

## TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

| <b>TERMS OF REFERENCE</b> |  |
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| Hiring Office:            | UNFPA Timor-Leste  |
| Purpose of consultancy:   | To research factors affecting changes on trends of utilization of FP utilization and the impact of Covid-19, among selected health facilities and communities.   |
| Scope of work:            | <p><b>Background:</b></p> <p>The Government of Timor-Leste is committed to expand coverage and improve the quality of the health services. The National Strategic Development Plan 2011-2030, National Health Sector Strategic plan 2011-2030, 2014- 2018 RMNCAH Strategy and 2021 Family Planning Policy identify Family Planning as one of the core components of health services.</p> <p>Government's continued efforts to expand the coverage and improve the quality of health services have yielded significant positive results. Nevertheless, according to 2016 Demographic and Health Survey, only 24 per cent of currently married women aged 15-49-years use modern contraceptive methods, an increase of only 3 per cent over the 21 per cent in 2009-2010, and almost three-quarters of unmarried sexually active women have an unmet need for contraception (74.7 per cent).</p> <p>These figures have however changed over the last 5 years: HMIS data showed that injectable contraceptives reduced from 61,000 in 2016 to only 26,300 users in 2021. The contrary happened with implantable contraceptives, which registered an increase from 18,000 in 2016 to 57,000 users in 2018.</p> <p>The COVID-19 pandemic also impacted the availability and accessibility of FP methods and services. FP community outreach conducted by the MoH in 2020 and 2021 to counteract the effects if the pandemic showed a higher preference of users for long term methods, instead of short term options, which suggests then a shift in users' choice of FP methods from short to long term methods.</p> <p>UNFPA is working to expand access to sexual and reproductive health services in Timor-Leste while supporting the advancement of women's empowerment, gender equality, safeguarding the sexual and reproductive health of young people and realizing their full potential. Our aim is to bring the unmet need for family planning towards zero while developing innovative approaches to accelerate access to and demand for contraceptives.</p> <p>UNFPA and MoH are thus interested in conducting a research to fully understand this eventual shift, and to identify the impact of COVID-19 among FP users in accessing health services during the pandemic.</p> <p><b>Purpose of the consultancy:</b></p> <p>The purpose of this consultancy is to conduct a research among selected health facilities and FP users to understand current trends of FP methods, and the impact of the COVID-19 pandemic in accessing FP services and in the choice of FP methods.</p> |

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|   | <p>The overall goal of the document is to provide update information on FP utilization, to inform and adjust programming and public policies, as well as forecasting, quantification and procurement of FP contraceptives.</p> <p><b>Methodology:</b></p> <p>This research should be guided and informed by an extensive desk review of existing policies, guidelines and other available data, such as the FP Policy, RHCS Strategy, Demographic and Health Survey, HMIS, Community Outreach report and distribution data from SAMES.</p> <p>The consultant will be responsible for conducting in-country consultations, interviews and focus-group discussions, and collecting inputs from relevant stakeholders and with different departments and personnel of MoH, INS, SAMES, UN, and other relevant organizations, including with service providers and clients, accessing provider records and in-service observations, in both urban areas, including visits to health facilities in selected municipalities.</p> <p>The consultant will also be responsible for preparing and delivering a comprehensive presentation on the main findings and recommendations of the research to relevant stakeholders.</p> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Design and submission of a draft questionnaire for UNFPA's comments.</li> <li>2. Submission of the final questionnaire for UNFPA's approval</li> <li>3. Submission of a draft research document for UNFPA's comments.</li> <li>4. Submission the final research document, addressing all inputs and comments from UNFPA, language edited and print-ready in word and PDF format.</li> <li>5. Development of dissemination materials (PowerPoint presentation with main findings and recommendations) and presentation of those materials to UNFPA and stakeholders</li> </ol> |
| Duration and working schedule:                | 35 days, starting from the signing of the Consultancy contract.  |
| Place where services are to be delivered:     | Díli.  |
| Delivery dates and how work will be delivered | <ul style="list-style-type: none"> <li>• UNFPA will organize an initial meeting with the consultant prior to commencement of work in order to fine-tune deliverables and needs.</li> <li>• Consultant is expected to work autonomously, keeping regular contact with UNFPA. UNFPA may provide a working space for the consultant, if needed.</li> <li>• Consultant is expected to submit deliverables in time, within the consultancy period, by email and hard copy addressed to UNFPA CO, for UNFPA to review and provide comments.</li> <li>• 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.</li> <li>• All documents should be developed in both Tetum and English.</li> </ul>  |

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| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | Monitoring of activities will be done by UNFPA.<br>The consultant will report to UNFPA. Approval of consultancy deliverables is done by UNFPA.   |
| Supervisory arrangements:   | The consultant will report to the UNFPA RH Programme Analyst.  |
| Expected travel:  | Díli, with expected travel to municipalities.  |
| Required expertise, qualifications and competencies, including language requirements:               | <ul style="list-style-type: none"> <li>• Advanced University degree in Public Health, Medicine, Social Sciences, or related field, with at least 5 years of relevant demonstrated experience; or Bachelor's degree in Public Health, social sciences, or related field, with at least 9 years of relevant experience;</li> <li>• Relevant experience in epidemiology, research, data collection, analysis and report writing within the health sector is required;</li> <li>• Experience with utilizing data analysis programmes (SPSS/STATA, for example) is required;</li> <li>• Previous experience in conducting similar surveys and assessments is an advantage;</li> <li>• Good knowledge of UNFPA's mandate and the Health sector in Timor-Leste is an advantage;</li> <li>• Excellent ability to work autonomously, in a challenging and changing environment, around sensitive issues; flexible and positive collaborative attitude;</li> <li>• Good communication, presentation and analytical skills, ability to work efficiently with governmental and non-governmental institutions;</li> <li>• Fluency in Tetum and English, both oral and written is required.</li> </ul> |
| Inputs / services to be provided by UNFPA or implementing partner, if applicable:                   | UNFPA will be responsible only to facilitate access to stakeholders and individuals for consultations/interviews, relevant documentation, as well as during presentation of the initial research document for inputs and ensuring internal approval and clearance.   |
| Other relevant information or special conditions, if any:   | Interested candidates should submit an application letter and a completed United Nations Personal History (P11) Form by email to <a href="mailto:timor-leste.office@unfpa.org">timor-leste.office@unfpa.org</a> . Or <a href="mailto:jossoares@unfpa.org">jossoares@unfpa.org</a><br><br>Closing date: 29 August 2022<br>Only shortlisted candidates will be contacted.  |
| Signature of Requesting Officer in Hiring Office: Dr. Domingas Bernardo, OIC<br>Date: 16/8/2022     |  |