

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - Consultant – Maternal Health Booklet Development	
Hiring Office:	United Nations Population Fund, Sri Lanka
Purpose of consultancy:	<p>Sri Lanka has achieved impressive improvements in maternal health, largely attributable to maternal care services. A high level of maternal literacy has also contributed to this achievement. However, only an extremely slow improvement has been seen in the maternal mortality ratio in the recent past, which demands focused attention on improving maternal care services, including empowerment of the clients through behaviour change communication.</p> <p>A booklet to empower clients by improving their knowledge of maternal health was developed, designed and published in 2006. This booklet was given to pregnant women on a lending basis which helped to enhance their knowledge. However, these booklets are not widely available at present, and the content is also outdated.</p> <p>As such, the UNFPA is supporting the Family Health Bureau (FHB) to hire a consultant to revise and improve the booklet on maternal health targeting clients under the guidance of a working group to be appointed by the Family Health Bureau.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant is expected to carry out the following activities during the period November 2024 to January 2025.</p> <p>Tasks:</p> <ul style="list-style-type: none"> ● Consultations with relevant stakeholders including the Director (MCH) and relevant consultants of the Family Health Bureau on the proposed activity. ● Scrutinize the relevant literature, including national guidelines on maternal health and services. ● Draft an outline of the content of the booklet on maternal health. ● In concurrence with the Family Health Bureau and the working group, modify the draft outline of the booklet on maternal health. ● Based on the comments received regarding the outline of the booklet, develop the booklet on maternal health. ● Prepare a final version of the booklet on maternal health in Sinhala revised according to feedback from the FHB and the working group. ● Coordinate and arrange Tamil translations for the final booklet. ● Submit the final Sinhala and Tamil version of the booklet
Duration and working schedule:	November 2024 to January 2025. (total work amounting to 30 days)
The place where services are to be delivered:	Home-based / consultations and meetings with relevant stakeholders
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Key Results expected and payment schedule: <ul style="list-style-type: none"> ● A clear outline of the proposed booklet on maternal health (both hard copy and soft) - November 2024 ● Upon consultations with relevant stakeholders, the first draft of the booklet on maternal health (soft copy) - December 2024 ● Finalized Sinhala version of the booklet on maternal health, incorporating comments from the relevant stakeholders (soft copy) - January 2025
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The acceptance of services at the end of each completed deliverable will be certified through a certification of payment to be countersigned by both parties (IC and UNFPA) and a daily log sheet to be submitted by the consultant including the details of working days and tasks.
Supervisory arrangements:	The consultant will report to the National Programme Analyst - SRHR working closely with the Family Health Bureau and the working group appointed.

Expected travel:	Some travel within and outside Colombo. The Consultant will have to make her/his arrangements and bear the cost of attending meetings and consultations while in Colombo. UNFPA will cover the cost of traveling and provide agency-approved Daily Subsistence allowance for out-of-school allowance.
Required expertise, qualifications and competencies, including language requirements:	<p>Academic/professional Qualification:</p> <ul style="list-style-type: none"> ● A degree/postgraduate qualification in medicine, public health and/or obstetrics <p>Experience:</p> <ul style="list-style-type: none"> ● At least 10 years post qualifying work experience on maternal healthcare in preventive and/or curative settings ● A practical understanding of the maternal healthcare service delivery in the country ● Past experience in formulating behaviour change communication material. ● Prior experience in working with UN agencies is an asset. <p>Required Competencies:</p> <p>Values:</p> <ul style="list-style-type: none"> ● Exemplifying integrity ● Demonstrating commitment to UNFPA and the UN system ● Embracing cultural diversity ● Embracing change <p>Core Competencies:</p> <ul style="list-style-type: none"> ● Achieving results ● Being accountable ● Developing and applying professional expertise/business acumen, ● Thinking analytically and strategically ● Working in teams/managing ourselves and our relationships ● Communicating for impact <p>Functional Competencies:</p> <ul style="list-style-type: none"> ● Exceptional oral and written communication skills in the English and Sinhala or Tamil languages required. ● Creative and analytical thinking skills and excellent report-writing skills. ● Demonstrated high level communication skills and the ability to effectively communicate complex information in a clear and concise manner. ● Ability to lead and work effectively with a diverse team of people. <p>Language:</p> <ul style="list-style-type: none"> ● Fluency in spoken and written English and Tamil and/or Sinhala
Inputs / services to be provided by UNFPA	<ul style="list-style-type: none"> ● UNFPA will administrate the consultant contract and provide required technical support and supervision.

Other relevant information or special conditions, if any:	<p>Method of payment:</p> <ul style="list-style-type: none"> ● 20% upon submission of an outline of the booklet on maternal health. ● 40% Upon completion of consultations with relevant stakeholders and submission of the initial draft of the booklet on maternal health. ● 40% upon the submission of the finalized booklet on maternal health, incorporating comments from the relevant stakeholders
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will facilitate meetings with partner organizations, UN agencies as required. Consultant should bring their own laptop and any other digital equipment which is required to complete the assigned task.
Other relevant information or special conditions, if any:	