

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Pacific Sub-Regional Office
Purpose of consultancy:	<p>The RMNCAH Programme Coordinator will lead, facilitate and coordinate the UN RMNCAH Joint Programme (JP) implementation and results, promoting partnership, synergy and strategic alliances on behalf of UNFPA, UNICEF and WHO.</p> <p>S/He will have the overall responsibility to guide and manage an innovative and responsive programme for the effective implementation of the RMNCAH systems development and improved UN business model streams of work and coordinate interventions and activities with technical support from UNFPA, UNICEF and WHO personnel.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>RMNCAH systems development</p> <ul style="list-style-type: none"> <li>- Provide substantive inputs to the implementation, monitoring and evaluation of the Joint Programming activities, systems and development frameworks;</li> <li>- Lead the RMNCAH systems development work with support from the National Programme Officer (NPO) and other in-country UN staff as appropriate. This includes the finalization and costing of the RH and Child Survival Strategies, the development and monitoring of RMNCAH annual plans and budgets, gap analysis recommendations implementation, and supporting the operation of the RMNCAH steering committee;</li> <li>- Influence counterparts to jointly contribute to the project implementation in full compliance with the JPO in collaboration with implementing partners and stakeholders;</li> <li>- Provide strategic guidance to ensure the programmes progresses towards achieving its outcomes by reporting on the progress, monitoring identified programme risks and issues;</li> <li>- Ensure higher level health policies and systems that impact on women's and children's health, including health information, health financing, health workforce development etc., are appropriately incorporated and addresses all aspects of RMNCAH advocacy at all levels;</li> <li>- Translate global strategies into country specific advocacy strategies, creates and delivers effective evidence-based advocacy messages to promote JPO goals taking into consideration political, social and cultural sensitivities;</li> </ul> <p>RMNCAH services and results</p> <ul style="list-style-type: none"> <li>- Provide programmatic coordination and policy guidance to strengthen integration, response and coordination issues into national framework and multi-sectoral development plans and budgets;</li> <li>- Ensure that technical, financial and material inputs to RMNCAH implementation are timely and complementary, based on gap analysis;</li> <li>- Analyze and interpret key results achieved and knowledge acquired through ongoing monitoring and evaluation of the implementation;</li> <li>- Develop/strengthen coordination mechanisms, ensuring planning and monitoring linkages with provincial level structures, and integrates into relevant government strategies, planning and programming frameworks;</li> <li>- Facilitate the achievement of programme results by providing substantive and technical inputs into programme development and implementation, ensuring substantive monitoring, oversight and coordination and evaluating the inputs of consultants and technical experts provided by UNICEF, UNFPA and WHO as appropriate rapidly flagging any issues with the relevant counterparts either in country or in Suva;</li> <li>- Ensure appropriate sourcing of technical expertise within the UN agencies, in accordance with their specific areas of responsibility;</li> </ul> <p>Improved business model</p> <ul style="list-style-type: none"> <li>- Act as the overall coordinator of the United Nations Joint Reproductive, Maternal, Newborn, Child and Adolescent Health Programme in Kiribati;</li> <li>- Manage and monitor the budget envelope for the joint programme at the country level, ensuring expenditures are aligned with agreed plans and priorities;</li> <li>- Lead advocacy and resource mobilization efforts to ensure effective communication with the MHMS and Australian DFAT, participating UN agencies and wider development partners;</li> <li>- Manage all preparations and arrangement for monitoring and related donor missions;</li> <li>- Provide timely information on implementation and produce quality reports/proposals for timely submission to the respective UN Agency Representatives, Government and Donors and ensure strong coordination with supporting donors;</li> <li>- Coordinate the technical missions coming into the country to ensure the TA is on plan;</li> <li>- Monitor and evaluate satisfaction with technical assistance provided to the relevant line managers in the Ministry of Health, addressing issues and taking the appropriate action to ensure optimal impact of the assistance provided;</li> <li>- Establish and maintain good working relations with relevant institutional and organizational partners. Provide a harmonized coordination support through appropriate consultation process to enhance coordination between state local and government authorities, international</li> </ul>

