

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	United Nations Population Fund (UNFPA) Country Office, Mongolia.
Purpose and background of consultancy:	The UNFPA Mongolia in collaboration with the Ministry of Health of Mongolia is planning to conduct an independent assessment of the health sector readiness for GBV. To ensure the quality of data collection for the proposed assessment, field <b>data assistant / data collector</b> will be hired on a short-term basis. The data collection will be organized through various tools, including questionnaire, Focus Group Discussion (FGD) and Key Informed Interview (KII) that will be developed by a team of consultants. The data collection will be carried out under the guidance and supervision of this team.
Scope of work:  (Description of services, activities, or outputs)	<p>The assessment aims at identifying the existing policies, protocols, guidelines, tools, and interventions in preventing and responding to GBV by the health sector, and defining the gaps in its implementation as well as future needs for the improvement of health sector response. The recommendations based on the assessment findings will guide the further improvements of the health sector response to GBV, and contribute to the design and development of capacity-building programmes for decision makers in the health sector and health care workers.</p> <p>The assessment will be an external, independent exercise undertaken by a team of consultants and managed by the UNFPA Country Office.</p> <p>The assessment will be carried out by a team consisted of a principal investigator, an assessment coordinator, a researcher and 5 data collectors.</p> <p>The field data assistant/data collector (5 people) will be hired during the field phase of the assessment and work under direct guidance of a researcher and supervision of the assessment coordinator.</p> <p>Following responsibilities are expected from the field data assistant / Data Collector include:</p> <ul style="list-style-type: none"> <li>- Attend the training on data collection tools and guidance</li> <li>- Prepare for the field work: printing and copying all assessment tools and checklists for each selected site</li> <li>- Carry out data collection and conduct interviews including FGDs and KIIs and prepare quality note or transcripts of records.</li> <li>- Conduct an observation of GVB service performance against checklist</li> <li>- Assist in data entry and correct typo</li> </ul>

	<p>- Assist in logistics of meetings and workshops</p> <p><b>NOTE:</b> The assessment will be conducted in accordance with the assessment ToR agreed with MoH and approved by UNFPA, attached as <b>Annex I</b>.</p>
Duration and working schedule:	The consultant's work will be based on deliverables, and it is not tied with the usual working hours. However, the consultant is expected to work for 15 working days no later than 10 October 2022. The exact working days will be agreed with PI and Assessment coordinator.
Place where services are to be delivered:	The consultant will work from his/her own place.
Deliverables and due dates	<p>Expected Output and Deliverables will be based the following deliverable:</p> <p>A. Field data collection report signed by both researcher and assessment coordinator, by October 10, 2022</p> <p>All deliverables will be drafted in English and Mongolian and shall follow the structure and detailed outlines will be provided by the UNFPA Country Office.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant should work under the direct guidance of the researcher and provide regular progress updates by emails, when necessary, the assessment coordinator has a right to request to inform or report on any changes in their daily work.</p> <p>The daily work track record will be filled by each consultant and signed by the supervisor for monitoring.</p>
Supervisory arrangements:	Both researcher and the assessment coordinator will provide overall supervision over the work of data collectors and progress of the assessment. If needed, the Programme Specialist on Gender Equality and Women's Empowerment of UNFPA Mongolia CO and the SRH team is available for technical guidance on the assessment results.
Expected travel:	Local travel is expected to 2 provinces. For the local travel outside of UB, UNFPA will arrange transportation and Daily Subsistence Allowance (DSA) according to its travel policy.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Expertise and education:</b></p> <ul style="list-style-type: none"> <li>- Bachelor degree from recognized academic institution in development studies, social science, public health, gender equality and/or GBV-related field.</li> <li>- Experience in research data collection and conducting of FGDs and KIIs.</li> <li>- Experience in working on health sector minimum three years</li> <li>- Experience in working with United Nations and engaging with government and ministries, as well as CSOs, is desirable.</li> </ul>

	<ul style="list-style-type: none"> <li>- Demonstrable teamwork with analytical skills;</li> <li>- Computer literacy in Word, Excel and PPT</li> <li>- Good command of English is desirable</li> </ul> <p><b>Required competencies and skills:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity and accountability.</li> <li>• Demonstrates commitment to human rights and development principles and values.</li> <li>• Excellent communication skills.</li> <li>• Planning, organizing, and achieving results Developing and applying professional expertise/business acumen.</li> <li>• Thinking analytically and strategically.</li> <li>• Working in teams/managing ourselves and our relationships.</li> <li>• High level of writing skill.</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<p>It is anticipated that the consultancy will be governed by an Individual consultancy contract under the standard UNFPA terms and conditions attached as <b>annex II</b>.</p> <p>UNFPA will pay a consultancy fee according to the current UNFPA approved schedule of rates at a level to be negotiated.</p> <p><b>Schedule of payment:</b></p> <p>Payment shall be paid upon acceptance of all the deliverables.</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. Copyright and ownership of all documents produced will remain with UNFPA.</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:</p>	