

INDIVIDUAL TERMS OF REFERENCE

Title: The Development of a Comprehensive Costed Plan of Action for Sexual and Reproductive Health and Maternal, Neonatal, Child and Adolescent Health for Trinidad and Tobago

Hiring Office

UNFPA Sub-regional Office for the Caribbean (SROC), Trinidad and Tobago
PAHO/WHO Office, Trinidad and Tobago

Purpose of Consultancy:

The purpose of the assignment is to develop a comprehensive plan of action for Sexual and Reproductive Health (SRH) and Maternal, Neonatal, Child and Adolescent Health for Trinidad and Tobago. This will facilitate the implementation of the country's 2020 National SRH Policy and the Pan American Health Organization (PAHO) Plan of Action for Women's, Children's and Adolescent Health 2018-2030 (POA WCAH).

Background and Rationale

Vision 2030 is the Government of the Republic of Trinidad and Tobago's National Development Strategy for the 2016-2030 period. The strategy calls for bold and transformative reforms in public sector administration, management of institutions and systems, and in the way in which the country pursues economic growth. 'Putting People First: Nurturing our Greatest Asset' is the first theme of Vision 2030. In part, it focuses on the goals of ensuring that citizens lead healthy lifestyles; attaining a Healthcare System that is modern, efficient and providing quality services; and improving the delivery of social services to meet the needs of vulnerable groups.

The Government, through the Ministry of Health (MoH), has further demonstrated its commitment to improving the health of its citizens, the healthcare system and service delivery, evidenced through the development and approval of several health-related policies and strategies at the regional and national levels in keeping with the sustainable development goals (SDGs). The SRH Policy and the PAHO POA WCAH 2018-2030 are two such documents.

The PAHO POA WCAH was adopted by PAHO Member States in 2018 and saw the active participation of the Directorate of Women's Health (DoWH) of the MoH in Trinidad and Tobago in its review and finalization. It aims to protect the health gains achieved in the previous period and to close the remaining gaps towards ensuring healthy lives and promoting the well-being of all women, children and adolescents across their life-

	<p>course and intergenerationally in the Americas. This is also in keeping with the Programme of Action of the International Conference on Population and Development (ICPD) and its subsequent hemispheric agreement, agreed to by the Government, the Montevideo Consensus and the United Nations Population Fund (UNFPA)'s Sub-regional programme document 2022-2026.</p> <p>The PAHO POA WCAH has four strategic lines of action intended to guide national plans on women, neonatal, child and adolescent health. As such, goals such as strengthening and delivering SRH services and systems, leaving no one behind are reflected in its strategic lines of action. These goals are also reflected in UNFPA's Sub-regional programme document 2022-2026. These goals were further amplified in the 2020 SRH Policy, which aims to guarantee universal access to comprehensive SRH to all persons who need and require these services using a life-course approach.</p> <p>The MoH, as well, has established a National Sexual, Reproductive, Maternal, Newborn, Child and Adolescent Health (SRMNCAH) Committee, with technical subcommittees and working groups, dedicated to addressing constituent SRMNCAH issues in a comprehensive inter-programmatic manner and to ensure integration across sectors. Both UNFPA and PAHO/WHO provide technical support on SRMNCAH and are members of the SRMNCAH Committee and working groups.</p> <p>To support the work of the SRMNCAH committee and achievement of the goals of the DoWH /MoH, the MoH is desirous of developing a costed Plan of Action (POA), with a Monitoring and Evaluation Framework to address SRMNCAH. This approach of a combined plan is efficient, enhances coordination, eliminates duplication, ensures synergy of efforts, and programmatic and reporting coherence at national and international levels.</p> <p>A key remit of PAHO is to strengthen coordination of its POA MCAH with similar initiatives developed by other technical partners. Given UNFPA's mandate of supporting universal access to SRH, both agencies (UNFPA and PAHO) are well placed to jointly deliver this support to the MOH and will, therefore, collaborate in support of the development of the Plan of Action for SRMNCAH.</p>
<p>Scope of work: (Description of</p>	<p>UNFPA and PAHO are seeking the services of a consultant to develop a comprehensive costed Plan of Action on Sexual and Reproductive Health</p>

