



Terms of Reference for Individual Consultant

Title:	Sexual and Reproductive Health Programme Specialist to Deliver Training on a Minimum Initial Service Package for Reproductive Health in Emergencies to Improve Emergency Preparedness and Response
Hiring Office:	UNFPA Sub-Regional Office for the Caribbean
Purpose of the Consultancy:	<p>The UNFPA Caribbean programme for 2022-2026 aims to improve the protection of women and girls by increasing the exercise of their rights to bodily integrity, autonomy, 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, increasing the ability of government entities and civil society organizations to provide quality SRH and GBV related services, inclusive of ensuring the availability of life-saving SRH commodities, and increasing the ability of women and girls to make informed decisions about their own SRH.</p> <p>Sexual Reproductive Health (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 diseases (STDs), 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 coordinate and provide technical assistance and programmatic leadership to select countries in the Caribbean (Belize and Jamaica) on the Minimum Initial Service Package (MISP) programme implementation, assessment, capacity building, advocacy and policy dialogue.</p> <p>The expected outputs of the activities 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 humanitarian contexts. 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).

	<p>3. An action plan with priority actions, responsible persons, and timeline per each country, guided by a participatory MISP readiness assessment</p>
<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>The Consultant is expected to undertake the following tasks, two phases in support of the countries indicated:</p> <ul style="list-style-type: none"> ● By end of July 2022 at the latest in Jamaica and Belize, conclude the implementation of the following steps in collaboration with the relevant national authorities in the respective countries: <ul style="list-style-type: none"> ○ Develop/adapt MISP training package and tools and deliver in-person MISP Training & MISP readiness validation <ul style="list-style-type: none"> ▪ Jamaica – 20-24 June 2022 ▪ Belize – 4-8 July 2022 ○ Conduct MISP Readiness Assessment (Consultations, Key Informant Interviews, validation, final report and action plan) ○ Guide and support establishment/strengthening of an SRH Technical working group (technical meeting and working sessions) to facilitate coordination of SRH actors and integration of MISP into national disaster plans and/or strategies ● By end of July 2022, strengthen capacity within the UNFPA Caribbean team and key IPs with a specific training of Trainers on MISP, readiness assessment and key considerations for followup on the action plan <p>Phase 1: Preparation</p> <p>The individual consultant will play a lead role in planning the MISP training and readiness assessment and is expected to:</p> <ul style="list-style-type: none"> ● Compile and prepare all training materials and tools for the entire MISP training (4 days) taking into consideration relevant materials and guidelines such as the Inter-Agency Field Manual on RH in Humanitarian settings, MISP Facilitators Manual, relevant Inter-Agency Working Group on RH in Emergencies (IAWG) and Inter-Agency Standing Committee (IASC) Guidelines, standard operating procedures (SOPs) on sexual and gender based violence (SGBV), RH Kit Booklet, emergency plan for each country, and any other relevant documents ● Prepare the MISP readiness assessment and review the country emergency plans in advance. ● Circulate to the participants a set of questions in preparation for the participatory MISP readiness assessment. ● Conduct MISP readiness assessment consultation and key informant interviews ahead of the consultation workshop

- Design the MISP pre-test and post-test in survey monkey, disseminate to participants and analyse the results to determine which topics require special reinforcement during the training sessions
- Liaise with UNFPA focal point in Jamaica and Belize to successfully execute the project in the two contexts

Phase 2: Implementation

This is a four-day phase which involves facilitating 5 workshop days per country with selected participants from the participating countries. This phase includes the following components:

Day 1 and 2: Capacity Building Workshop:

A workshop facilitated in person with selected participants from the participating member states. A participatory methodology will be employed for the training, utilizing a variety of adult learning strategies. The consultant will combine the following techniques to enhance learning outcomes.

- PowerPoint presentations
- Team discussions and work groups
- Case studies, role play and games
- Video presentations, handouts and visual aids

At the end of the training, the SRH Programme Specialist will administer the post-test to assess knowledge change and issues that require further follow-up.

Day 3: MISP Readiness Assessment

A workshop facilitated (virtually or in person) with selected participants from the participating countries. During a one-day session, using the IAWG MISP readiness assessment tool and a participatory approach, the participants with the support of the consultant, will assess the level of preparedness of each partner and country to provide the MISP in the event of hurricanes or other disasters, identifying existing capacities and gaps, per each of the objectives of the MISP.

