

Signature

Date

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### TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (INTERNATIONAL)

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office	UNFPA, Mongolia country office, "Innovation in Maternal Health Services, Mongolia: From Pilot to Institutionalization" (Telemedicine project Exit Phase, 2017-2019)
Consultancy remuneration fee range	In accordance with International Professional staff salary scale
Purpose of consultancy	<p>This consultancy has two primary purposes:</p> <ol style="list-style-type: none"> <li>1. To undertake a final evaluation of the "Innovation in Maternal Health Services, Mongolia: From Pilot to Institutionalization" (Telemedicine project Exit Phase, 2017-2019) and</li> <li>2. To produce the End Project Evaluation report, including recommendations for securing the institutionalization and sustainability of project interventions</li> </ol>
Scope of work <i>(Description of services, activities, or outputs)</i>	<p><b>Background</b></p> <p>The Telemedicine for Maternal and Newborn Health project, jointly funded by the Government of Grand Duchy of Luxembourg and UNFPA had two previous phases (2007-2011 and 2012-2016). The project was highly regarded for its contribution to the Mongolia achievement of MDG 5 on maternal health.</p> <p>The current Exit Phase of the project (April 2017-September 2019), "Innovation in Maternal Health Services, Mongolia: From Pilot to Institutionalization", is designed for consolidation of the achievements of the project by achieving the following specific objectives:</p> <ol style="list-style-type: none"> <li>(1) To consolidate the MnObstetrics telemedicine platform into national eHealth systems, and to institutionalize teleconsultation and eLearning platforms;</li> <li>(2) To further strengthen human resources capacity for maternal, newborn and reproductive health, and institutionalize the training interventions, that were established through the first two phases of the project, into the in-service training system; and</li> <li>(3) To strengthen policy and financial environment for sexual and reproductive health in support of sustainability of project achievements.</li> </ol>

### *Scope of work*

The selected consultant will:


1. Thoroughly review the project progress reports, annual workplans (AWP)s, UNFPA Country Office Annual Reports, as well as the national programmes and Government of Mongolia and UNFPA 6<sup>th</sup> Country Programme Document (2017-2021), and the latest international developments in order to understand and re-assess the linkages;
2. Analyze the results and the specific objective(s) reached at the time of the evaluation, compared to what had been anticipated in the Project Document by referring to the project indicators and logical framework;
3. Analyze the discussions and decisions made by the Project Steering Committee, and their effectiveness, timeliness and impact on the project;
4. Analyze the results achieved in terms of strengthening the country capacity to sustain the project interventions both at policy/institutional level, and financially;
5. Analyze the Project using the following evaluation criteria:
  - Relevance and alignment with the national and international agenda;
  - Effectiveness, both programmatic and financial;
  - Efficiency which has to also cover management issues;
  - Ownership and sustainability, and cross cutting aspects (governance, gender equality and etc.); and
  - Specific processes related to the project implementation such as the engagement of stakeholders; challenges presented and how they have they been addressed; strengths and weaknesses in terms of the project implementation modalities; selection of Implementing Partners, and appropriateness of the governance; and
6. Describe the lessons learned, draw conclusions and give recommendations for the remaining period of the project and beyond the project completion.

Against this task, UNFPA Mongolia is looking for an international consultant who, with the support of a national consultant, will be assigned to conduct the evaluation and produce the final evaluation report.

Specific responsibilities of the Individual Consultant are as follows:

- Get thoroughly acquainted with the project interventions and results through desk review of project documents, progress reports and evaluations of the previous phases, and through interviews of key informants, including health managers, service providers and beneficiaries. The consultant must be able to visit some project sites, including at least two sites in countryside.
- Based on the desk review undertaken before arrival to Mongolia the Consultant will submit the **Inception Report** that builds on the initial technical proposal submitted upon applying to the position, and analysis of the project and other relevant documents, and online discussions with the programme and technical staff of UNFPA. The inception report must include a clear description of the methodology, including modifications made to the original technical proposal, data requirements, data sources and methods of

