

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

SEXUAL & REPRODUCTIVE HEALTH (SRH) CONSULTANT	
Hiring Office	UNFPA Sub-Regional Office for the Caribbean, Guyana
Background	<p>The UNFPA Sub-regional Office for the English and Dutch speaking Caribbean supports 22 countries and territories and has offices in six countries, i.e. Jamaica, Barbados, Belize, Guyana, Suriname and Trinidad & Tobago. Since 2019, UNFPA has led several joint assessments in Guyana with emphasis on the Venezuelan migrant and refugee situation in Guyana and that of the host communities. In addressing the health, particularly the SRH and mental health and psychosocial needs of the Venezuelan migrants and refugees in Guyana, the joint UN GBV assessment specifically noted several gaps. Access to health services for rape survivors, survivors of intimate partner violence and sex workers has been identified as a gap, especially the access to clinical management of rape (CMR) services, which must take place within 72 hours after sexual violence assault. These services include the prevention/treatment of STIs, family planning services and the possibility to have an abortion following an unwanted pregnancy.</p> <p>Hospitals in the target Regions in Guyana [Administrative Regions 1, 7, 8, and 9] appear to be under-resourced and/or under-staffed and lack the capacity to meet the needs of the communities; for both Venezuelans, returning Guyanese from Venezuela, and Guyanese. There is a lack of capacity to provide emergency obstetric care (EmOC) and newborn care services in most Regions where Venezuelan women and returning Guyanese women from Venezuela have settled. When facing complications, patients have to be medically evacuated from these Regions and into Georgetown (the capital city) to receive specialized services [with the exception of Administrative Region 9, which facilitates some evacuations to neighboring Brazil]. However, flights are often only scheduled once a day and some communities have to travel for hours by boat and car to reach Georgetown. There is need to ensure minimum standards to prevent excess maternal and newborn morbidity and mortality. Contraceptives, testing and treatment for Sexually Transmitted Infections (STIs) should be available free in most hospitals assessed.</p> <p>The UNFPA Emergency Fund programme, which ended in November, 2021, supported Government and civil society partners by facilitating the establishment and operationalization of the intra-regional GBV coordination mechanism and the GBV working group in Guyana. These mechanisms are found to be critical to ensure that GBV coordination core functions are conducted in Guyana, under a cohesive</p>

GBV prevention, mitigation and response strategy and that good practices are shared among key stakeholders.

UNFPA initiated several innovative means for service delivery to address the consequences of the COVID-19 pandemic in 2020 and 2021 [in support of Government and civil society partners], including the introduction of telemedicine, tele-counseling and mobile SRH units in Guyana and Trinidad & Tobago. The introduction of innovative online training modalities made capacity-strengthening interventions of SRH service providers and GBV service providers more accessible, cost and time-effective while increasing the overall attendance rate. In Trinidad & Tobago, UNFPA is working closely with the Ministry of Health to implement a logistics management information system for pharmaceuticals to ensure that RH health commodities and other life-saving pharmaceuticals are readily available.

UNFPA, with funds from Global Affairs Canada, is working in Guyana and Trinidad & Tobago to improve protection for women and girls in Guyana and Trinidad & Tobago through enhanced access to integrated SRH and GBV services. Through this programme, UNFPA will particularly contribute to enhanced quality and accessibility of sexual and reproductive health and rights frameworks and services for women and adolescent girls, especially for survivors of sexual and gender-based violence. The programme is designed to apply internationally recognized principles and will mainly implement evidence-based and sustainable interventions to improve the accessibility and increase the utilization of quality and integrated sexual and reproductive health services and GBV prevention and response services.

The programme seeks to enhance the quality and accessibility of Sexual and Reproductive Health and Rights (SRHR) services and national frameworks for women and girls, including access to family planning and modern contraception; comprehensive sexuality education; and prevention and treatment of HIV and sexually transmitted infections. The programme leverages UNFPA's experiences and comparative advantages in the two main focus areas of this project; integrated SRHR and GBV response and prevention.

As the SRHR agency of the United Nations, UNFPA's previous and ongoing work on SRHR, gender equality and youth empowerment in the Caribbean, which has often been done in collaboration with partner UN agencies informed the development of this programme. The programme builds on the programmes funded by the UNFPA Emergency Fund, the India Funds programme to reduce adolescent pregnancy in Guyana, and the European Union (Spotlight Initiative) to address violence against women and girls, and has synergies with work being implemented by other UN humanitarian partners in Guyana and Trinidad & Tobago.