Day 4: Development of a National MISP Action Plan

A workshop facilitated virtually or in person with selected participants from the participating member states. Based on the MISP readiness assessment, the SRH Programme Specialist will guide the participants to develop an action plan with priority actions to address the gaps and strengthen the preparedness of each country to provide MISP during natural disasters. The action plan will be developed and agreed upon among participants for implementation in the short term and will specify responsible persons, and a timeline for completion. Medium and long-term activities to strengthen country preparedness to provide MISP in natural disasters will also be identified.

Day 5: Training of Trainings for UNFPA Caribbean staff and Implanting Partners

	<p>A workshop facilitated virtually with selected members of staff of UNFPA Caribbean and implementing partners. The workshop will 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</p>																					
<p>Duration and Working Schedule:</p>	<p>The consultant will work for forty-four (44) days during the period 1 June until 31 July 2022.</p>																					
<p>Place where services are to be delivered:</p>	<p>The Consultant will be expected to interact both physically and virtually as needed with UNFPA staff and other key partners and resource persons in Belize and Jamaica.</p>																					
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.)</p>	<p>The Consultant is expected to submit the following deliverables in accordance with the time frame listed:</p> <table border="1" data-bbox="386 877 1373 1892"> <thead> <tr> <th data-bbox="386 877 477 940">No.</th> <th data-bbox="477 877 1182 940">Deliverables</th> <th data-bbox="1182 877 1373 940">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 940 477 1108">1.</td> <td data-bbox="477 940 1182 1108">Presentation of a detailed plan of action and time schedule workplan, training materials and assessment/feedback tools considering the different countries involved (8 days)</td> <td data-bbox="1182 940 1373 1108">8 June 2022</td> </tr> <tr> <td data-bbox="386 1108 477 1276">2</td> <td data-bbox="477 1108 1182 1276">- Prepare and administer MISP Readiness Assessment - Conduct virtual consultations and key informant interviews in Jamaica and Belize (10 days)</td> <td data-bbox="1182 1108 1373 1276">22 June 2022</td> </tr> <tr> <td data-bbox="386 1276 477 1472">3</td> <td data-bbox="477 1276 1182 1472">- Deliver MISP workshops Jamaica - Facilitate establishment/strengthening of SRH Working Groups - Submit draft reports on support to Jamaica (7 days)</td> <td data-bbox="1182 1276 1373 1472">30 June 2022</td> </tr> <tr> <td data-bbox="386 1472 477 1598">4</td> <td data-bbox="477 1472 1182 1598">- Deliver MISP workshops Belize - Facilitate establishment/strengthening of SRH Working Groups (7 days)</td> <td data-bbox="1182 1472 1373 1598">15 July 2022</td> </tr> <tr> <td data-bbox="386 1598 477 1766">5</td> <td data-bbox="477 1598 1182 1766">- Deliver Training of Trainers workshop on MISP to UNFPA Caribbean Staff & select IPs - Submit draft report of Training of Trainers (5 days)</td> <td data-bbox="1182 1598 1373 1766">25 July 2022</td> </tr> <tr> <td data-bbox="386 1766 477 1892">6</td> <td data-bbox="477 1766 1182 1892">- Submit final reports with attached relevant training reports, assessments, actions plans, update on the SRH Working Groups, report on other activities and</td> <td data-bbox="1182 1766 1373 1892">31 July 2022</td> </tr> </tbody> </table>	No.	Deliverables	Due Date	1.	Presentation of a detailed plan of action and time schedule workplan, training materials and assessment/feedback tools considering the different countries involved (8 days)	8 June 2022	2	- Prepare and administer MISP Readiness Assessment - Conduct virtual consultations and key informant interviews in Jamaica and Belize (10 days)	22 June 2022	3	- Deliver MISP workshops Jamaica - Facilitate establishment/strengthening of SRH Working Groups - Submit draft reports on support to Jamaica (7 days)	30 June 2022	4	- Deliver MISP workshops Belize - Facilitate establishment/strengthening of SRH Working Groups (7 days)	15 July 2022	5	- Deliver Training of Trainers workshop on MISP to UNFPA Caribbean Staff & select IPs - Submit draft report of Training of Trainers (5 days)	25 July 2022	6	- Submit final reports with attached relevant training reports, assessments, actions plans, update on the SRH Working Groups, report on other activities and	31 July 2022
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<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The activity will be guided by the UNFPA Sub-Regional Office for the Caribbean in collaboration with national partners.</p>			
<p>Supervisory arrangements:</p>	<p>The Consultant will report directly to the HIV and AIDS Officer with oversight by the Belize Liaison Officer. The UNFPA programme staff with responsibility for specific countries will monitor the implementation of country specific interventions in consultation with relevant national authorities.</p> <p>Update meetings will take place with the UNFPA team. Progress summary updates reporting on the deliverables of the consultancy will be submitted electronically by the Consultant every two weeks.</p> <p>The Sub-Regional Office reserves the right to discontinue the contract if it feels that the consultant does not live up to the expectations or does not respect the rules of the code of conduct or if the consultant acts in a way that is detrimental to UNFPA's reputation.</p>			
<p>Expected travel:</p>	<p>International travel is expected. Local travel at destination countries is likely and will be determined by country specific needs and requirements.</p>			
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Education and 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 international 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; ● Experience in program management, in developing and implementing SRH actions plans and in leading and advising teams; ● Experience in supplies chain management last mile oriented; 			

