TOR approved *by* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOR prepared *by*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: | The HealthCare reforms program “Den Sooluk” (DS) for 2012-2018 is implemented under the SWAp and supported by all development partners working in the area of health. The UNFPA takes a leading role and coordinates MCH group under the SWAp.  The RH assistant will be part of RH program team and will facilitate coordination of the work of MCH group. RH assistant will be responsible for the effective administration, execution and coordination of procurement of contraceptives for funds allocated from the SWAp budget of the healthcare reforms program “Den Soluk” and for funds allocated for procurement of contraceptives from the state budget in 2018.  The RH Assistant will also contribute to the implementation of 2018 RH work plans under regular resources. The RH assistant will work in close collaboration with the NPA on RH and RH Program 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 facilitate coordination of MCH group within the “Den Sooluk” programme and contribute to 2018 RH work plans implementation under regular resources. The detailed scope of work is:   1. Facilitate coordination of the work of the MCH group: provide support in conducting MCH group meetings /Joint annual review of MCH component with national and development partners and take /compile minutes of meeting; support in preparing summary notes and reports; support procurement process for IUD; communicate with members of MCH group on activities and on procurement of IUD; 2. Responsible for the effective administration, execution and coordination of procurement contraceptives for funds from the state budget; assist coordination of the work of UN agencies in making amendments to the Law on Public Procurement in order to allow procurement via UN agencies. 3. Assist RH team in the implementation of the RH program KGZ04SRH and provide assistance in the organization of seminars, workshops and trainings; 4. Assist with written translation in English and Russian of some materials or reports for partners; 5. Perform any other tasks asked by the supervisor or Assistant Representative. |
| Duration and working schedule: | It is expected that a consultant will work during the period from 20 July to 10 December 2018. |
| Place where services are to be delivered: | Bishkek |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | There are four deliverables:   1. Reports on RH program implementation (KGZ04SRH) and coordination of MCH group of “Den Sooluk” are submitted to UNFPA on quarterly basis. 2. Procurement process for IUD for the funds allocated from the SWAP budget is assisted. 3. Procurement process for contraceptives for the funds from the state budget is assisted. 4. Written translation of the documentation Russian/English are provided.   The reports must be completed by 10th of December 2018. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | RH assistant will report to NPA on RH and be in touch with the supervisor on daily basis. |
| 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: | Key requirements for experts:   * University Degree in social science or other related field. Degree in public health, medicine; health education would be desirable, but it is not a requirement; * At least 3 years of progressive experience in project implementation or experience in development assistance or related work for a donor organization, governmental institutions, NGO. * 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; * Strong interpersonal and team-player skills are essential. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | CO will be responsible for honorarium of the consultant |
| Other relevant information or special conditions, if any: | COA: KGZ04SRH, Activity: RHASSISTANT  The payment will be made monthly. |
| Signature of Requesting Officer in Hiring Office: | |