	<p>organizations, donors, civil societies, media and other stakeholders thus strengthening the links with the United Nations agencies;</p> <p>- Facilitate the effective operation of the office, including efficient management and supervision of staff, finance and administrative matters in accordance with relevant rules and procedures;</p> <p>- Perform other duties assigned in relation to the effective programme implementation</p>																											
Duration and working schedule:	March – December 2017 <b>with possible six month extension depending on availability of resources.</b>																											
Place where services are to be delivered:	Tarawa, Kiribati																											
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Monthly, e-copy and hard copies, as per table below																											
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<table border="1"> <thead> <tr> <th>Month</th> <th>Key deliverables (subject to work plan revisions, updates)</th> <th>2017 Delivery dates</th> </tr> </thead> <tbody> <tr> <td>March</td> <td> <ul style="list-style-type: none"> <li>➤ Handover briefing in Tarawa</li> <li>➤ Participate in the Joint TWG Mission to Kiribati</li> <li>➤ Participate in the Health Sector Coordination Committee meeting</li> <li>➤ Co-chair National RMNCAH Meetings</li> <li>➤ Q1 implementation and coordination of the RMNCAH Operational Work Plan with MHMS and partners</li> <li>➤ Coordinate RMNCAH Q1 mandatory reporting and Q2 funds request</li> <li>➤ Resource mobilization for Phase 2, RMNCAH</li> </ul> </td> <td>           3, 6 March            6-10 March            7 March             1-31 March             31 March             31 March         </td> </tr> <tr> <td>April</td> <td> <ul style="list-style-type: none"> 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Supervisory arrangements:	Assistant Representative						
Expected travel:	To be in Kiribati by 3 March 2017						
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• An Advanced (Master's) University Degree in Health Sciences, Social Sciences or Public Policy/ Administration, or</li> <li>• An equivalent professional qualification in a discipline relevant to the following areas: Health Sciences, Reproductive Health; Public Health; Health Policy, Financing and Management; Family Health; Health Research; Health Promotion; Medicine; Midwifery or Nursing.</li> </ul> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of seven (7) years of increasingly responsible professional experience at the advisory/managerial level in the area of relevant programme management and coordination, with at least three years at an International level;</li> <li>• Previous solid experience with increased responsibility at the national and international level in a developing country and in the areas of planning, budgeting, management, monitoring and evaluation of reproductive, maternal, new-born, child and adolescent health programmes; designing and appraising programmes and projects;</li> <li>• Proven experience in coordinating/managing a multi-disciplinary team of staff, experts and consultants;</li> <li>• Familiarity in communicating in a clear and articulated manner, technical and/or complex issues to different types of audiences;</li> <li>• Possess excellent interpersonal, negotiating, intercultural communication skills and political acumen;</li> <li>• Proven experience in managing complex programs and large scale projects would be an asset;</li> <li>• Experience working directly with developing country ministry of health staff preferred.</li> <li>• Previous experience with the United Nations and/or an International Institution or Organization is preferred;</li> <li>• Experience working in the Pacific Islands is desirable;</li> <li>• Computer Literacy: Proficiency in the use of standard MS Office packages and the Internet.</li> </ul>						
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<p>Internal: Director and Representative, Assistant Representative and RH Adviser</p> <p>Key counterparts:</p> <ul style="list-style-type: none"> <li>• Technical working group in Suva (UNFPA, UNICEF and WHO technical resource)</li> <li>• Officers responsible for RMNCAH at UNFPA, UNICEF and WHO</li> <li>• Director Maternal and Child Health, Ministry of Health and Medical Services</li> </ul> <p>Partners in International Organizations, institutions and civil societies and other stakeholders</p>						
<p><b>Conditions &amp; Remuneration: UNFPA PSRO will contract Individual Consultant and will be responsible for the payment of fees payable according to qualification and standard terms of payment and subject to satisfactory completion of assignment outputs. Payment will be made on completion of the report.</b></p> <p><b>Candidates must complete a United Nations Personal History (P.11) form, together with updated Curriculum Vitae and financial proposal. Applications without completed P.11 form will not be considered. The P.11 form as well as a complete Terms of Reference can be downloaded from the office web site <a href="http://pacific.unfpa.org">http://pacific.unfpa.org</a> and application emailed to <a href="mailto:vacanciespsro@unfpa.org">vacanciespsro@unfpa.org</a> by 28 February 2017</b></p> <p>Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of disabilities, HIV/AIDS and gender</p>							