	<ul style="list-style-type: none"> ● Knowledge and understanding on quality of care, specifically users of SRH services and rights issues; ● Experience in developing and facilitating MISP training and technical support in other SRH training if needed; ● Understanding of Human Rights dimensions of SRHR and gender; ● Field experience is essential ● Experience in the region is an asset <p>Language:</p> <ul style="list-style-type: none"> ● Strong verbal and written communication skills in English. ● Other UN language is an asset 												
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>The consultant implementing this activity must have their own operational capacities (office, information technology and communication) while working remotely. UNFPA will provide logistical support for physical meetings/events in accordance with country specific COVID-19 provisions and considerations.</p>												
<p>Other relevant information or special conditions, if any:</p>	<p>Payments will be made upon satisfactory completion of the following deliverables:</p> <table border="1" data-bbox="388 1115 1382 1871"> <thead> <tr> <th>#</th> <th>%</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20%</td> <td>Submission and Presentation of Inception Report, workplan, training materials and assessment/feedback tools (1 week after commencement of the consultancy)</td> </tr> <tr> <td>2, 3</td> <td>30%</td> <td>Submission of draft reports on Jamaica This report should contain but is not limited to the following: <ul style="list-style-type: none"> ○ A list of participants ○ Summary of results from the MISP readiness assessment ○ Summary of results from the MISP Pre and Post Test ○ The MISP Action Plan for Jamaica ○ A training evaluation of the country’s workshop ○ Recommendations and Lessons Learned. </td> </tr> <tr> <td>3, 4</td> <td>30%</td> <td>Submission of draft reports on Belize. These should contain but are not limited to the following: <ul style="list-style-type: none"> ○ A list of participants ○ Summary of results from the MISP readiness assessment </td> </tr> </tbody> </table>	#	%	Deliverables	1	20%	Submission and Presentation of Inception Report, workplan, training materials and assessment/feedback tools (1 week after commencement of the consultancy)	2, 3	30%	Submission of draft reports on Jamaica This report should contain but is not limited to the following: <ul style="list-style-type: none"> ○ A list of participants ○ Summary of results from the MISP readiness assessment ○ Summary of results from the MISP Pre and Post Test ○ The MISP Action Plan for Jamaica ○ A training evaluation of the country’s workshop ○ Recommendations and Lessons Learned. 	3, 4	30%	Submission of draft reports on Belize. These should contain but are not limited to the following: <ul style="list-style-type: none"> ○ A list of participants ○ Summary of results from the MISP readiness assessment
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5, 6	20%	<p>Submission of final reports on Belize and Jamaica and on support UNFPA Caribbean team and key IPs with a specific training of Trainers on MISP, readiness assessment and key considerations for followup on the action plan</p> <ul style="list-style-type: none"> ○ A list of participants ○ Summary report on the ToT including a training evaluation ○ Recommendations and Lessons Learned.