The Minimum Initial Service Package (MISP), which this programme is grounded in, lays out a set of priority activities for reproductive health. The MISP emphasizes the prevention of mortality and morbidity of the affected population, particularly women and girls. The MISP is a coordinated set of activities designed to prevent and

	<p>manage the consequences of sexual violence; reduce transmission of human immunodeficiency virus (HIV); prevent newborn and maternal morbidity and mortality; and to plan for comprehensive RH services. As part of the MISP related activities, technical assistance will be provided to the Ministry of Health to effectively forecast, procure, distribute and track the delivery of SRH commodities.</p> <p>When the right quantity of the right products is not in the right place at the right time, people’s needs are not satisfied and worse, lives may not be saved. The impact of investing in supply chain management improvements in Guyana and Trinidad & Tobago goes beyond SRH commodities as indeed, it will not only impact the ability of the SRH programme to ensure the availability of SRH commodities but that of the entire health sector to ensure that all pharmaceuticals and non-pharmaceuticals are available at all levels of health care. Through the programme, technical support will be provided to aid the repositioning of IUDs in Guyana and Trinidad & Tobago. Health providers will be trained on rights-based voluntary family planning with focus on adolescents and marginalized populations and Long Acting Reversible Contraceptive methods (LARCS).</p> <p>UNFPA will work with government and civil society stakeholders and UN agencies to ensure complementarity and coherence among other programme interventions. UNFPA will also work with Government and civil society partners to aid implementation of this initiative. Under the direct supervision of the UNFPA Liaison Officer in Guyana and with the technical guidance of the SRH Technical Advisor within the UNFPA Sub-Regional Office for the Caribbean [who will be based in Guyana], the SRH Consultant will be responsible for leading Minimum Initial Service Package (MISP) interventions in Guyana as well as for providing MISP technical support. This position is time-bound and linked to the ‘Equal SRHR ’ funding source. The SRH Consultant will be expected to work in close collaboration with the UNFPA teams in Guyana and in Trinidad & Tobago, while at the same time ensure coordination and ad-hoc support to UNFPA SRH technical coherence and programming for the English and Dutch speaking Caribbean as required. The SRH Consultant will also be expected to work in an integrated manner with UNFPA staff, other UN Organizations, technical staff in host government and civil society organizations to ensure successful implementation of the programme.</p>
<p>Purpose of Consultancy:</p>	<p>UNFPA, with funding support from Global Affairs Canada, aims to improve the protection of women and girls in Guyana and Trinidad & Tobago. In Guyana, this includes Venezuelans, returning Guyanese from Venezuela, and Guyanese; by increasing the exercise of their rights to bodily integrity and Sexual and Reproductive Health (SRH). The programme seeks to enhance access to and use of quality SRH and rights information and services by women and adolescent girls, especially survivors of Gender-Based Violence (GBV), with a focus on strengthening programme frameworks and intersectoral coordination of the MISP and GBV in Emergencies Minimum Standards. The programme seeks to enhance the ability of government entities and civil society organizations to provide quality</p>

	<p>SRH and GBV related services, inclusive of ensuring the availability of life-saving SRH commodities, and the increased ability of women and girls, particularly women and girls who are Venezuelan, returning Guyanese from Venezuela, and Guyanese from the local host communities, to make informed decisions about their own SRH.</p> <p>The SRH Consultant will provide strategic technical and programmatic leadership and programme implementation support for the SROC in MISP in Guyana to ensure MISP programme implementation, capacity building, advocacy and policy dialogue work that reflects UNFPA’s policy and programme policies as well as current thinking and academic advance in substantive areas affecting the ICPD Programme of Action. S/he/they maintains primary responsibility for coordination of the provision of technical assistance and programmatic support to primarily to Guyana [with technical guidance from the SRH Technical Advisor within the UNFPA Sub-Regional Office for the Caribbean]; in keeping with the work programme developed for interventions under the Global Affairs Canada project.</p>
<p>Scope of Work: <i>(Description of services, activities, or outputs)</i></p>	<p>The SRH Consultant will work in close coordination with the UNFPA Guyana Liaison Officer within the UNFPA Sub-Regional Office for the Caribbean as well as the SRH in Emergencies Coordinator and the SRH Technical Adviser within the UNFPA Sub-Regional Office for the Caribbean. He/she will:</p> <ul style="list-style-type: none"> ● Provide support to the UNFPA Guyana Liaison Office in coordinating, in the field, the SRH humanitarian and live-saving response. ● Actively participate and support discussions within existing inter-agency and multi-sectoral SRH mechanisms at National and local levels as necessary. ● Support the Ministry of Health in Guyana in the functioning of a SRH working group, including the work plan of the SRH Working Group, and coordination of meetings. ● Represent UNFPA in relevant Clusters and other humanitarian coordination bodies to ensure that SRH issues are adequately considered in the context of the humanitarian response efforts ● Provide technical assistance to National Emergency Management Agencies and Ministries of Health on incorporation of the MISP into national health sector emergency preparedness and response plans. ● Provide support to overall implementation, supervision and monitoring of UNFPA humanitarian response SRH program, guided by UNFPA’s response strategy and the approved project proposal and work plan for the funding source.

