

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TO DEVELOP AN INTEGRATED SERVICE PACKAGE OF SRHR/SGBV/HP DOCUMENT INCLUDING TRAINING GUIDELINES AND PROTOCOLS

TERMS OF REFERENCE	
Hiring Office:	Liberia Country Office
Purpose of consultancy:	<p>Purpose for consultancy: Interlinkages between Sexual Gender Based Violence, Harmful Practices and Sexual Reproductive Health and Rights are strong and evident. Women and girls are at the center of all three focused intervention areas and are the main victims of often gross human rights violations/abuses associated with SGBV, HP and SRH. The current situation remains fragmented, wherein women are providing services in different settings with virtually different staff. The somewhat disintegrated creates room for lost opportunities providing access to quality services form women and girls suffering the consequences of SGBV/HP and sometimes SRH.</p> <p>Against this background, UNFPA under the Spotlight Initiative project and in collaboration with the Ministry of Health, is seeking to hire a local Consultant to develop a standard integrated essential package of services for SGBV and SRHR. The document should mirror components of the following international/global policy and guidelines;</p> <ul style="list-style-type: none"> • The United Nations Joint Global Program on Essential Services for women and Girls Subjected to Violence; • The World Health Organization (WHO) clinical policy and guidelines on responding to intimate partner violence and sexual violence; • WHO guidelines for maternal, newborn child and adolescent health care and relevant national SGBV/HP/SRHR policies, guidelines on the health of women and girls. <p>A. Consultancy Objective The main objective of the consultancy is to develop a comprehensive, integrated rights-based package of essential services for the purpose of achieving the followings;</p> <ol style="list-style-type: none"> 1. Provide greater access to rights-based women, adolescent and child centered care for women and girls through an integrated guideline/tool that addresses, health related issues and complications including mental, physical and sexual reproductive health consequences of violence against women. 2. Develop a reference guide for the training of care providers in health facilities, One Stop Centers and safe spaces to effectively identify and treat women subjected to violence and abuse in line with standards 3. Provide guidance to service providers on adequate referral and linkages with other services areas that ensure access to safety, legal systems as well as other social service through effective coordination and communication approaches 4. Provide guidance to care providers on proper documentation and systematic health related data collection and dissemination based on required standards.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>B. Scope of Work and Expected Results</p> <p><i>a. Scope of Work</i> The development of a standard essential package of services for SGBV, HP and SRHR has a nationwide scope as it is intended to be used as an important national tool to identify and train care providers at various service delivery points including primary, secondary as well as tertiary health facilities, One Stop Centers, safe spaces/homes and other points of access first line health care for survivors. Conduct a Training of Trainers for national trainers who will in turn roll out the training to frontline caregivers.</p> <p><i>b. Expected Results</i></p>

