



**TERMS OF REFERENCE FOR CONSULTANCY**  
**Development of a Model Regional Reproductive Health Commodity Strategy**

Hiring Office:	UNFPA Sub-regional Office for the Caribbean
Purpose of consultancy:	<p>UNFPA is the United Nations sexual and reproductive health agency. UNFPA’s mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.</p> <p>UNFPA’s work is framed by the three transformative outcomes of the Strategic Plan 2022-2026: (a) ending preventable maternal deaths; (b) ending unmet family planning needs; and (c) ending gender-based violence and all harmful practices against women and girls. Within this framework, UNFPA promotes the rights of girls, women and young people, especially those in contexts of increased vulnerability.</p> <p>UNFPA’s mandate is guided by the Action Plan from the International Conference on Population and Development (ICPD) held in Cairo in 1994, the Commitments of the "Nairobi Summit ICPD25: Accelerating the Promise" held in 2019, the Montevideo Consensus on Population and Development (Uruguay 2013) and it is also aligned with the Agenda 2030 and its Sustainable Development Goals that are focused on the goal of "leaving no one behind" (LNOB).</p> <p>The English and Dutch speaking Caribbean countries and territories experience many challenges to their reproductive health. According to the Guttmacher Institute study, “Adding It Up: Investing in Sexual and Reproductive Health in the Caribbean<sup>1</sup>”, 5.8 million of reproductive age (15-49 years) want to avoid a pregnancy; 1.4 million of them have an unmet need for modern contraceptives. Unmet need is higher for adolescents aged 15–19 than for all women aged 15–49 (31% versus 24%).</p> <p>Reproductive Health Commodity Security (RHCS) means all sexually active individuals have access to affordable, quality sexual and reproductive health supplies of their choice when and where they need them. UNFPA depicts RHCS as having the right quantities of the right products in the right condition in the right place at the right time for the right price and works to safeguard that each of these criteria is met.</p> <p>As the sexual and reproductive health agency of the United Nations, UNFPA takes a leading role in RHCS. RHCS is an integral component of the agency’s mandate and has a critical role to play in fulfilling its mission to deliver a world where every pregnancy is wanted, every childbirth is safe, and every young person’s potential is fulfilled. Achieving RHCS is critical to improving maternal health, saving lives, and permits couples and individuals to exercise their right to have children by choice, not chance.</p> <p>With a view to generating empirical strategic information to guide evidence-based RHCS</p>

<sup>1</sup> <https://www.guttmacher.org/fact-sheet/investing-sexual-and-reproductive-health-caribbean>.

programming UNFPA, in collaboration with the Reproductive Health Supplies Coalition (RHSC) Forolac/Sepremi, conducted preliminary estimates of the risk of stock-outs of contraceptives in Latin America and the Caribbean including: Belize, Guyana, Jamaica, St Lucia, Suriname and Trinidad and Tobago. The results denoted a significant decline in couple-years of protection (CYP) in all countries. It also predicted that the potential number of unplanned pregnancies, abortions, maternal and new-born deaths that could be averted if there was no interruption of contraceptive supplies. Follow-up research in August of 2020, by RHSC examined the impact of COVID-19, and how the pandemic could critically undermine progress to end unmet family planning needs by 2030 in the Latin American and the Caribbean (LAC) region. This also included how access to contraceptives in the region could deteriorate as an immediate effect of service disruption as well as the indirect result of declines of personal and household income.

A Reproductive Health Commodity Security (RHCS) Assessment commissioned by the UNFPA SROC was also conducted in selected English- and Dutch-speaking Caribbean countries in 2020. In order to strengthen the RHCS situation in each country and direct future interventions at the national and sub-regional levels to help countries on their path to self-reliance and resilient reproductive health (RH) and supply chain systems, the assessment presented findings, weaknesses, strengths, major challenges, conclusions and recommendations aiming to enhance the RHCS situation in the Dutch and English-speaking Caribbean and guide future interventions at the national and sub-regional level.

The RHCS Assessment indicated that countries will face challenges to institute and sustain robust and resilient health systems for the procurement, management and delivery of reproductive health commodities as demand for reproductive health supplies increases. Further, it highlighted the planning, implementation, as well as monitoring and evaluation of supply chain processes required at the program level as well as broader policy advocacy, procurement issues, costing strategies, multi-sectoral coordination and contextual considerations.