- Provide technical and related programme leadership and support to develop and operationalize UNFPA's SRH annual plan activities according to agreements and commitments
- Assist and provide technical support in the overall coordination, implementation, management and monitoring of SRH program in the coverage area of the project
- Provide technical assistance on the delivery of integrated life-saving interventions to public health care providers and CSOs.
- Provide technical assistance to government entities and CSOs on MISP and collection/utilization of SRHR related data and information.
- Support the development key messages and advocacy notes to promote consistent communications that emphasize the life-saving nature of SRH related interventions in the crisis-affected context
- Develop strategy for effective communications with affected populations on SRH services, risk mitigation strategies, and to promote gender equality
- Provide support to the RHCS Consultant in the provision of technical assistance to the Ministries of Health to effectively forecast, procure, distribute and track the delivery of sexual and reproductive health commodities, including:
 - Rapid assessment of infrastructure, capabilities and human resources to inform the design of a robust SCM system
 - Development of RHCS strategies, action plan and monitoring plan (including consultations and validation processes) and development of advocacy materials
 - Training on quantification and procurement practices, including coaching
 - Development & dissemination of advocacy materials on SCM in health crisis
 - Contribute to the development, implementation and monitoring of the national and regional strategies on RHCS
- Provide assistance to the UNFPA Guyana Liaison Office on the provision of technical assistance to the Ministry of Health in Guyana to update the safe and post abortion care guidelines
- Provide technical assistance to civil society organizations on designing and implementing SRHR demand generation interventions.
- Establish linkages between existing Gender and SRH programs in the context of sexual violence and health to ensure synergies between programs and maximize program impact.

	<ul style="list-style-type: none"> • Represent UNFPA on programme issues upon request and elaborate UNFPA’s substantive sub-regional and global perspectives in SRH • Carry out any other duties as may be requested by the office of the UNFPA Liaison Officer for Guyana or the SRH Advisor. 															
Duration and Working Schedule:	The contract of this consultancy will be for a period of eleven (11) months; during the period February 1, 2023, to December 31, 2023.															
Place where services are to be delivered:	The SRH Consultant will submit all deliverables to UNFPA for review and approval, in hard and soft copies. The SRH Consultant will be expected to interact both physically and virtually, as needed, with key stakeholders including UNFPA staff, Ministry of Health staff, as well as staff of UNFPA’s implementing partners. The SRH Consultant must therefore have good access to virtual communications services.															
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Reports and other deliverables must be submitted in English, in printed and electronic copies to UNFPA for vetting. All documents produced as a result of the consultancy will be the property of UNFPA. The following deliverables are expected of this consultancy:</p> <table border="1" data-bbox="561 984 1430 1419"> <thead> <tr> <th></th> <th>Deliverable</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2023 Work Plan</td> <td>February 28</td> </tr> <tr> <td>2</td> <td>Progress reports with updates on agreed work plan in line with the outline from UNFPA</td> <td>Monthly (last day of the month)</td> </tr> <tr> <td>3</td> <td>2023 implementation report as per UNFPA standards</td> <td>November 30</td> </tr> <tr> <td>4</td> <td>Consolidated Programme Report</td> <td>December 31</td> </tr> </tbody> </table>		Deliverable	Due Date	1	2023 Work Plan	February 28	2	Progress reports with updates on agreed work plan in line with the outline from UNFPA	Monthly (last day of the month)	3	2023 implementation report as per UNFPA standards	November 30	4	Consolidated Programme Report	December 31
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Monitoring and progress control, including reporting requirement, periodicity format and deadline:	The Consultant will work closely with the UNFPA Liaison Officer for Guyana, the SRH Technical Adviser within the UNFPA SROC, the Head of the Women’s Health Unit within the Ministry of Health, and other technical staff of the Ministry of Health as well as other key stakeholders. These engagements will support the SRH Consultant in addressing monitoring and progress control, including reporting requirements.															
Supervisory arrangement:	The SRH Consultant will report to the UNFPA Liaison Officer for Guyana. The Consultant will receive technical support and guidance from the Sexual & Reproductive Health (SRH) Technical Advisor within the UNFPA Sub-Regional Office for the Caribbean. The Consultant will be required to complete the tasks in a structured manner and according to the timeline specified in the working schedule.															

