TOR approved *by Meder Omurzakov, AR, CO UNFPA Kyrgyzstan* \_\_\_\_\_\_\_\_\_\_\_\_\_

TOR prepared *by Nurgul Smankulova, NPA on RH*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT: RH Assistant

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| TERMS OF REFERENCE (to be completed by Hiring Office) | |
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| Hiring Office: | UNFPA CO, RH programme |
| Purpose of consultancy: | Country Office seeks Reproductive Health Assistant to ensure, over time, the sustainability of national reproductive health commodity security (RHCS) efforts, with a focus on enhancing national health systems for supply chain management and the delivery of quality Family planning health services, with particular attention to reaching targeted vulnerable populations and increasing state budget for family planning. RH Assistant provides assistance on family planning activities implementation, especially related to implementation FP2020 commitment and integration of FP with other health and development activities for UNFPA. RH assistant is responsible for the effective administration, execution and coordination of procurement of contraceptives within the state budget.  RH Assistant contributes efforts to the RH Programme (regular resources, especially Sub-regional workshop) implementation if needed. The RH assistant works in close collaboration with the NPA on RH and RH Programm Associate to ensure timely support on programmatic and operational matters |
| Scope of work:  *(Description of services, activities, or outputs)* | UNFPA will recruit RH assistant who will provide assistance of RHCS/FP activities The detailed scope of work is:  1. **RH Assistant will provide targeted assistance to the Ministry of Health**: He/She will:  a)Assist in implementation of procurement of contraceptives within the state budget and support in registration of potential new suppliers/vendors of RH supplies in line with UNFPA catalogue;  b)Assist in distribution, and warehousing systems for contraceptives are effective and efficient to foster RH commodity security at all levels of health care;  c) Assist in the proper forecasting, ordering, and reporting of FP commodities of the target population.  d) Provide support in conducting meetings with national and development partners and take /compile minutes of meeting: support in preparing summary notes and reports and communicate with MOH on RH/FP activities.  2. **RH Assistant will play an important role in providing administrative support on implementation of FP2020 commitments**. He/She will:  a)Assist in coordination of the work to the FP2020 commitment implementation ( https://www.familyplanning2020.org/kyrgyzstan);  b)Provide assistance to effectively and efficiently develop the Family planning Costed implementation plan by national partners;  d)Create and maintain filing system for all documents, including talking points, business contacts, events and materials for the national FP2020 team;  3. **RH Assistance will support in the implementation RH programme KGZ04SRH**: He/She will  a) Assist in conducting Sub regional workshops on FP;  b) Assist in coordination of the work of UN agencies/Parliament in making amendments to the Law on Public Procurement;  c) Assist with written translation in English and Russian of some materials or reports for partners.  d) Perform any other tasks delegated by the supervisor. |
| Duration/working schedule: | It is expected that experts will work during the period from 10 February – to 10 December 2019 |
| Place where services are to be delivered: | Bishkek |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | There are five deliverables:   1. Activity Report is submitted to UNFPA on montly basis; 2. Procurement, distribution, forecasting, ordering, and reporting process for contraceptives within state budget are assisted; 3. FP2020 commitments implementation, including development of FP Costed implementation plan are supported; 4. Assistance is provided in conducting Sub regional workshop on FP; 5. Assistance is provided in revising Public Procurement Law ; 6. Written translation of the documentation Russian/English are provided (correspondence, as well as any other information related to RH/FP activities);   The performance report must be completed by 10 December 2019. |
| Monitoring,  progress control, 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 on the basis of the above work objectives 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: | Key requirements for experts:   * University Degree in social science, public health, medicine and other related field; * At least 3 years’ experience in project implementation or experience in development assistance or related work for an international/UN organization, governmental institutions, NGO. Experience in area of health would be asset. * Practical Experience in the usage of computers and office software packages (MS Word, Excel, etc) * Good working knowledge of English and Russian; Knowledge of Kyrgyz is desirable; * Demonstrated administrative abilities, strong interpersonal and team-player skills are essential. |
| Inputs/services to be provided by CO or IP (e.g support services, office space, equip-t), if applicable: | CO will hire RH assistant and be responsible for his/her honorarium |
| Other info-tion,if any: | COA: KGZ04SRH, Activity : RH assistant .The payment will be made monthly. |
| Signature of Requesting Officer in Hiring Office: NPA on RH, NSM Date: | |