<p>services, activities, or outputs)</p>	<p>and Maternal, Neonatal, Child and Adolescent Health for the Ministry of Health. A costed POA for SRMNCAH must include a monitoring and evaluation framework that takes into account and aligns the indicators and targets of both the SRH Policy, the POA MCAH, the UNFPA Multi-country programme document, and the PAHO/WHO Country Cooperation Strategy for Trinidad and Tobago. The resulting product must also be 'fit-for-purpose' to facilitate national and international reporting requirements and demonstrate how it supports the achievement of the goals of the Ministry of Health and Vision 2030. Consideration must also be given to other plans of action and strategies that address SRMNCAH such as the National Child Policy which would require consultation with Office of the Prime Minister-Gender and Child Affairs and the United Nations Children's Fund (UNICEF) given their respective mandates and national and international reporting requirements.</p> <p>The consultant will be required to:</p> <ol style="list-style-type: none"> 1. Meet with the SRMNCAH Committee and MoH to be further debriefed on the assignment. 2. Develop and submit an Inception Report including a work plan. 3. Provide a situation assessment of the current state of SRMNCAH, based on desk reviews, including the 2020 SRH Policy and the PAHO POA WCAH, highlighting areas of coherence between documents and identifying key areas to be costed. 4. Conduct interviews with members of the MoH and the SRMNCAH Committees and other key informants obtaining inputs to the plan including the confirmation of the activities and the proposed cost. 5. Develop the draft costed POA inclusive of a proposed M&E framework and facilitate a consultative processes/consultations towards finalizing the POA SRMNCAH. 6. Provide regular updates and briefing to the SRMNCAH Committee and MoH. 7. Redraft and finalize the costed POA SRMNCAH with M&E Matrix based on feedback from the consultative processes/consultations (there are expected to be several draft versions of the POA SRMNCAH). 8. Complete report of assignment.
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Duration and working schedule:	<p>The assignment will be for 60 days over the following period: 1 September to 16 December 2022</p> <table border="1" data-bbox="443 293 1378 880"> <thead> <tr> <th></th> <th>Activity</th> <th>Working Days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Debriefing</td> <td>.5</td> </tr> <tr> <td>2</td> <td>Develop Inception Report, including work plan</td> <td>2.5</td> </tr> <tr> <td>3</td> <td>Situation Assessment</td> <td>10</td> </tr> <tr> <td>4</td> <td>Interviews</td> <td>15</td> </tr> <tr> <td>5</td> <td>Consultations (3)</td> <td>12</td> </tr> <tr> <td>6</td> <td>SRMNCAH Committee Meetings</td> <td>3</td> </tr> <tr> <td>7</td> <td>Draft and Finalize Plan</td> <td>17</td> </tr> </tbody> </table>		Activity	Working Days	1	Debriefing	.5	2	Develop Inception Report, including work plan	2.5	3	Situation Assessment	10	4	Interviews	15	5	Consultations (3)	12	6	SRMNCAH Committee Meetings	3	7	Draft and Finalize Plan	17
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Place where services are to be delivered:	<p>The Consultant is expected to work from home or their private office and deliver the assignments to PAHO/WHO Office in Trinidad and Tobago and UNFPA SROC, Trinidad and Tobago.</p>																								
Delivery dates and how work will be delivered (e.g. electronic, hard copy, etc.):	<p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed.</p> <table border="1" data-bbox="443 1173 1378 1662"> <thead> <tr> <th></th> <th>Deliverable</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Work plan/Inception Report (including the proposed format/outline of the report)</td> <td>End of Week 2</td> </tr> <tr> <td>2</td> <td>Situation Assessment</td> <td>End of 20 days</td> </tr> <tr> <td>3</td> <td>Report from Consultations</td> <td>End of 30 days</td> </tr> <tr> <td>4</td> <td>Final Plan of Action</td> <td>End of 60 days</td> </tr> <tr> <td>5</td> <td>Final Report</td> <td>End of 60 days</td> </tr> </tbody> </table> <p>The draft and final reports are expected to be delivered electronically and should be properly formatted and referenced.</p>		Deliverable	Due Date	1	Work plan/Inception Report (including the proposed format/outline of the report)	End of Week 2	2	Situation Assessment	End of 20 days	3	Report from Consultations	End of 30 days	4	Final Plan of Action	End of 60 days	5	Final Report	End of 60 days						
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Monitoring and progress control,	<p>The work of the Consultant will be monitored by the SRMNCAH Committee and UNFPA and PAHO/WHO assigned staff.</p>																								

