

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

For the "HPV vaccine introduction in Mongolia" project

TERMS OF REFERENCE (to be completed by the Hiring Office)	
Hiring Office:	UNFPA Country office
Purpose of consultancy:	This consultancy aims to support the implementation of the "HPV Vaccine Introduction in Mongolia" project through technical assistance and logistic support for vaccine communication. Additionally, the consultant will design targeted communication strategies to reach hard-to-reach adolescents, ensuring effective coordination with partners and active stakeholder engagement.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Background:</p> <p>Cervical cancer remains a significant public health challenge both globally and in Mongolia, despite being preventable through vaccination against the human papillomavirus (HPV). The World Health Organization's Global Strategy for Cervical Cancer Elimination, introduced in 2020, underscores the importance of scaling up vaccination, screening, and treatment programs. A key target of this strategy is to achieve 90% coverage of HPV vaccination among girls aged 9-14 by 2030.</p> <p>In Mongolia, cervical cancer is the second leading cause of cancer among women with an age-standardized incidence rate of 23.5 per 100,000 and an age-standardized mortality rate of 10.2 per 100,000¹; it is the most common cancer among women of reproductive age (15–44 years). Each year, about 370 new cervical cancer cases are diagnosed and 150 cervical cancer deaths occur among women in the country (2018)².</p> <p>Recognizing the serious impact of cervical cancer and its preventability, the Government of Mongolia has committed to enhancing both primary and secondary prevention measures, including early screening for HPV infection and the nationwide introduction of the HPV vaccine. These initiatives were officially incorporated into the national immunization program through Government Resolution #472 on December 27, 2023. The national strategy is supported by international partners such as WHO, UNICEF, and UNFPA and aligns with Mongolia's long-term development "Vision-2050" and the Government "Action Plan for Prevention and Control of Communicable Diseases for 2022-2025."</p> <p>The HPV vaccination program aims to achieve 75 % coverage among the target population of girls and boys aged 11 by December 2024. The nationwide immunization program for the target group will start in October 2024 through well-structured and coordinated communication strategies to effectively address potential challenges, including vaccine hesitancy, misinformation, and inequities in access and services among key stakeholders including development partners. The program will also incorporate targeted outreach activities for out-of-school adolescents and comprehensive communication campaigns to ensure inclusivity and widespread vaccination awareness.</p>

¹ Population Fact Sheet, Mongolia, Inter. Agency for Research and Cancer, The Global Cancer Observatory, Who, January 2019; <http://gco.iarc.fr/today/data/factsheets/populations/496-mongolia-fact-sheets.pdf>

² National Center for Cancer of Mongolia. National Registry Data for Cancer; n.d.2018

The role of healthcare providers and school educators in delivering effective counseling and demonstrating client-centered communication is pivotal to the successful implementation of the HPV vaccine program.

Given that the HPV vaccine represents a new addition to Mongolia's immunization program, the government requires technical support to strengthen national capacity in HPV vaccine communication. This involves equipping healthcare providers and school educators with interpersonal communication techniques to address the vaccine's benefits, build trust, address concerns, and facilitate access while effectively managing any adverse events.

Furthermore, the development of a standardized communication guide that includes the latest research, safety data, and tailored information for different target groups—addressing frequently asked questions among girls, boys, and women of reproductive age—is essential.

For this, UNFPA is seeking a qualified individual consultant to provide both logistical and technical support in building the capacity of school educators and healthcare providers in HPV vaccine communication. This consultant will play a critical role in ensuring that the communication strategy is effective, consistent, and accessible to all stakeholders involved.

The selected consultant is responsible for:

1. Support capacities in the HPV vaccine communication

- Develop comprehensive guides that equip school/youth educators and healthcare providers with the knowledge and tools to effectively communicate about the HPV vaccine. Include sections on handling common misconceptions, answering frequently asked questions, and promoting vaccine benefits.
 - These include detailed guides, brochures, and for school/youth educators and healthcare providers, focusing on effectively addressing common misconceptions, concerns, and key vaccine benefits. Fact sheets /Posters with key messages to address the safety and efficacy of the vaccine; the importance of early vaccination for preventing HPV-related cancers; and vaccine hesitancy and misinformation.
 - Educational guide for teachers / educators and health care providers: session schedule and training materials on interpersonal communication (slides, brochures, role-plays, and short visuals).
- Develop a 3-day ToT training manual for healthcare providers on HPV vaccine communication using interpersonal communication techniques including early screening of HPV infection approved by the HPV introduction task force at the Ministry of Health.
- Conduct a ToT for 40 midwives, 40 nurses, and 60 gynecologists from UB and Regional Diagnostic treatment Centers (RDTC).
- Organize three additional ToTs for school doctors (1), teachers (1), and social workers (1), ensuring effective dissemination of knowledge and skills in vaccine communication.

