

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	RHCS Unit
Purpose of consultancy:	The objective of the consultancy is to support the Country Office produce high quality technical report for the 2016 RHCS facility survey, and facilitate dissemination of the findings to partners. One consultant to provide technical leadership for analysis, reporting writing and dissemination of the annual SDP assessment of availability of contraceptives and life-saving medicines.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will work in a participatory manner under the leadership of the UNFPA Representative and in close collaboration with the National Bureau of Statistics and Ministry of Health to analyze the data and write the survey report ensuring the final product is nationally owned.</p> <p>Specifically, the consultant is expected to:</p> <ol style="list-style-type: none"> 1) Conduct a preliminary review of the data to identify any obvious data cleaning issues. During this preliminary review, the Consultant will work with the data manger to resolve any identified problems. 2) Review the tables generated to ensure they are in line with the template provided in the “annotated outline for survey report”. If more tables are required guide NBS in generating them 3) For the survey report, obtain, review and provide a summary of the national protocols, guidelines and laws, which underline the provision of contraceptive and maternal/RH commodities in the different categories of SDPs. 4) In close collaboration with NBS National Survey Coordinator carry out data analysis and prepare draft and final reports. Report will be written according to reporting outline prepared by UNFPA. In general, the analysis will describe characteristics of health facilities at the national level and in elucidating regional, facility type, and facility sector related variations in functioning capacity and in the availability and extent of surveyed health services. 5) Present the preliminary findings of the survey to Pharmaceutical Technical Working Group, H6+, Health Development Partners Forum and other stakeholders for comments/inputs. After this feedback, the report will be finalized. 6) Present the final draft survey report to UNFPA, and MOH for approval in accordance with government protocol and procedures; 7) Prepare concise dissemination materials, such as an executive summary/ brief of the study, brochures/ flyers, factsheets, for easy sharing with partners and implementers; 8) Ensure the final draft report is copyedited, formatted, and ready to be printed; 9) Other related tasks to the scope of work as determined by the

	Representative.
Duration and working schedule:	Maximum duration of 28 days, spread over two (2) months inclusive of travel and stay in Juba for 21 days
Place where services are to be delivered:	Juba
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Starting date 27 March, 2017 The following are the deliverables to be approved by UNFPA:</p> <ol style="list-style-type: none"> 1) Inception report with clear timeline and action for implementation 2) Written weekly progress report on the analysis and report writing activities undertaken; 3) All the soft copies of the data sets 4) Draft report in hard and electronic copy 5) Final report in the UNFPA Supplies specified format, approved by the NBS and MOH ready for printing. 6) Dissemination plan, copies of PowerPoint presentations, research briefs and factsheets.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant is expected to submit weekly reports on tasks and assignments. These reports must be submitted by the last day in each week. A final Report and knowledge transfer note is expected at the end of the assignment
Supervisory arrangements:	Under the overall direction and strategic guidance of the Country Representative, and the supervision of the Deputy Country Representative, the consultant will work closely with RHCH Specialist and NBS to support the production of high quality technical report for the 2016 RHCS facility survey
Expected travel:	<p>Arrival date to Juba 26 March ,2017</p> <p>Departure date from Juba 4 May, 2017</p>
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1) Post-Graduate degree in the field of Pharmacy, Public Health, Supply Chain Management, Global/ International Health & Development, Statistics, Population and Demography, and/or other relevant related fields; 2) Experience working in health, pharmaceutical supply chain management, and conduct of similar assessments; 3) Leadership qualities including ability to coach, supervise and guide teams and achieve anticipated results; 4) At least 7 years of progressive professional experience in the area of supply chain management in the health sector; 5) Excellent judgment, conceptual and analytical thinking ability;

	<p>6)Ability to communicate effectively orally and in writing;</p> <p>7)Strong inter-personal, teamwork and organizational skills;</p> <p>8)Good diplomatic skills and experience interacting with host country government agencies including development partners, and civil society organizations;</p> <p>9)Proficiency in written and spoken English;</p> <p>10)Familiarity with information technology, including proficiency in word processing, spreadsheets, and presentation software;</p> <p>11)Significant working experience in RHCS and procurement/ supply chain management in South Sudan or similar context.</p>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide support services including transport, office space, telephone airtime for consultants</p>
<p>Other relevant information or special conditions, if any:</p>	<p>The proposed consultant will be recruited at ICS/P4 level</p>
<p><u>How to Apply</u></p> <p>Applicants are kindly requested to send their application to ssco.vacancies@unfpa.org by COB 22 March 2017. Applications received after this date will not be taken into consideration. All applications should be cleared marked with <u>Subject Line</u> “RHCS facility consultant (International Post)”.</p> <p>Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interviews.</p> <p>IMPORTANT: There is NO application processing or other fee at any stage of UNFPA application processes.</p>	