

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT Sexual and Reproductive Health (SRH) protocols Consultancy

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Jordan Country Office
Purpose of consultancy:	<p>The purpose of this work is to hire a consultant to:</p> <ul style="list-style-type: none"> • Review and update the 2011 revised version of national clinical guidelines for women's sexual and reproductive health issued to provide evidence-based documentation on available nationally endorsed SRH protocols and guidelines. These updated guidelines will serve as an important reference for all workers in the field of women's sexual and reproductive health in Jordan, a guide for service delivery, and a tool to support performance improvement for health care providers at all primary health care facilities; • To develop a training package to unify and standardize the training methodology and guide the ministry of health on using the updated guidelines in a user-friendly manner. This training package will tackle all areas approved to be included in the national clinical guidelines.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Scope of Work:</p> <p>1. National Clinical Guidelines for Women's Sexual and Reproductive Health (ARABIC VERSION)</p> <ol style="list-style-type: none"> 1. Conduct a desk review of literature related to the main sections of the SRH protocols (2011 version) and provide documented evidence of this review from sources and documents related to sexual and reproductive health services. The desk review should rely on evidence-based resources with documentation and nationally approved national protocols and guidelines. 2. Review available clinical guidelines, protocols, and flowcharts adopted and endorsed by the Women and Child Health Directorate at the Ministry of Health and published by other supporting agencies. 3. Develop a clear and detailed plan for the implementation of this task in collaboration with the Directorate of Women's and Children's Health and the United Nations Population Fund. 4. Prepare a procedural plan of action, timetable, and framework for accomplishing the task. <ul style="list-style-type: none"> ○ Conduct a meeting with the technical committee formulated by the Ministry of Health and the United Nations Population Fund to agree on the action plan and activities. ○ To make the necessary adjustments to improve the structure and contents based on the views of the technical committee. 5. Prepare for the first draft of the revised document and receive feedback from the technical committee at the Directorate of ' 'Women's and ' 'Children's Health and the United Nations Population Fund.

	<p>6. Make necessary adjustments based on feedback from the observations of the technical committee at the Directorate of 'Women's and 'Children's Health and United Nations Population Fund.</p> <p>7. Preparation of the document in its final language editor and spelling checker.</p> <p>8. Conduct meetings with the MCH focal points at the Directorate of Women and Children Health/MoH and technical team at the United Nations Population Fund (UNFPA) in order to obtain feedback on the draft prepared by the expert from the relevant authorities.</p> <p>Expected output includes:</p> <p>I- RH protocols: A final revised and updated version of the National Reproductive Health protocols in two copies (paper and electronic on CD) to be submitted for the Ministry of Health / Directorate of Women and Children Health and the United Nations Population Fund for endorsement.</p> <p>II- The training manual for the RH Protocols is developed and submitted in two formats (hard copy and electronic copy) to the Ministry of Health/ Directorate of Women and Children Health and UNFPA endorsement.</p> <p>III- Conduct a training for SRH SWG members on the comprehensive SRH Package. Feedback from the training package will be used to develop the ASK brochures in 2022.</p>
Duration and working schedule:	1 July 2021 to 31 December 2021
Place where services are to be delivered:	<p>Working from Home.</p> <p>Meeting with Women and Child Health Directorate staff on regular basis partners and IPs takes place at their premises.</p> <p>The consultant will meet with the SRH Specialist through telecommunication upon request.</p>
Delivery dates and how work will be delivered (e.g., electronic, hard copy, etc.):	<p>Ongoing through emails and hard copies</p> <p>Delivery dates to be identified by the consultant (upon submission the workplan proposal). Delivery dates will be further discussed with the UNFPA SRH Specialist (delivery dates are adjustable based on mutual agreement).</p> <p>Schedule of payments:</p> <ul style="list-style-type: none"> • 40% upon finalization of the RH protocols for health care providers. • 20% upon finalization the training package on the developed RH protocols. • 20% Upon finalization of the review process of UNFPA Medical protocols. • 20% upon completion of the assignment (Conduct training for SRH SWG members on the comprehensive SRH Package)

<p>Monitoring and progress control, including reporting requirements, periodicity format, and deadline:</p>	<p>I- RH protocols: The review and finalization of the RH protocols for health care providers.</p> <p>II- The preparation of the training package on the developed RH protocols. The consultant has to provide a timeline for each of the deliverables in the framework.</p> <p>III- Reviewing the Medical protocols produced and translated by UNFPA.</p> <p>IV- Conduct trainings for SRH SWG members on all components of the comprehensive SRH Package.</p> <p>This should include gathering available evidence based and stakeholder recommendations, Facilitating at consultative meetings, presenting drafts, and participating in the review and approval meetings, and integrating stakeholder feedback and presenting the final version for printing.</p>
<p>Supervisory arrangements:</p>	<p>The SRH consultant will work under the direct supervision of the UNFPA SRH Programme Specialist. Additionally, there will be meetings of the consultant with the partners, including with MOH and members of the technical committee. At least two personal meetings will be conducted with the consultant to keep track of the progress of work. Comments and inputs will be given on the draft report by UNFPA.</p>
<p>Expected travel:</p>	<p>NA</p>
<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p><u>Qualifications and Experience</u></p> <ul style="list-style-type: none"> ● The consultant should have a minimum of ' 'Master's degree in public health/Family medicine with medical technical education, preferably with a graduate qualification in Reproductive Health / Family Medicine, adequate knowledge, and 7 years of previous experience in sexual and reproductive health programming and adolescent health expertise, ● Previous experience in developing SRH guidelines and clinical pathways. ● Previous experience in developing Standard Operating Procedures on ' 'women's health. ● Enjoy team spirit and the ability to work within a group. ● Mastering the skills of preparing documents in a valid Arabic language. ● The consultant should share an implementation plan of the assigned consultancy upon submission of their CV. <p><u>Skills:</u></p> <ul style="list-style-type: none"> ● Excellent analytical, assessment research, evaluation, writing, and communication skills. ● Strong organizational and time management skills are required to multitask and meet tight deadlines. ● Where relevant excellent written and spoken command of Arabic and English

Inputs/services to be provided by UNFPA or implementing partner (e.g., support services, office space, equipment), if applicable:	The consultant will receive guidance from the Ministry of Health and the UNFPA Jordan Country Office. The consultant is expected to be working jointly with relevant stakeholders through all phases of the consultancy process. The consultant is also expected to arrange for the meetings with partners and IPs and transportation.
Other relevant information or special conditions, if any:	Interested Consultant(s) need to submit a proposal that include a brief description of approach to work/technical proposal and Financial Proposal separately. <u>Delivery dates will be further discussed with the UNFPA SRH Specialist (delivery dates are adjustable based on mutual agreement).</u> Payments will be paid upon satisfactory completion of each deliverable.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA is committed to workforce diversity and inclusion and promotes equal opportunities for all including persons with disabilities.

How to apply:

Interested candidates are kindly requested to provide us with their P11s, copy of academic credentials, motivation letter along with a technical proposal (includes a brief description of approach to work) and financial (in a separate file attachment), through the email address: jco-consultants@unfpa.org , indicating the Consultancy Title in the e-mail's subject, **by 24 July 2021, 23:59 pm.**

Candidates whom their proposals are seriously being considered will be contacted.

Please note that selected consultants will be asked to submit a series of documents (health insurance; passport, vendor form, security certificates etc.) before starting their assignment.