

TERMS OF REFERENCE

*Contractor to develop a monitoring mechanism for Adolescent and Youth Friendly Health Services
(MDV-ToR/2016/06, Dated: 13/06/2016)*

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Hiring Office:	UNFPA Maldives Country Office																													
Purpose of consultancy:	<p>The National Standards for Adolescent and Youth Friendly Health Services (NSAYFHS) for all young people was developed by the Health Protection Agency with consultation from stakeholders in 2014 with UNFPA support. There are 9 standards with package of services and roles of relevant stakeholders for different levels of health facilities identified. Ministry of Health has piloted youth friendly health services in H. Dh. Kulhudufushi in 2014 and in Damanaveshi in 2015.</p> <p>Contributing towards the concept on rolling out the adolescent and youth friendly services, the purpose of this assignment is to develop a mechanism to monitor and keep track of the progress in the implementation of the services for young people as per the NSAYFHS.</p>																													
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Scope and diversity of assignment: UNFPA Country Programme aims at implementing 60 per cent of recommended actions in the National Adolescent and Youth Friendly Service Guidelines at 10 per cent of the health facilities.</p> <p>The primary client will be the Ministry of Health, Male', Maldives.</p> <p>Indicative Work plan:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: left;">Planned Activities</th> <th colspan="4" style="text-align: center;">Year 2016</th> </tr> <tr> <th style="text-align: center;">M1</th> <th style="text-align: center;">M2</th> <th style="text-align: center;">M3</th> <th style="text-align: center;">M4</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Develop detailed work plan </td> <td style="background-color: black;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Mapping of <ul style="list-style-type: none"> • key youth health services provided by the pilot facilities • services that can be provided at different level health facilities • key challenges faced at pilot facilities • existing monitoring activities carried out by the QAID/MOH </td> <td></td> <td style="background-color: black;"></td> <td></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Developing a system/mechanism to monitor AYHS at health facilities through a consultative process • Identify ways of incorporating the system to the broader HMIS </td> <td></td> <td></td> <td style="background-color: black;"></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Train focal points in the MOH and pilot health facilities to monitor and use the system with 3 months of trouble shooting after the launch </td> <td></td> <td></td> <td></td> <td style="background-color: black;"></td> </tr> </tbody> </table>	Planned Activities	Year 2016				M1	M2	M3	M4	<ul style="list-style-type: none"> • Develop detailed work plan 					Mapping of <ul style="list-style-type: none"> • key youth health services provided by the pilot facilities • services that can be provided at different level health facilities • key challenges faced at pilot facilities • existing monitoring activities carried out by the QAID/MOH 					<ul style="list-style-type: none"> • Developing a system/mechanism to monitor AYHS at health facilities through a consultative process • Identify ways of incorporating the system to the broader HMIS 					<ul style="list-style-type: none"> • Train focal points in the MOH and pilot health facilities to monitor and use the system with 3 months of trouble shooting after the launch 				
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	<p>Monitoring, Evaluation and Reporting of the assignment</p> <ul style="list-style-type: none"> • Submission of monthly progress report to UNFPA • Submission of final report identifying key recommendations to strengthen the health system to facilitate implementation of AYFHS <p>Specific deliverables:</p> <ul style="list-style-type: none"> • Report on mapping exercise for existing services and facilities • Monitoring mechanism/system to keep track of AYFHS with user manual • Training of key focal points from the health facilities and the MOH on using the mechanism • Final Report including the technical support and the recommendations provided to the curriculum team and to UNFPA for future support <p>Expected outcome: Capacity enhanced to routinely monitor AYFHS at health facilities</p>										
Duration and working schedule:	45 working days between June to October 2016										
Place where services are to be delivered:	Ministry of Health, Male', Maldives										
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>End product with time frame for delivery of product:</p> <table border="1" data-bbox="532 1073 1409 1268"> <thead> <tr> <th>Description of product/activity</th> <th>Time Frame</th> </tr> </thead> <tbody> <tr> <td>(i) Initial workplan</td> <td>by June 2016</td> </tr> <tr> <td>(ii) Report on mapping of AYFHS</td> <td>by July 2016</td> </tr> <tr> <td>(iii) Launch of monitoring mechanism</td> <td>by August 2016</td> </tr> <tr> <td>(iv) Final Report</td> <td>by October 2016</td> </tr> </tbody> </table>	Description of product/activity	Time Frame	(i) Initial workplan	by June 2016	(ii) Report on mapping of AYFHS	by July 2016	(iii) Launch of monitoring mechanism	by August 2016	(iv) Final Report	by October 2016
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>MOH/UNFPA will brief the contractor at the inception of the assignment and the contractor will debrief MOH/UNFPA at the end of the assignment. The contractor is expected to brief and debrief the heads of MOH and HPA team.</p> <p>The contractor is expected to be in regular communication with the MOH team. Head of MOH will oversee the work of the contractor and assign the focal point for the assignment.</p> <p>The Contractor will be responsible for the quality and timeliness of the deliverables.</p>										
Supervisory arrangements:	The consultancy will be managed by UNFPA Country Office; the output will be assessed by the Ministry of Health, Health Protection Agency and UNFPA.										
Expected travel:	One or two day visit to H. Dh. Kulhudufushi										
Required expertise, qualifications and competencies, including language requirements:	<p>Primary expertise required: Monitoring and evaluation of health programmes.</p> <p>Educational background: At least an advanced degree in health management or social science, or other</p>										

	<p>relevant discipline.</p> <p>Work experience: Minimum three years of work experience related to management of health programmes.</p> <ul style="list-style-type: none"> • Excellent communication skills in English language, both oral and written • Proficiency in MS Office software and current technology on monitoring • Good interpersonal relationship with relevant stakeholders
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>Contractor:</p> <ul style="list-style-type: none"> • Provide a detailed workplan within a week after signing the contract • Provide the deliverables on time as stipulated in the contract and the TOR • Report on the progress of work via email with the focal point at MOH and UNFPA every two weeks • Collaborate with the relevant stakeholders in carrying out the assignment, in particular, all institutions identified in AYFHS and beneficiaries • Visit to pilot facilities in H.Dh Kulhudufushi and Dhamanaveshi • Identify opportunities to integrate the mechanism in the existing system, for example, GP System, Health Management Information System etc. • Identify innovative means to develop the mechanism, for example using mobile applications or online forms <p>Ministry of Health (MOH)</p> <ul style="list-style-type: none"> • Act as a focal point to facilitate the work of the contractor • Provide existing literature and detailed information on the AYFHS pilots and future roll out plans • Complete relevant documents as stipulated by UNFPA • The Head of QAID to supervise the Contractor and certify the deliverables • Facilitate meetings including during the field visit <p>UNFPA Maldives</p> <ul style="list-style-type: none"> • Recruit a contractor to the project • Provide technical support for quality assurance • Organise travel • Payments made after successful completion and acceptance of each deliverable by MOH.
<p>Other relevant information or special conditions, if any:</p>	<p>The other conditions that may apply in the undertaking of the assignment include:</p> <p>Basis of payment: Lump sum all-inclusive in installments based on milestones and payment schedule (Upon recruitment, milestones will be finalized after completion of the workplan).</p>

	<p>Format of outputs: Electronic editable documents</p> <p>Language of reports/publications and other documentation and working language in country of assignment: English</p> <p>Ownership of output: Ministry of Health</p> <p>Conditions of payments: Upon completion and acceptance of specific deliverable referred in clause 5 “specific deliverables” of the ToR as follows:</p> <ol style="list-style-type: none">1) Agreed fee (lump sum all-inclusive) for deliverable mileposts based on the contract mileposts.
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	