

# TERMS OF REFERENCE FOR NATIONAL INDIVIDUAL CONSULTANT

TERMS OF REFERENCE	
Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	To develop a Family Planning handbook FP Program Managers and FP Health Care Providers
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>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>Over the past years, UNFPA has supported the MoH and INS to conduct several batches of a 10-day Family Planning Competency Rights-Based training for health care workers (midwives and doctors) so as to improve the quality of FP services provided. Follow-up after training (FUAT) conducted showed, however, that the training time is insufficient for service providers to master all of the components of FP provision. There are currently no SOPs, guidelines or handbook for health care providers to use when they encounter technical issues in their day-to-day work.</p> <p><b>Purpose of the consultancy:</b></p> <p>The purpose of this consultancy is to develop a well-illustrated and easy to read handbook covering all aspects of modern contraceptives of Family Planning, including detailed and evidence based guidance on the whole range of existing contraceptive options, plus guidance on comparative effectiveness and eligibility criteria for contraceptive use, to be used by qualified health care providers and program managers who underwent training at the National Health Institute (INS) in their day-to-day work. Although there are currently only few modern contraceptive methods available in Timor-Leste, the handbook should cover all existing modern contraceptive methods as to allow for an easy adaptation in the future, if any additional modern method is made available in Timor-Leste.</p> <p>The overall goal of the document is to improve access to, and quality of family planning services by programme managers and health care providers.</p> <p><b>Methodology:</b></p> <p>The development of the handbook should be guided and informed by an extensive desk review of existing policies and practices in the country, and</p>

	<p>in particular of the existing Family Planning training package documents from the INS and the Maternal and Child Health (MCH) department of the Ministry of Health.</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, UN, and other relevant organizations, including with service providers and clients, accessing provider records and in-service observations.</p> <p>The consultant will also be responsible for preparing and delivering a comprehensive presentation on the main findings and recommendations of the handbook to relevant stakeholders.</p> <p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Submission of a first draft handbook for UNFPA's comments.</li> <li>2. Submission the final handbook, addressing all inputs and comments from UNFPA, language edited and print-ready in word and PDF format.</li> <li>3. 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:	30 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>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Monitoring of activities will be done by UNFPA.</p> <p>The consultant will report to UNFPA. Approval of consultancy deliverables is done by UNFPA.</p>
Supervisory arrangements:	The consultant will report to the UNFPA RH Programme Analyst, and will work in consultation with INS and the MCH department of the Ministry of Health.
Expected travel:	Díli, with no travel to municipalities.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Advanced University degree in Medicine, Public Health, or related field, with at least 7 years of relevant professional demonstrated experience is required; OB-GYN specialization is an advantage;</li> <li>• Previous clinical experience in facility-settings, including in family planning, is required;</li> <li>• Good knowledge of family planning services and utilization in Timor-Leste is required; Previous experience or accreditation as a FP trainer is an advantage;</li> <li>• Previous experience in developing national policies, guidelines and strategies 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> </ul>

	<ul style="list-style-type: none"> <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 handbook for inputs and ensuring internal approval and clearance before public launching and publication.
Other relevant information or special conditions, if any:	<p>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> and register their profile on this link: <a href="http://www.unfpa.org/unfpa-consultant-roster">http://www.unfpa.org/unfpa-consultant-roster</a></p> <p>Closing date: 29 August 2022 Only shortlisted candidates will be contacted.</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Dr. Domingas Bernardo, OIC</p> <p>Date: 16/8/2022</p>	