

Signature

Date

Approved by:

Kaori Ishikawa, Head of Office

Reviewed by:

Iliza A, AR a.i

Tuvshinzaya L, OA

Tsedmaa B, PM, Telemed. Project

Developed by:


Shinetugs B, MCH TO, Telemed. Project

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT (NATIONAL)

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)
Remuneration level:	Approximated to FTA NOB level
Purpose and background of consultancy:	<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"> (1) To consolidate the MnObstetrics telemedicine platform into national eHealth systems, and to institutionalize teleconsultation and eLearning platforms; (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 (3) To strengthen policy and financial environment for sexual and reproductive health in support of sustainability of project achievements. <p>The final evaluation of the project will take place during May 2019 by an independent International Consultant who will work 3 days prior to arrival to UB, two weeks in Mongolia, and 2 days after completion of the assignment. She/he will:</p> <ul style="list-style-type: none"> • 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

	<p>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.</p> <ul style="list-style-type: none"> • Before arrival to Mongolia, the consultant will produce an Inception Report that builds on the initial technical proposal submitted upon applying to the position, analysis of the project and other relevant documents, in country experience of meetings and site visits, and discussions with the programme and technical staff of UNFPA. The inception report must include a clear description of the methodology, including data requirements, data sources and methods of collection, and a work plan with a clear timetable that the consultant proposes to execute the assignment. • Critically evaluate the project, present key findings to relevant stakeholders and UNFPA at a consultative workshop to be held during the second week in Mongolia, and incorporate its relevant contributions to the report. • Produce the Final Evaluation Report 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. <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>
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p>While supporting the International Consultant, the specific responsibilities of the National Consultant are as follows:</p> <ul style="list-style-type: none"> • Arrange meetings with the relevant stakeholders, health managers, service providers and beneficiaries; • Collect data and documents from relevant ministries and institutions; • Provide oral and written translation to the International Consultant; • Provide the country context to the International Consultant • Guide and accompany the International Consultant to the meetings; • Assist the International Consultant in facilitating the stakeholder workshop; and • Ensure that the comments and feedback received from stakeholders during the validation workshop are fully incorporated into the final report • Provide written translation of the final report in Mongolian;
<p>Duration and working schedule:</p>	<p>The consultant is expected to work full time for 22 working days: 7 working days before the arrival of the International Consultant, 10 working days during her/his stay in Mongolia, and 5 working days after her/his departure in June 2019. A detailed work plan will be developed and agreed during the contracting process.</p>
<p>Place where services are to be delivered:</p>	<p>The National Consultant will be stationed at UNFPA Mongolia Country office together with the International Consultant.</p>

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The end evaluation starts in the first or second week of May 2019 and continues for 15 working days. The delivery dates of the National Consultant are linked to the schedule of the International Consultant who will deliver:</p> <ul style="list-style-type: none"> - Inception report. Deadline for submitting inception report by the day 5 of the work Mongolia; - Agenda and expected outputs of the national stakeholder meeting by the day 8 of the work in Mongolia; - Draft Report by the day 10 of the work in Mongolia; and - 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)
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>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.</p>
<p>Supervisory arrangements:</p>	<p>The consultant will report to the Telemedicine Project Manager, under the overall guidance of the Assistant Representative.</p>
<p>Expected travel:</p>	<p>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.</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Advanced degree (at least Masters) from a recognized academic institution in development studies, social science, public health, youth work or related field; • At least 3 years' experience in conducting project/programme evaluations and/or mid-term reviews, including practical field experience; • Experience of working with United Nations and engaging with government and ministries, preferably in Mongolia or similar context, is desirable. • Experience of data analysis, both quantitative and qualitative, and traceable record of producing reports of excellent quality; • Fluency in oral and written Mongolian and English; • Excellent oral and written communications skills <p>Competencies:</p> <ul style="list-style-type: none"> • Demonstrates commitment to human development principles and values; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Shares knowledge and experience; • Demonstrates excellent communication skills; • Provides helpful feedback and advice; • Advanced and demonstrable analytical and writing skills;

	<ul style="list-style-type: none"> • Knowledgeable about issues of human rights, maternal, sexual and reproductive health, gender, population, and statistics and policy research in general.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will facilitate logistical support for the consultant. The selected consultant will work closely with the project manager, project technical officer and other relevant technical staff of the UNFPA country office.</p> <p>The consultancy will be under UNFPA individual consultancy contract (ICC) and governed by UNFPA Policies and Procedures Manual applicable to ICCs. UNFPA will pay a consultancy fee approximated to the current UN salary scale. Rates exceeding approved scale levels are to be negotiated or sought for approval from UNFPA HQs.</p> <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case deliverables are not submitted on schedule or do not meet the expected standard. UNFPA Mongolia Country office will provide advisory and financial support to consultants for arrangement of logistical matters, related to interviews, focus groups, consultative meeting, and working group sessions, including venue, stationery and refreshments.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>n/a</p>
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: <i>7 March 2019</i></p>	

U

K1