One of the key findings of the RHCS Assessment is that most Caribbean countries have progressed commendably in developing Sexual and Reproductive Health (SRH) policies, strategies, and operational plans. Although these policy instruments are a critical initial step to focus on SRH, increase country commitment and visibility for SRH, RHCS is usually not integrated and there are no in-country Commodity Security Committees or platforms in existence to monitor progress on improved access to SRH commodities.

An important population group that is affected are adolescents who face the greatest barriers to access the commodities they need and want for the prevention of unintended pregnancy, HIV and other STIs. The negative consequences of adolescent pregnancy and early motherhood on the health, human development and the possibilities for economic and social progress of the adolescent are well documented.

In line with a key programmatic recommendation of the RHCS Assessment, the purpose of this consultancy is to develop a model regional Reproductive Health Commodity Security (RHCS) Strategy for the English and Dutch Caribbean Countries that may serve as a RHCS Strategy template framework for the Caribbean sub-region that may be

	<p>modified and adapted based on country-specific needs. The ultimate aim is to ensure reproductive health commodity security programming within a strengthened, enabling environment within a developmental as well as humanitarian context that contributes to the reduction of unintended pregnancies and HIV/STI transmission among all sexually active persons at the right time and right place.</p>
<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>The consultant will coordinate and facilitate the engagement and provision of input from partners and stakeholders in the planning, forecasting, management, research and evaluation in relation to RHCS service provision, supply and demand chain, uptake and use including through:</p> <ul style="list-style-type: none"> <li>● Surveys</li> <li>● Key informant interviews and other bi-lateral meetings</li> <li>● 2 webinar sessions <ul style="list-style-type: none"> <li>○ To present the methodology, the content during the inception phase, proposed strategic direction and goals of the RHCS strategy</li> <li>○ To present the draft final product, gather input and validate proposed interventions before submission of final product</li> </ul> </li> </ul> <p>A technical working group will support the consultancy work. The technical working group will consist of representatives from LACRO and the SROC covering the RHCS portfolio areas of activity including ASRH.</p> <p>The trajectory to develop the model regional RHCS Strategy is divided into the following phases:</p> <ul style="list-style-type: none"> <li>● Inception phase: <ul style="list-style-type: none"> <li>○ Inception meeting with UNFPA</li> <li>○ Conduct a desk review to obtain an overview of relevant global, regional, and national strategies and works, speaking to the objectives of the consultancy</li> <li>○ Present draft inception report to UNFPA and key stakeholders, outlining among other things the approach/methodology, work plan and a timetable, strategic direction of the strategy and the communication strategy to develop the model in a participatory way</li> <li>○ Integrate input and feedback received after presentation of the draft and submit a final inception report</li> </ul> </li> <li>● Phase 1: <ul style="list-style-type: none"> <li>○ Conduct consultations with specialists, key persons from relevant national and regional entities</li> <li>○ Draft and present a summary report of the review and consultations, including 2-3 proposed outlines for the model regional RHCS strategy based on the results and findings of the desk review, consultations, and feedback</li> <li>○ Present a draft Plan of Action for development and finalization of the model to key partners</li> <li>○ Integrate feedback received on the presentation into a final Plan of Action</li> </ul> </li> </ul>

- Phase 2:
  - Design and development of model regional RHCS strategy with a minimum outline as shown below:

### **1.0 EXECUTIVE SUMMARY**

- 1.1 Context
- 1.2 Coordination
- 1.3 Strengthening SRH Commodity Security

### **2.0 BACKGROUND**

- 2.1 2020 Regional SRH Commodity Security Assessment

### **3.0 SUB-REGIONAL AND NATIONAL CHALLENGES AND OPPORTUNITIES**

- 3.1 Link Between Maternal and Infant Health Outcomes and RHCS
- 3.2 Common Challenges and Opportunities

### **4.0 AREAS OF THE SUB-REGIONAL CARIBBEAN STRATEGY**

- 4.1 Coordinated Informed Buying System for RH Commodities
- 4.2 Institutional Capacity Building
- 4.3 Advocacy for a Harmonized Regulatory and Policy Framework

### **5.0 STRATEGIC PLAN**

- 5.1 Vision
- 5.2 Mission
- 5.3 Goal
- 5.4 Overall Objective of Model Regional RHCS Strategy (*for discussion, to be confirmed*):

To provide a template framework of a RHCS Strategy for the Caribbean sub-region that may be modified and adapted based on country-specific needs. The ultimate aim is to ensure reproductive health commodity security programming within a strengthened, enabling environment with a developmental as well as humanitarian context that contributes to the reduction of unintended pregnancies and HIV/STI transmission among all sexually active persons at the right time and right place.