	<p>The following outputs are expected from the national Consultant:</p> <ol style="list-style-type: none"> 1. Collect, review and analyze all the necessary documents and existing frameworks (policies and tools) to fully capture all relevant processes and procedures in the provision of care for women and girls that experience SGBV/HP and SRHR in an integrated manner 2. Map out service providers and service provision points (hospitals, health centers and clinics) and carry out stakeholder analysis to bring out the roles and responsibilities of key players and institutions that play a vital role in the delivery of services at various points of care 3. Based on the processes mentioned above and in consultation with UNFPA, develop a comprehensive document containing the contents of the package of essential services as well as modality for implementation/utilization 4. Facilitate two working group consultations in collaboration with UNFPA and present the initial draft integrated package of services 5. Finalize the Guideline document incorporating all the inputs <ul style="list-style-type: none"> • Clear detailed guidance document on the integration of SRHR/SGBV/HP services at service delivery points including hospitals, health centers and clinics. • Including Resource Directory of all the relevant Government Departments/ Ministries, NGOs, hospitals, health centers and clinics with contact details and/or focal points. • Development of a training guideline for implementation 6. A detailed ppt presentation has to be made by the consultant after the completion of the document on the salient features of the Guideline document to stakeholders
<p>Duration and working schedule:</p>	<p>Duration of the Assignment The effective duration of this consultancy is one-month, as of the start date.</p> <ol style="list-style-type: none"> 1. Week One: Desk Review, Inception note/plan of work & Field Visits 2. Week Two: Central level stakeholders' meetings/consultations/workshops 3. Week Three: Draft document submitted with preparation for validation meeting 4. Week Four: Final Document and Plan for Dissemination <p>Payment Schedule</p> <ul style="list-style-type: none"> • 20% on signing the contract and submission of plan of work including methodology for the development of guideline document. • 40% on completion of two group consultations and submission of consultation report. • 40% on submission of final document
<p>Place where services are to be delivered:</p>	<p>Location of the Assignment The consultants will be based in Monrovia with field visits to relevant counties.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>Work Flow The Consultant is expected to undertake the services with the highest standards of professional and ethical competence and integrity Final report, soft/hard copies to be made available one week before the end of the contract</p> <ol style="list-style-type: none"> 1. Desk Review and Plan of Work (PoW) completed and submitted to UNFPA, MoH with copies shared with the Ministry of Gender - Week One 2. Completion of consultation meetings and working sessions with updates submitted to UNFPA and partners- Week two and three 3. Validation Meeting and compilation of all inputs completed Week three and four 4. Final document completed by end of week four
<p>Monitoring and progress</p>	<p>Under the direct supervision of the National Program Officer of SRH and in consultation with the Gender counterpart, the consultant will develop a clear PoW that will be</p>

control, including reporting requirements, periodicity format and deadline:	<p>monitored throughout the consultancy.</p> <ul style="list-style-type: none"> • <i>An inception report and PoA will be developed and cleared by UNFPA</i> • <i>Draft national integrated service package for SRHR/HP/SGBV along with training guidelines</i> • <i>Final National integrated service package for SRHR/HP/SGBV</i>
Supervisory arrangements:	The consultant is expected to work directly under the supervision of the National Programme Officer for Women Reproductive Health in consultation with the Gender NPO. Oversight will be provided by the Head of Programs/Assistant Representative
Expected travel:	Local travels will be made to relevant project counties (Nimba, Lofa, Bong, Margibi and within Montserrado)
Required expertise, qualifications and competencies, including language requirements:	<p>Qualification and Experience</p> <ol style="list-style-type: none"> 1. Have 10 years' experience in designing and implementing health programs and projects with post graduate degree in sociology, Public Health, medical science and health related field or development studies 2. Demonstrated experiences and skills in facilitating stakeholder/working group consultations. 3. Previous experience with the development of national tools and strategic plans is an asset 4. Experience in working with UN Agencies /UNFPA is an asset; 5. Proven negotiation, communications, analytical and interpersonal skills 6. Ability to work as part of a team, within a multicultural setting; 7. Ability to express clearly and concisely ideas and concepts in writing in English 8. Good organizational skills, including time management, and ability to meet deadlines; 9. Experience in the usage of computers and office software such as Microsoft word, Excel power point, etc. 10. Availability for full duration of assignment.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> • The Consultant will be provided with office space including internet while in office. Other accessories such as extension coils may be provided on demand • Laptop computers will not be provided, as consultants are expected to bring their own computer • Consultant will be provided with an entry pass to the ONE UN house premises until the end of the consultation.
Other relevant information or special conditions, if any:	
<p><i>Please note that this Consultancy is only for Liberian Nationals, and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at http://www.unfpa.org/help/hotline.cfm</i></p>	

HOW TO APPLY

Candidates should submit their applications indicating the purpose; attach an updated CV, and a completed United Nations Personnel History Form P.11 obtainable from the UNFPA website at www.unfpa.org. **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: ewatkins@unfpa.org with cc to debashish@unfpa.org**

The last date to receive applications is 07 December 2019 at 17:00 hrs. GMT. UNFPA will only respond to applicants who will meet the stated job requirements.