

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (NATIONAL)

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Hiring Office:	UNFPA Country Office, Mongolia
Purpose of consultancy:	To provide technical support to the Ministry of Health (MOH) in the finalization, approval and introduction of adolescent and youth-friendly health service (AYFHS) guidelines and procedural documents including job descriptions of service providers at all levels of care in line with international guidance/standards.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA has partnered with the MoH in the last decade to improve adolescent health in Mongolia through creating a favourable policy environment and introducing adolescent and youth-friendly health services, approaches and methodologies. As part of the Youth Development Programme implemented since 2013, 9 additional Adolescent and Youth-Friendly Clinics were established under provincial, soum and district health centers, and there are currently 27 such clinics operating in the country.</p> <p>As part of its Sixth Country Programme of Support to the Government of Mongolia, UNFPA agreed to support the Ministry of Health to revise and improve the standards of sexual and reproductive health and formulate standard operating procedures (SOP) for adolescent and youth-friendly health services.</p> <p>With this Terms of Reference, UNFPA is looking for a national consultant who will provide technical assistance to the MoH in finalizing and introducing the adolescent and youth-friendly service guidelines/procedural documents, including job descriptions of service providers at all levels of care.</p> <p>The selected consultant will complete the following tasks for the period of six months:</p> <ol style="list-style-type: none"> 1. Leading the finalization and advocacy for approval of the adolescent and youth-friendly service guidelines/procedural documents including job descriptions of service providers at all levels of care in line with international guidance/standards, in close coordination with the MOH and UNFPA; 2. Leading the inclusion of the AYFHC -related performance quality indicators in the medical and public health services quality assurance and monitoring systems at the different levels of health care; 3. Supporting the monitoring of adolescent and youth SRH related indicators, including for methodological accuracy; 4. Supporting the effective functioning, availability, accessibility, acceptability, supportive supervision and sustainability of existing adolescent and youth-friendly clinics, building on the achievements and lessons learnt, feedback from stakeholders, with clear focus on the strategic targeting of marginalized youth populations; 5. Leading the process of conducting a training workshop for adolescent and youth-friendly service providers and directors of the health departments/hospitals on the finalized guidelines and procedural documents; and 6. Providing technical support to other relevant activities related to AYFCs within the youth development programme for the period of consultancy.
Duration and working schedule:	The consultancy period will be from 1 July to 31 December 2017, following the same office hours of UNFPA Country Office (CO), but regularly working at the MoH.
Place where services are to be delivered:	Ulaanbaatar, Mongolia
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ol style="list-style-type: none"> 1. Detailed recommendations developed on ensuring the quality, sustainability (including financial), availability, accessibility, acceptability and supportive supervision for the adolescent and youth-friendly health

	<p>services through MoH and clinics – July 31;</p> <ol style="list-style-type: none"> 2. Adolescent and youth-friendly service guidelines/procedural documents, including job descriptions of service providers at all levels of care finalized, in close consultation with key stakeholders, and UNFPA and MoH, and submitted for approval by MoH – 1 September; 3. At least one advocacy event organized for the approval of the above – 30 September; 4. Mid-consultancy report on status of deliverables and results achieved to date – 30 September; 5. Draft provisions developed on AYFC/AYFSRH-related performance quality indicators for the relevant regulatory documents governing the quality assurance and monitoring systems for medical services – 15 October; 6. At least 1 training workshop organized for adolescent and youth-friendly service providers on the finalized guidelines and procedural documents – 30 November; and 7. Final report – by 31 December 2017;
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ol style="list-style-type: none"> 1) Monthly update on progress made in the deliverables, as per a template jointly agreed upon at the start of the consultancy, by the 25th day of each month; and 2) Other updates and reports as needed in UNFPA CO programme team meetings, other meetings with stakeholders, and as inputs into project reports and updates;
Supervisory arrangements:	The consultant will be under the direct supervision of the YDP Manager at UNFPA CO, and also receive overall guidance from UNFPA Assistant Representative.
Expected travel:	Some in-country travel may be required as part of field missions to YDP target provinces and districts.
Required expertise, qualifications and competencies, including language requirements:	<p>Required Skills and Experience</p> <p>Education Advanced degree in health, social sciences, or related fields.</p> <p>Experience</p> <ol style="list-style-type: none"> 1. At least 5 years of experience working in the adolescent health sector (primary experience requirement); 2. At least 5 years of experience working on sexual and reproductive health, including STIs and family planning; 3. Experience in human rights, gender mainstreaming, and GBV; 4. Experience working in complex, multi-stakeholder environments. <p>Language</p> <ol style="list-style-type: none"> 1. Mongolian native speaker 2. Fluency in English (reading, writing, speaking), including ability to interpret and translate from English to Mongolian and vice versa; <p>Competencies</p> <ol style="list-style-type: none"> 1. High-level of understanding of human rights, adolescent and youth-friendly health services; 2. Excellent skills in development of guidelines and standards, facilitation of workshops, consultations, and monitoring; 3. Excellent skills in participatory methodologies and working with diverse stakeholders; 4. Ability to work under pressure and adhere to strict timelines.
Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>It is anticipated that the consultancy will be governed by an Individual consultancy contract under standard UNFPA/UNDP terms and conditions. UNFPA will pay a consultancy fee according to the current UNFPA/UNDP approved schedule of rates at a level to be negotiated.</p> <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard.</p>

	<p>Copyright and ownership of all documents produced will remain with UNFPA.</p> <p>Logistical arrangements The UNFPA Country office with its support to the MoH will be responsible for arranging all logistical matters related with the consultation meetings, working group sessions including venue, stationery and refreshments.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Given growth of young population in recent years, Mongolia is facing challenges in terms of safeguarding health for youth, in particular sexual and reproductive health. These include an increase in STI incidence rates amongst youth, adolescent birth rate, and abortion rate, compounded with the early start of sexual intercourse.</p> <p>Adolescent and youth friendly clinics have been established jointly with MoH, under the provincial and district health centers as part of the project to reach out to youth in each locality, with more focus on those who are out-of-school, unemployed, with disabilities, and otherwise marginalized.</p>
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date:</p>	