The specific Strategic Objectives are to:

- Strengthen the enabling environment for RHCS
- Increase demand satisfaction for family planning (FP)
- Improve procurement systems and processes of family planning and maternal and neonatal (MNN) commodities
- Improve availability and access of SRH services and commodities, including contraceptives and MNN commodities
- Strengthen capacity for supply chain management
- Improve planning, monitoring and reporting.

### **6.0 MONITORING AND EVALUATION**

- Phase 3:

- Presentation of the model RHCS to Ministries of Health, UNFPA specialists and stakeholders in the target countries and regional entities
- Processing of feedback and validation of the draft model
- Submission of the final model RHCS strategy and;
- End of consultancy assignment report

The results of phase 1 will further detail the activities of the following phases. During all phases the participation of UNFPA specialists and those identified as key stakeholders by UNFPA SROC must be secured to ensure the quality of the final deliverable. Other stakeholders and partners will be engaged when relevant. Engagement can be through surveys, key informant interviews, focus group discussions, communication pieces and presentations, meetings or otherwise.

**Expected Deliverables:**

Guided by the programmatic recommendations of the Final Report: Reproductive Health Commodity Security Assessment for the Caribbean, the deliverables of the consultancy for the development of Regional RHCS Strategy will be:

- Inception report
- Plan of Action for development and finalization of the model RHCS Strategy
- Development of a draft Model Regional RHCS strategy for the Caribbean. Owing to the specificities of the OECS there will be a separate chapter on OECS member states, informed by the results of the regional assessment. The regional strategy should reposition FP services and expand the choice of modern methods with particular emphasis on emergency contraception, IUDs and implants. Included in the document should be:
  - Definition of a road map for improved and increased visibility of RHCS at all times, including during health emergencies and natural disasters.
  - Development of sample Terms of Reference for National RHCS committees under the leadership of the Ministries of Health (MOH), with the participation of international development partners, IPPF, social security schemes, and civil society to develop RHCS plans with indicators, including availability at the last mile.
  - Development of sample Terms of Reference for SRH committees, working groups or platforms. These should include RHCS at the core of their agendas. These platforms can be vital in advancing SRH and Rights (SRHR), making the case for a user’s right to not leave a health facility empty-handed and the risks associated with not accessing contraceptives at the right time.
    - Countries need to urgently address barriers to access of SRH services by adolescents in response to their needs and include those needs in contraceptive quantification exercises. Experience has demonstrated that involving adolescents and youth in the

	<p style="text-align: center;">RHCS agenda reap important benefits and youth leaders are empowered to lead the efforts to sustain RHCS in the future.</p> <ul style="list-style-type: none"> <li>● Validation of draft Model Regional RHCS Strategy</li> <li>● Finalisation of Model Regional RHCS Strategy</li> <li>● Webinar on Model Regional RHCS Strategy</li> </ul>																					
<p>Duration and Working Schedule:</p>	<p>The consultancy will take place within the period July 29 – December 30, 2022</p> <table border="1" data-bbox="363 555 1469 1070"> <thead> <tr> <th></th> <th><b>Deliverables</b></th> <th><b>Due dates</b></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Inception report</td> <td>August 3</td> </tr> <tr> <td>2</td> <td>Plan of Action for development and finalization of the model RHCS Strategy</td> <td>August 22</td> </tr> <tr> <td>3</td> <td>Draft Model RHCS Strategy</td> <td>September 31</td> </tr> <tr> <td>4</td> <td>Validated draft Model Regional RHCS Strategy</td> <td>October 15</td> </tr> <tr> <td>5</td> <td>Final Model RHCS Strategy and end of consultancy assignment report</td> <td>November 15</td> </tr> <tr> <td>6</td> <td>Conduct regional webinar on Model RHCS strategy</td> <td>December 30</td> </tr> </tbody> </table>		<b>Deliverables</b>	<b>Due dates</b>	1	Inception report	August 3	2	Plan of Action for development and finalization of the model RHCS Strategy	August 22	3	Draft Model RHCS Strategy	September 31	4	Validated draft Model Regional RHCS Strategy	October 15	5	Final Model RHCS Strategy and end of consultancy assignment report	November 15	6	Conduct regional webinar on Model RHCS strategy	December 30
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<p>Place where services are to be delivered:</p>	<p>The consultant is expected to work remotely, utilizing her/his/their own office space, computer, internet, telephone, and other equipment, as needed, to undertake the assignment.</p> <p>Taking into consideration the COVID-19 measures, a venue will be rented if needed for face-to-face group interventions and meetings. If a venue is rented the UNFPA will cover the cost.</p>																					
<p>How work will be delivered (e.g. electronic, hard copy, etc.):</p>	<p>The consultant's reports, including the tools used, should be in English and must be submitted electronically (Word and PDF formats).</p>																					
<p>Monitoring and progress control, including reporting requirement, periodicity format, and deadline:</p>	<p>The consultant will participate in a briefing session on the nature, scope, and methodology at the start of the consultancy.</p> <p>The consultant will facilitate designated sessions and participate in the regular monitoring/status update meetings conducted to receive appropriate input and feedback. The deliverables will be reviewed by the UNFPA and the designated key partners.</p> <p>The UNFPA SROC will support preparations and implementation of relevant meetings and engagement with key individuals and institutions through introduction letters informing the target audience about the consultancy.</p>																					
<p>Supervisory arrangement:</p>	<p>The consultant will be required to complete the tasks in a structured manner and according to the timeline specified in the working schedule.</p>																					