2. Outreach and Campaign Coordination:

	<ul style="list-style-type: none"> • Develop a tailored outreach communication strategy that specifically targets out-of-school adolescents. This strategy should include key messaging, communication channels, and tools in collaboration with Youth Development Centers (YDC) and National Life-long Education Center (NLLEC). Utilize popular social media channels (facebook, instagram) to engage adolescents with UNFPA's social media content. • Implement the outreach strategy by coordinating with YDCs and NLLECs across selected provinces, focusing on areas with high numbers of out-of-school adolescents. • Conduct targeted campaigns through in-person sessions and digital platforms, ensuring the inclusion of these adolescents in the vaccination program through YDCs and NLLECs. • Develop campaign posters and brochures tailored to specific audiences, including adolescents, parents, and educators. The consultant will design 3 different types of brochures (one for each audience group) and one poster, ensuring they align with the communication strategy and HPV vaccine messaging. A total of 5,000 brochures and 500 posters will be printed and disseminated through YDCs and NLLECs as well as distributed digitally via social media platforms and relevant websites. The consultant will also coordinate with local stakeholders to ensure effective dissemination to hard-to-reach areas. • Organize an online meeting with YDCs across the country to present the HPV vaccination communication strategy, outlining specific tasks expected from each YDC. During the meeting, develop and agree upon a detailed action plan to guide the YDCs in executing communication efforts, including timelines and responsibilities, to increase vaccination coverage, especially among hard-to-reach populations. • Conduct in-person training sessions for 45 staff members from YDCs and 30 NLLEC on HPV vaccination. These sessions will take place in Ulaanbaatar and selected provinces. The consultant will ensure that the training includes comprehensive information on vaccine communication strategies and provides staff with the tools and knowledge to effectively promote the HPV vaccination among adolescents and parents in their respective provinces. • The consultant will collaborate with UNFPA's media and communication consultant to create and manage social media posts promoting HPV vaccination, ensuring effective content development, outreach, and performance tracking.
Duration and working schedule:	The duration of this consultancy is expected to be three months in Ulaanbaatar, Mongolia following UNFPA Mongolia CO's working schedule. The consultant's work is planned to be started from November 1, 2024.
A place where services are to be delivered:	UNFPA country office, Mongolia
Delivery dates and how work will be delivered (e.g.	<p>Deliverables and Timeline:</p> <ol style="list-style-type: none"> 1. Inception Report and Work Plan: By November 8, 2024

<p>electronic, hard copy etc.):</p>	<ol style="list-style-type: none"> 2. Development of HPV vaccine communication tools for different groups and targeted contents: November 29, 2024 3. ToT training manual for healthcare providers and educators along with Tot training reports: By December 20, 2024 4. Outreach Strategy and campaign plan, including the development of communication materials: By December 30, 2024 5. Conduct training for YDC and NLLEC staff: By January 20, 2025 6. Final consultancy report: By January 31, 2025
<p>Monitoring and progress control, including reporting requirements, periodicity format, and deadline:</p>	<p>The consultant will provide weekly updates on the progress of the deliverables, as per the schedule jointly agreed upon at the start of the consultancy. Since the consultant will be working in the office for three months, regular in-person meetings will be held to review progress, discuss any challenges, and make necessary adjustments.</p>
<p>Supervisory arrangements:</p>	<p>Under the overall guidance of the Programme Analyst, Adolescent, and Youth UNFPA Mongolia CO, the consultant will report on the progress on deliverables by working closely with the Youth and SRHR teams.</p>
<p>Expected travel:</p>	<p>None</p>
<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>The expected consultant should have a strong background in public health, knowledge of cervical cancer prevention strategies, and experience in developing educational materials for healthcare providers.</p> <p>Education:</p> <ul style="list-style-type: none"> • Master's degree in Medicine, Public Health and other related field. • Specialized knowledge in cervical cancer prevention, HPV vaccination strategies, or related areas. • Certification in developing educational and training content for service providers. • Certification in interpersonal communication in public awareness activities. <p>Experience:</p> <ul style="list-style-type: none"> • The consultant must have at least 5 years of cumulative experience working in the field of clinical medicine, public health, and women's health. • Proven experience in developing and delivering educational and training content for healthcare providers, and educators. • Experience in coordinating and implementing public health campaigns, particularly in rural and hard-to-reach areas. • Proven experience in report writing in Mongolian and English. <p>Language requirement:</p> <ul style="list-style-type: none"> • Native proficiency in Mongolian. • Professional working proficiency in English (both reading and writing), including the ability to review and produce professional materials.

	<p>Competencies:</p> <ul style="list-style-type: none"> ● Excellent skills in teamwork and facilitation of workshops and training sessions. ● Adequate level of organizational, time management, and communication skills. ● Knowledge of human rights, sexual and reproductive health, and gender equality. ● Ability to work effectively with diverse stakeholders, including government officials, healthcare providers, and community organizations. <p>It is anticipated that the consultancy will be governed by an Individual consultancy contract under standard UNFPA General terms and conditions for Individual consultants.</p> <p>Logistical arrangements:</p> <p>The UNFPA will require him/her to work in the UNFPA office on a full-time basis. Weekly meetings with a team are required for the timely consultation and guidance needed.</p> <p>The consultant will use his/her computer or laptop. If necessary, the consultant can use the office printer and scanners when needed.</p> <p>The CO will provide the required support in organizing meetings with key stakeholders or service providers when necessary.</p> <p>Schedule of Payments:</p> <p>Payments will be made monthly upon the satisfactory completion of deliverables, as verified by UNFPA. The consultancy fee will be negotiated according to the daily rate proposed by the consultant.</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 by the consultant will remain with UNFPA.</p> <p>The contract payment will be all-inclusive and UNFPA will not cover any other fee, insurance, or tax if it is not specified in this ToRs.</p>
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>NA</p>