

TERMS OF REFERENCE

Terms of Reference for Individual Consultant	
Hiring office:	UNFPA Sub-Regional Office for the Caribbean
Purpose of consultancy:	Individual Consultant to support the coordination of the activities related to the implementation of the Minimum Initial Service Package (MISP) for Reproductive Health in Emergencies to Improve Emergency Preparedness and Response in Belize .
Background:	<p>The UNFPA Caribbean programme for 2022-2026 aims to, inter alia, improve the protection of women and girls by increasing the exercise of their rights to bodily integrity, autonomy, and Sexual and Reproductive Health (SRH).</p> <p>SRH is considered essential in responses to humanitarian emergencies. The need for SRH services may increase during disasters given the increased risks of sexual violence and transmission of sexually transmitted infections (STIs), childbirth during evacuation and displacement, lack of access to emergency obstetric care and family planning services. Consequently, a Minimum Initial Service Package (MISP) for the delivery of SRH services in humanitarian emergencies was developed in 1995 and updated in 2018. The MISP is a set of priority activities that should be implemented in the initial phase of an emergency. 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 manage the consequences of sexual violence; prevent the transmission of HIV and other STDs; prevent new-born and maternal morbidity and mortality; prevent unintended pregnancies and plan for comprehensive SRH services. Additional priority activities include Adolescent SRH, access to contraception for existing users and distribution of hygiene kits and menstrual protection supplies.</p> <p>The purpose of the consultancy is to provide technical assistance and programmatic support to the Ministry of Health and Wellness and to the UNFPA country office on the implementation of the activities for the Minimum Initial Service Package (MISP) that will take place with joint support of an international consultant who is a specialist in Sexual and Reproductive Health.</p> <p>The expected outputs of the process are:</p> <ol style="list-style-type: none"> 1. Increased knowledge, understanding and capacity to provide MISP for RH/HIV/GBV prevention and response in natural disasters and other

	<p>humanitarian contexts.</p> <ol style="list-style-type: none"> 2. Increased capacity to advocate for and integrate the MISP into the disaster and risk reduction plan (emergency and preparedness action plans or contingency plans). 3. A national action plan with priority actions, responsible persons, and timeline, with region specific actions, guided by a participatory MISP readiness assessment.
<p>Scope of work: <i>(Description of activities or outputs)</i></p>	<p>The Individual consultant (IC), liaising with the focal points of the MOHW and the Regional Health Authorities, and the focal points at UNFPA, will coordinate and support the implementation of the activities meant to implement a readiness assessment and the development of actions plan for the MISP.</p> <p>The IC will collaborate with the Sexual and Reproductive Health Programme Specialist (International Consultant) in the implementation of the activities under his/her responsibilities. In this sense the IC will:</p> <ul style="list-style-type: none"> - Facilitate collection of preliminary information useful for a proper contextualization of the training and for the readiness assessment, such as existing country's emergency response and preparedness plans, with a special focus on the health sector, and GBV and emergency shelters management, and any other relevant documents such as action plans or contingency plans at national, regional, or parish level, with a major focus on the health sector. - Support the international consultant in connecting and meeting with key stakeholders of the regional and national levels to permit a participatory MISP Readiness Assessment through virtual and in person consultations and validation sessions, that will involve workshops, Key Informant Interviews, focus group discussions. - Identify the key stakeholders to be involved in the workshops that will be executed and motivate their participation: <ul style="list-style-type: none"> o <i>An in person two-day training of trainers (TOT) on MISP for approximately 10 persons with a strategic profile</i> (focal points for SRH, including maternal and child health, and emergency at national and regional level within the MoHW and relevant CSOs, key actors of the NEMO at regional and or national level). These workshops have the purpose to build capacity of participants to deliver refresher MISP training, provide technical support to the SRH working group and follow up on MISP actions plans in the respective countries.