	<p>The consultant will work under the direct supervision of the UNFPA HIV &amp; AIDS Officer. In carrying out the assigned tasks, the consultant will further receive support from other members of the Sub Regional Office.</p> <p>The Sub-Regional Office reserves the right to discontinue the contract if it feels that the facilitator does not live up to the expectations or acts in a way that is detrimental to UNFPA's reputation and image.</p>
Expected travel:	No travel is expected or required. However, should the need arise, it will be carefully monitored by UNFPA against the background of the provisions regarding travel considering the COVID-19 pandemic, and related costs will be funded by UNFPA.
Required expertise, qualifications, and competencies, including language requirements:	<p>The Consultant should have expertise in the following areas:</p> <p>1. EDUCATION At least a Bachelor's degree in Public Health or related field</p> <p>2. WORK EXPERIENCE</p> <ul style="list-style-type: none"> <li>● At least seven (7) years' experience in related fields, preferable in the areas health, public policy, or development.</li> <li>● Experience in the coordination and leadership of working groups, task forces or multi-stakeholders' platforms.</li> <li>● Experience in partnership building and ability to communicate complex issues to diverse audiences.</li> <li>● Previous experience and knowledge of UNFPA's reproductive health commodity security mandate is a strong asset.</li> </ul> <p>3. OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> <li>● Excellent oral and written communication skills in English.</li> <li>● Competency in basic IT packages, particularly MS Word, MS Excel, Google docs and video conference platforms.</li> <li>● Excellent analytical and writing skills and a results-oriented work ethic.</li> </ul>
Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable	<p>The consultant is expected to work from home and to have regular access to email, telephone services as well as Wi-Fi for online meetings to execute the scope of work.</p> <p>Scheduled meetings with UNFPA, regional and national stakeholders will be conveyed in-person or virtually, dependent on and in adherence with the National COVID-19 protocols.</p>
Expression of interest	<p>The consultancy will be advertised. Consultants interested in this assignment need to:</p> <ul style="list-style-type: none"> <li>- Present the CV of the consultant (and any team members) indicating their expertise and track record in UNFPA reproductive health commodity security programming;</li> <li>- Confirm their availability to conduct the consultancy within the proposed timeline</li> </ul>

<p>Other relevant information or special conditions, if any:</p>	<p>The consultant will be paid based on completion and acceptance of the specified deliverables as follows:</p> <ul style="list-style-type: none"><li>- Upon submission and acceptance by UNFPA of the Inception report 20%</li><li>- Upon submission and acceptance by UNFPA of the Plan of Action for the development of the model RHCS strategy 30%</li><li>- Upon submission and acceptance by UNFPA of the Final model regional RHCS Strategy and delivery of webinar - 50%</li></ul> <p><u><i>All data collected is the property of UNFPA and the consultant is to keep in the strictest confidence any knowledge gained through this consultancy</i></u></p>
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