<p>Expected travel:</p>	<p>The Consultant will be required to travel to the target healthcare facilities and communities in Administrative Regions # 1 (Barima – Waini), # 7 (Cuyuni – Mazaruni), # 8 (Potaro – Siparuni) and # 9 (Upper Takutu – Upper Essequibo), to guide the implementation and monitoring of the activities of the 2023 Work Plan.</p> <p>The costs related to the Consultant’s travel to conduct visits to the targeted healthcare facilities and communities or any other project related travel will be paid for by the UNFPA Guyana Liaison Office, as per the approved project budget.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The ideal Consultant will possess the following:</p> <p>1. EDUCATION Advanced university degree in medicine, public health, social sciences, health systems/economics, or other fields directly related to the substantive area identified in the title of the post or a first level, substituted with additional two years of relevant qualifying experience, i.e. bachelor +7 years.</p> <p>2. WORK EXPERIENCE</p> <ul style="list-style-type: none"> ● At least 5 years of work experience in increasing responsibilities at the national level in SRH, ideally in humanitarian and MISP implementation activities, of which at least 3 years of direct experience relating to management of family planning and SRH programmes. ● Health sector-specific experience; including experience with Public Health systems in developing countries. ● Demonstrable knowledge of MISP and of humanitarian emergency operations and roles/responsibilities of humanitarian actors is an asset. ● Experience in program management, in developing and implementing SRH actions plans. ● Experience in leading and advising teams. ● Experience in supplies chain management last mile oriented. ● Knowledge and understanding on quality of care, specifically users SRH services and rights issues. ● Experience in developing and facilitating MISP training and technical support in other SRH training is an asset ● Understanding of Human Rights dimensions of SRHR and gender. ● Field experience is essential. ● Previous experience with the UN and specifically UNFPA can be an asset. <p>3. LANGUAGE Excellent oral and written communication skills in English are required. Working knowledge of Spanish and/or Warao will be an asset.</p> <p>Competence in basic IT packages is required, particularly MS Word and MS Excel.</p> <p>Excellent analytical and writing skills and results oriented work ethic are required.</p>

	<p>Required Competencies</p> <p><i>Values</i></p> <ul style="list-style-type: none"> ● Exemplifying integrity ● Demonstrating commitment to UNFPA and the UN system ● Embracing cultural diversity ● Embracing change <p><i>Core Competencies:</i></p> <ul style="list-style-type: none"> ● Achieving results ● Being accountable ● Developing and applying professional expertise/business acumen ● Thinking analytically and strategically ● Working in teams/managing ourselves and our relationships ● Communicating for impact <p><i>Managerial Competencies:</i></p> <ul style="list-style-type: none"> ● Providing strategic focus ● Engaging in internal/external partners and stakeholders ● Leading, developing and empowering people, creating a culture of performance ● Making decisions and exercising judgment <p><i>UN Leadership Characteristics:</i></p> <ul style="list-style-type: none"> ● Norm-based - grounded in UN norms and standards ● Principled - defends norms and standards without discrimination, fear or favor ● Inclusive of all personnel and stakeholders ● Accountable ● Multi-dimensional ● Transformational ● Collaborative ● Self-applied - modelled in our own behavior
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable</p>	<p>Technical guidance and support will be made available through coordination with the UNFPA Liaison Officer in Guyana and the UNFPA Sub Regional Office for the Caribbean, particularly through the SRH Technical Advisor within the UNFPA Sub-Regional Office for the Caribbean.</p> <p>The Women’s Health Unit within the Ministry of Health will provide access to its</p>

	<p>networks as well as suitable office space for the SRH Consultant.</p> <p>The Ministry of Health and UNFPA will support the Consultant in the execution of programme related activities.</p>
Other relevant information or special conditions, if any	<p>The SRH Consultant will be paid monthly based on the submission of satisfactory monthly reports reflective of the project deliverables (inclusive of UNFPA inputs). All payments will be in keeping with those reflected in the approved project budget and signed contract.</p>