<p>including reporting requirements, periodicity format and deadline:</p>	<p>All products and materials resulting from this consultancy will be the property of the MoH, UNFPA and PAHO/WHO subject to the rules and regulations governing copyrights. The Consultant may not use information gathered during this consultancy without the written consent of the MoH, PAHO/WHO and UNFPA.</p> <p>The Consultant is expected to facilitate at least four edits of the document or as many as required (without extra fees) to ensure the delivery of a high-quality product.</p>
<p>Supervisory arrangements:</p>	<p>The Consultant will report jointly to:</p> <ul style="list-style-type: none"> ● the Director/Representative of UNFPA’s Sub-regional Office for the Caribbean with day to day supervision provided by UNFPA SROC Liaison Officer for Trinidad and Tobago (for UNFPA supported activities); ● The PAHO/WHO representative for Trinidad and Tobago with day to day supervision and support provided by PAHO/WHO Consultant for Family, Health Promotion and Life-course. <p>The Consultant will also receive overall guidance from the MOH’s DoWH with support from UNFPA, PAHO and SRMNCAH Committee.</p>
<p>Expected travel:</p>	<p>The Consultant may be required to visit Tobago to meet with partners and to hold consultations. The Consultant will be expected to cover this cost as part of their fees.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<ul style="list-style-type: none"> ● Post graduate degree in public health, development studies, social sciences or another relevant field. ● Strong knowledge of SRMNCAH environment in the Caribbean and in Trinidad and Tobago. ● Excellent understanding of SRMNCAH interventions and relevance to Trinidad and Tobago. ● Strong expertise in strategic planning, programming, monitoring and evaluation. ● Relevant experience and understanding with the setting of indicators and targets. ● At least five years’ experience with the participatory strategic planning processes. ● Evidence of work as a consultant and in delivering approved strategic plans of action on health. ● Evidence of relevant work must be submitted for evaluation and references provided. ● Excellent organizational, analytical and strategic programming skills. ● Outstanding communication and facilitation skills.

	<ul style="list-style-type: none"> ● Highly proficient in Microsoft Word and Excel with excellent attention to details. ● Proficiency in oral and written English (Native English speaker is preferable)
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>1. MOH’s responsibility</p> <ul style="list-style-type: none"> ● Provide and facilitate the consultant’s access to relevant documents, interviews, and the SRMNCAH Committee to enable development of the POA. ● Provide technical guidance to the consultant and feedback on the draft POA, including ensuring technical feedback from relevant stakeholders within the MoH and other sectors of government as needed. ● Finalize and sign-off the POA for Ministerial endorsement. <p>2. UNFPA/PAHO’s responsibility</p> <ul style="list-style-type: none"> ○ Provide and facilitate the consultant’s access to relevant documents and interviews to enable development of the POA. ○ Provide technical guidance to the consultant and feedback on the draft POA. ○ Hire an individual/s to undertake the contract and facilitate payment as per the payment schedule. ○ Support the finalization of the POA.
<p>Other relevant information or special conditions, if any:</p>	<p>Confidentiality</p> <p>Information and documentation that is non-public, protected, confidential, privileged or proprietary in nature to which the Consultant may gain access to during this Consultancy is to be used solely for the purpose of completing the deliverables of this Consultancy and no other purpose whatsoever.</p> <p>Payment Schedule</p> <ol style="list-style-type: none"> 1. Work plan/Inception Report, approved by the National SRMNCAH Committee, MoH – 20% 2. 1st draft of the POA on SRMNCAH – 20% 3. 2nd draft of the POA on SRMNCAH (inclusive of reports from consultations)- 20 % 4. Final draft approved by the DoWH/MoH – 40 % <p><i>(N.B: it is expected there will be more than 3 drafts of the POA SRMNCAH)</i></p>