	<ul style="list-style-type: none"> ○ Two in-person workshop in each of the four regions. Each of these workshops will involve approximately 25 selected participants of key organizations (MoHW, disaster preparedness office, CSOs working in SRH, emergency and GBV prevention and response) and will be at the same time meant to create local capacities through training and to conduct a participatory assessment of the readiness in the region and per each organization to provide MISP for RH/HIV/GBV prevention and response in natural disasters and other humanitarian context. The main outcomes of the workshop will be an assessment per each region of the level of preparedness, trained persons and identified potential focal points to integrate the SRH Technical working group for the implementation of the MISP related action plan. ○ A one-day in person national workshop at a central location with a maximum of 25 participants, among high level representatives of the regional authorities and of the central level of the MOHW and the National Emergency Management Organization (NEMO). Some of the stakeholders should include: key actors at the central level of the Ministry of Health, key representatives of the Regional Health Authorities, and relevant CSOs including the Belize Family Life Association, and the Belize Red Cross. This workshop will serve to validate the preliminary readiness assessment presented by the international consultant including the findings of regional level workshops. The participants, with the support of the international and the local consultant, will assess the level of preparedness of each partner and region to execute the MISP in the event of hurricanes or other disasters, identifying existing capacities and gaps, per each of the objectives of the MISP. This will be done using the IAWG MISP readiness assessment tool and a participatory approach. ○ A one-day national level in person workshop to develop in a participatory way a national MISP action plan with priority national and region specific actions. Each action to address the main findings of the MISP readiness assessment will have assigned a timeline and responsible persons (that will be part of the SRH technical group). <ul style="list-style-type: none"> - Support UNFPA and MOHW in the logistical organization of the above mentioned workshops and provide support to the international consultant during the preparation and facilitation phase (preparation of materials for each workshops, such as distribution of handouts, submission and collection of pre- and post-tests, assessments, signing of registers, photo taking, among other actions agreed upon with the international consultant). - Facilitate the revision by relevant stakeholders agreed upon with the MOHW, NEMO and UNFPA of the draft and final reports and action plans
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	<p>produced by the consultant as a result of the different stages of the process to guarantee their feedback in the final version of the documents.</p> <ul style="list-style-type: none"> - Collaborate in the establishment/strengthening of a SRH Technical working group (that will include persons with activities assigned in the workplan at national and regional level and higher level stakeholders) to coordinate the implementation of the MISP related action plan. - Follow up on the feedback and commitment of the SRH Technical group and other key stakeholders for the implementation in the short and medium term of the action plan. 								
Duration	The consultancy will be on a delivery basis, the consultant is expected to work for a total of 50 days over a period of 10 weeks from October to December 2022								
Delivery dates	<table border="1" data-bbox="432 949 1452 1352"> <thead> <tr> <th data-bbox="432 949 1158 1050">Deliverables</th> <th data-bbox="1158 949 1452 1050">Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 1050 1158 1151">First progress report</td> <td data-bbox="1158 1050 1452 1151">End of Week 3</td> </tr> <tr> <td data-bbox="432 1151 1158 1252">Second progress report</td> <td data-bbox="1158 1151 1452 1252">End of Week 7</td> </tr> <tr> <td data-bbox="432 1252 1158 1352">Third and final progress report</td> <td data-bbox="1158 1252 1452 1352">End of Week 10</td> </tr> </tbody> </table>	Deliverables	Timeline	First progress report	End of Week 3	Second progress report	End of Week 7	Third and final progress report	End of Week 10
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Location of activities and expected travels:	The individual consultant is expected to work remotely and/or within the MOHW, utilizing his/her own or the MOHW's facilities (office space, computer, internet, telephone, and other equipment), as needed, to undertake the assignment.								
Required expertise, qualifications and competencies:	<p>The required expertise of the consultant is as follows:</p> <ul style="list-style-type: none"> • A post-graduate degree preferably in health or a related area such as Gender based violence, Gender Studies, Social Science, Human Rights would be an important asset. • Previous experience working in the health sector and/or disaster management in Belize is an asset; 								

	<ul style="list-style-type: none"> ● Knowledge and experience working on disaster preparedness, sexual and reproductive health services and violence against women and girls. ● Experience in project management and organization of events. ● Proficiency in English and ability to communicate effectively, both orally and in writing. ● Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners. 								
Coordination & reporting mechanism:	<p>The individual consultant will work in coordination with the focal points of the MOHW and the UNFPA Sexual and Reproductive Health Programme Specialist based in Jamaica, and will report to the Liaison Officer in Belize</p>								
Inputs/services to be provided by UN agency:	<p>UNFPA will provide relevant information and support in the organization of the events.</p> <p>UNFPA will cover the costs for the workshops.</p> <p>When the consultant will spend the night at a hotel for a workshop, the hotel and allowances will be covered by UNFPA.</p>								
Other relevant information or special conditions, if any:	<table border="1" data-bbox="434 1406 1449 1809"> <thead> <tr> <th data-bbox="434 1406 1102 1507">Deliverables</th> <th data-bbox="1102 1406 1449 1507">Monthly payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="434 1507 1102 1608">Monthly progress report - October 2022</td> <td data-bbox="1102 1507 1449 1608">30%</td> </tr> <tr> <td data-bbox="434 1608 1102 1709">Monthly progress report – November 2022</td> <td data-bbox="1102 1608 1449 1709">30%</td> </tr> <tr> <td data-bbox="434 1709 1102 1809">Monthly progress report – December 2022</td> <td data-bbox="1102 1709 1449 1809">40%</td> </tr> </tbody> </table> <p>Payments will be made against the progress reports and submission of an invoice and time sheets.</p>	Deliverables	Monthly payment	Monthly progress report - October 2022	30%	Monthly progress report – November 2022	30%	Monthly progress report – December 2022	40%
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