	<p>collection, quality assurance and a workplan with a clear timetable that the consultant proposes to execute the assignment.</p> <ul style="list-style-type: none"> <li>• Critically evaluate the project, present key findings to relevant stakeholders and UNFPA at a <b>consultative workshop</b> to be held during the second week in Mongolia, and incorporate its relevant contributions to the report.</li> <li>• Produce the final <b>Evaluation Report</b> with conclusions and recommendations for the remaining project period and beyond, specifically addressed to the central and local government, health managers, implementing partners, UNFPA and other relevant entities to ensure sustainability and ownership.</li> </ul> <p>The results of the consultancy will be presented to the Project Steering Committee meeting in the first week of July 2019, which is facilitated by UNFPA, and co-chaired by the Ministry of Health of Mongolia, and Ministry of Foreign and European Affairs of Luxembourg.</p>
Duration and working schedule	The consultant is expected to work full time for 10 working days (1 working day is ~8 hours) in Mongolia + 3 full working days before arriving to produce the <b>Inception Report</b> and +2 full working days after leaving during June, 2019, so the desk review and finalization of the <b>Evaluation Report</b> can be completed outside of country. Local travel on weekend will not add to working days. A detailed work plan with time-bound deliverables will be developed and agreed during the contracting process.
Place where services are to be delivered	The consultant will be stationed at UNFPA Mongolia Country office along with the national consultant that will be hired for duration of the contract. The national consultant will arrange meetings, and provide oral and written translation support. UNFPA Mongolia will provide logistical support.
Delivery dates and how work will be delivered	<p>The end evaluation starts in the first or second week of May 2019 and continues for 15 working days. The selected consultant will be expected to come up with following deliverables, according to the suggested timeframe.</p> <ul style="list-style-type: none"> <li>- Inception report. Deadline for submitting inception report by the day 3 of the desk review before arrival to Mongolia;</li> <li>- Agenda and expected outputs of the national stakeholder meeting by the day 8 of the work in Mongolia;</li> <li>- Draft Report by the day 10 of the work in Mongolia; and</li> <li>- Final report by end of the second week after leaving Mongolia (the format, including the outline, number of pages and appendices, will be provided and agreed on arrival of the consultant)</li> </ul>
Monitoring and progress control, including reporting requirements, format and deadline	The consultant will work closely with the EXIT project team of UNFPA. The reporting requirements, formats and deadlines will be confirmed during the first briefing session when the consultant will arrive to Mongolia.
Supervisory arrangements	The overall supervision for the international consultant will be provided by UNFPA Assistant Representative.
Expected travel	Travel within the city will be required to meet with key stakeholders, such as government, ministries, hospitals, outpatient clinics, academic institutions, accreditation authorities and other relevant organizations. At least two project sites (provincial hospitals) are expected to be visited, and travel may happen on weekend.

Required expertise, qualifications and competencies, including language requirements	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Advanced university degree from a recognized academic institution in development studies, social science, public health, medicine or related field. Possession of PhD degree is an advantage;</li> <li>• At least 7 years of experience in conducting project/programme evaluations, including practical field experience in low/middle income countries;</li> <li>• Experience of working with United Nations and engaging with government and ministries is desirable;</li> <li>• Experience of data analysis, both quantitative and qualitative, and traceable record of producing report of good quality; and</li> <li>• Fluency in English is essential.</li> </ul> <p>Competencies:</p> <ul style="list-style-type: none"> <li>• Demonstrates commitment to human development principles and values;</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Shares knowledge and experience;</li> <li>• Demonstrates excellent communication skills;</li> <li>• Provides helpful feedback and advice;</li> <li>• Advanced and demonstrable analytical and writing skills; and</li> <li>• Knowledgeable about issues of human rights, sexual and reproductive health, gender, population, and statistics and policy research in general.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable	The consultant will be stationed at UNFPA Country Office in Mongolia. UNFPA will facilitate logistical support (e.g. site visit arrangements or local travel) for the consultant. The selected consultant will work closely with the National Consultant who is hired during the contract period and Project Manager and Project Technical Officer, other relevant technical staff of the UNFPA country office and focal points from the project-implementing partners.
Other relevant information or special conditions, if any	The consultancy will be covered by a Special Service Contract Agreement under the UNFPA terms and conditions for individual consultant. UNFPA will pay consultancy fees according to UNFPA's policies and procedures.
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: <u>7 March 2019</u></p>	

The following announcement will describe how to apply for the consultancy.

#### HOW TO APPLY

Interested individuals are encouraged to visit UNFPA Mongolia website located at <http://mongolia.unfpa.org> for Terms of Reference and downloadable templates. Please submit your application consisting of below documents in hard copy to UN reception at address provided below, or send your application electronically to dedicated email inbox of [vacancy@unfpa.org.mn](mailto:vacancy@unfpa.org.mn).

1. Completed and signed UN personal history form P11 (CV outlining academic and professional experience may be supplemented).

2. Technical proposal which provides (a) information of experience of working similar fields, (b) concise plan and methodology to conduct this consultancy with references to the best practices in project evaluation, and (c) list of similar consultancies undertaken outlining brief description of consultancy, deliverables, employer name/contacts, etc.
3. All-inclusive price quotation (the quotation is subject to negotiation by UNFPA should it exceed allowed threshold).

Please, kindly note that incomplete applications will be automatically disqualified.