

TERMS OF REFERENCE FOR INTERNATIONAL INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	To support the development process of a Virtual Reality Training Programme
Scope of work:	<p>Background:</p> <p>Timor-Leste has one of the highest maternity mortality ratio in Asia. The majority of these deaths are preventable by strengthening the existing Emergency Obstetric and Newborn Care (EmONC) programme.</p> <p>As part of UNFPA's Innovation Programme, UNFPA is seeking a qualified consultant to support the development process of a Virtual Reality (VR) medical refresher programme, which is based on the current EmONC programme and integrates into and enhances the existing in-person training.</p> <p>Specific Objectives:</p> <p>UNFPA seeks to engage a consultant to support the pre-production, production and post-production phases of this VR programme. Specific tasks for the consultant will be:</p> <ol style="list-style-type: none"> 1. Advise on potential VR developers, based on their portfolios and interviews; 2. Engage with the VR developer and assist UNFPA with creating scripts and storyboards and ensuring programme needs are correctly communicated to the VR developer and translated into the end-product; 3. During production, serve as a bridge person between UNFPA and the VR developer, to ensure UNFPA and the end user's inputs and feedback are used to improve the final VR product; 4. Assist UNFPA with testing the VR programme and instruct end-users. <p>Deliverables:</p> <ol style="list-style-type: none"> 1. Development of VR scripts and storyboards, incorporating UNFPA's inputs; 2. Presentation of VR scripts and storyboards to VR developer; 3. Answer any technical software and hardware needs of the VR developer, in coordination with UNFPA; 4. Install modules developed by the VR company into the VR headsets; 5. Training of UNFPA staff and end-users on VR and how to maximize use of the VR training.
Duration and working schedule:	Up to 40 days, from the signing of the Consultancy contract and until 31 December 2020.
Place where services are to be delivered:	Home based, with meetings at the UNFPA Office.
Delivery dates and how work will be delivered	<ul style="list-style-type: none"> • UNFPA will organize an initial meeting with the consultant to present the project and agree on specific timelines, needs and deliverables. • The consultant will be asked to support the pre-production, production and post-production phases of the VR development process on an as needed-basis; • The consultant is expected to work autonomously, keeping regular contact with UNFPA. • Consultant is expected to submit deliverables in time, i.e. within the consultancy period, addressed to UNFPA CO. • 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 UNFPA have been addressed.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monitoring of activities will be done by UNFPA. Reporting is to be done to UNFPA. Approval of consultancy deliverables is done by UNFPA.
Supervisory arrangements:	The work will be supervised by UNFPA.
Expected travel:	No expected travel.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • An advanced degree in IT, graphic design or similar field with at least 5 years of experience in art and creative direction on 3D art asset production, augmented reality & virtual reality animation projects, as showed in the P11 and portfolio; • 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; • Fluency in English, both oral and written is required.
Other relevant information or special conditions, if any:	Candidates are expected to send their P11, cover letter, as well as 1(one) all-inclusive financial proposal, to jossoares@unfpa.org and elamin@unfpa.org and register you profile on this link: http://www.unfpa.org/unfpa-consultant-roster Closing date: 27 August 2020. Only shortlisted candidates will be contacted.
Signature of Requesting Officer in Hiring Office: Approved by Mr. Ronny Lindstrom Date: 18/8/2020	