

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

### Reproductive Health assistant

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA CO, RH programme
Purpose of consultancy:	<p>1. RH assistant will be part of the RH programme team and will support the CO RH Programme (regular resources) implementation. RH assistant will work in close collaboration with the NPA on RH and Administrative/Finance Assistant on RH to ensure timely support to RH Programme on programmatic and operational matters.</p> <p>2. Den Sooluk Program was developed through a participatory and collaborative effort under the leadership of the MOH. The CO take a leading role and coordinated MCH group under SWAp. The CO supports the MOH in implementing work and procurement plan of Healthcare reform program "Den Sooluk". RH assistant will support the facilitation process in coordinating the MCH activities of all agencies involved in the process.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>UNFPA will recruit RH assistant who will facilitate coordination of MCH group within the Den Sooluk programme and RH program implementation (regular resources). The detailed scope of work is:</p> <ol style="list-style-type: none"> <li>(1) Assist the RH Team in the implementation projects: KYR 3 U 201,202 and provide assistance in the organization of seminars, workshops and trainings;</li> <li>(2) Facilitate coordination of MCH group: provide support in conducting MCH group meetings /Joint annual review with national and development partners and take /compile minutes of meeting; support in preparing summary notes and reports ; contribute to procurement process for IUD; correspond and negotiate with MCH group on activities and on procurement IUD;</li> <li>(3) Assist with written translation in English and Russian of some materials or reports for partners;</li> <li>(4) Perform any other tasks delegated by the supervisor.</li> </ol>
Duration and working schedule:	It is expected that experts will work during the period from 28 August –to 28 December 2017.
Place where services are to be delivered:	Bishkek
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>There are three deliverables:</p> <ol style="list-style-type: none"> <li>(1) Activity report of project implementation (KYR 3 U 201,202) and MCH component of Den Sooluk are submitted to UNFPA on monthly basis;</li> <li>(2) Procurement process for IUD within the MCH component of Den Sooluk Programme are assisted.</li> <li>(3) Written translation of Russian/English documentation are provided: correspondence, reports as well as any other information related to activities of project Kyrg201, 202 and MCH component of Den Sooluk).</li> </ol> <p>The performance report must be completed by 28th December 2017.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Rh assistant is expected to report to NPA on RH on monthly basis with regular updates through email correspondence.
Supervisory arrangements:	Performance will be evaluated by the NPA on RH in accordance with the functions and agreed deliverables.

Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>Key requirements for experts:</p> <ul style="list-style-type: none"> <li>• University Degree in social science, or other related field, public health, medicine; health education would be desirable, but it is not a requirement;</li> <li>• 7 years of progressive experience in health program implementation at the national level; previous experience in development assistance or related work for a donor organization, governmental institutions, NGO is a very strong advantage;</li> <li>• Practical Experience in the usage of computers and office software packages (MS Word, Excel, etc);</li> <li>• Good working knowledge of English and Russian; Knowledge of Kyrgyz is desirable;</li> <li>• Strong interpersonal and team-player skills are essential;</li> <li>• Working experience with international organizations (Development partners and others).</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Under the overall guidance of UNFPA NPA on RH and in close collaboration with the Ministry of health it is expected to submit the performance report. CO will hire RH assistant and be responsible for his/her honorarium</p>
Other relevant information or special conditions, if any:	<p>COA: Kyr 201, Activity: Workgroup The payment will be made in lump sum upon completion of the assignment.</p>
<p>Signature of Requesting Officer in Hiring Office: NPA on RH, NSm <span style="float: right;">Date:</span></p>	