality Ratio (MMR) in Timor-Leste is the highest in the Asia Pacific Region with 219 deaths per 100,000 live births (UN estimate). Timor-Leste Demographic Health Survey (DHS) 2016 reported MMR in Timor-Leste is 195 deaths per 100,000 live births. To reduce high number of maternal deaths, the Ministry of Health, with the support from UN agencies, has initiated a training programme for health providers in 2014, followed by the establishment of the Maternal Death Surveillance and Response (MDSR) system in 2015.</p> <p>Following the training and establishment of the Maternal Death Review Committee in health facilities (mostly in 6 hospitals), the MDR committee started sending monthly reports regularly to the Maternal and Child Health Department of MoH. Along the way, in 2017, a Verbal Autopsy Committee to review all women died in reproductive age in community was also established in 13 districts.</p> <p>The first MDSR annual report was produced in 2016 and covered only maternal deaths occurred in health facilities. In 2018, the MDSR annual report covered not only maternal deaths occurred in health facilities, but also in the community. In 2019, the perinatal death has integrated into the Maternal and Perinatal Death Surveillance and Response (MPDSR) system.</p> <p>Yearly comprehensive MDSR reports are of utmost importance to inform programmatic action from MoH and partners in order to improve maternal health outcomes and end preventable maternal deaths.</p> <p>Specific objectives: UNFPA seeks to hire a consultant to review and finalize the 2020 Maternal Death Surveillance and Response (MDSR) Annual report. Specific tasks include:</p> <ol style="list-style-type: none"> 1. To conduct an in-depth analysis of the available MDSR (Maternal Death Review and Verbal Autopsy) reports and the EmONC and MDSR monitoring reports of 2020; 2. Liaise with relevant MoH departments, in particular the MDSR National Committee to retrieve data for analysis and coaching on preparing MDSR annual report. 3. Liaise with UN agencies and other national and international development partners to get their inputs and recommendations; 4. Compile and analyze 2020 data, providing both text and graphics, at the national and municipal level, and include a comprehensive section on recommendations, lessons learnt from previous MDSR reports and way forward; |

| | <p>5. Present draft versions of the document to UNFPA and MoH and incorporate given comments, inputs and recommendations into the final version of the document;</p> <p>6. Prepare a PowerPoint slides presentation based on the final version of the report.</p> <p>Deliverables: Develop the 2020 Maternal Death Surveillance and Response (MDSR) Annual Report, addressing inputs from UNFPA and MoH, especially the MDSR National Committee, and containing specific recommendations, lessons learnt and way forward.</p> | | | | | | | | |
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| Duration and Working Schedule: | This consultancy is for a period of 24 (twenty-four) days from the signing of the consultancy contract, during October and November 2021. | | | | | | | | |
| Place where services are to be delivered: | Tasks will be carried out remotely with no required travelling to Timor-Leste. | | | | | | | | |
| 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. Review and analyze MDSR data</td> <td>10 days</td> </tr> <tr> <td>2. Produce first draft of the report and share with MDSR National Committee and UNFPA</td> <td>7 days</td> </tr> <tr> <td>3. Make necessary corrections, based on the inputs from MDSR-NC and UNFPA. Submission of final report to UNFPA and presentation of finding to UNFPA and MoH.</td> <td>7 days</td> </tr> </tbody> </table> | Deliverables | Timeline | 1. Review and analyze MDSR data | 10 days | 2. Produce first draft of the report and share with MDSR National Committee and UNFPA | 7 days | 3. Make necessary corrections, based on the inputs from MDSR-NC and UNFPA. Submission of final report to UNFPA and presentation of finding to UNFPA and MoH. | 7 days |
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| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | <p>The Consultant will have regular communication with UNFPA prior to the commencement of the activity and during the drafting of the 2020 Annual MDSR Report.</p> <p>The consultant is expected to work autonomously, keeping regular contact with UNFPA.</p> <p>The consultant is expected to submit deliverables in time, i.e. within the consultancy period, by email to UNFPA.</p> <p>One all-inclusive lump sum payment will be made when the above mentioned deliverables have been submitted and approved by UNFPA CO, after all comments and inputs from MoH and UNFPA have been addressed.</p> | | | | | | | | |
| Supervisory arrangements: | UNFPA Timor-Leste's Assistant Rep. will provide overall technical guidance under this agreement and facilitate communication between the consultant and MoH, particularly the chairperson of the local MDR committee in order to retrieve needed data. Overall quality assurance and guidance will be provided by the Country Representative and the APRO Regional Technical Adviser on Reproductive Health. | | | | | | | | |
| Expected travel: | Consultants is working remotely from home. No required travel. | | | | | | | | |

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| <p>Required expertise qualifications and competencies, including language requirements:</p> | <ul style="list-style-type: none"> • Advanced Medical, Public Health Degree, Health Planning or Management with more than 7 years of experience. • Proven expertise on Reproductive Health, EmONC and track record in analyzing and producing MDSR reports is an advantage; • Knowledge of data analysis software (eg. SPSS) is an advantage; • Knowledge of Timor-Leste’s development context and the public health sector is an advantage; • Excellent ability to work within a team, in a challenging and changing environment, around sensitive issues; flexible and positive collaborative attitude • Good communication, presentation and analytical skills, ability to work efficiently and autonomously with governmental and non-governmental institutions. <p>Language: Proficiency in spoken and written English is required</p> |
| <p>Other relevant information or special conditions, if any:</p> | <p>Candidates are expected to send their P11, cover letter to timor- leste.office@unfpa.org and register you profile on this link: http://www.unfpa.org/unfpa-consultant-roster Closing date: 29 September 2021. Only shortlisted candidates will be contacted.</p> |
| <p>Signature of Requesting Officer in Hiring Office: Approved by Mr. Ronny Lindstrom Date: 22 September 2021</p> | |

