

United Nations Children's Fund (UNICEF)**Vientiane, Lao PDR****National Individual Consultancy: Individual contract to provide support for the implementation of the RMNCAH Strategy and the UN Joint Programme Implementation in Bolikhamxay province****Terms of Reference****1. Background**

The UN Joint Programme (UNJP) for Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) 2022-2025 supports the Ministry of Health of Lao PDR to implement the national RMNCAH Strategy and Action Plan 2016-2025. The UNJP RMNCH aims to contribute to improving the health status of women, newborns, children and young people in Lao PDR. UNJP support includes capacity development of the national RMNCAH Secretariat to coordinate the implementation of the national RMNCAH Strategy and Action Plan as well as capacity development of selected provinces to implement the RMNCAH Strategy and Action Plan at sub-national level.

2. Purpose

The provincial RMNCAH support staff is expected to assist the Provincial Health Department in Bolikhamxay to implement the RMNCAH Strategy and Action Plan at provincial and district level, through coordinated planning, implementation, monitoring and reporting.

3. Work Assignments

Specific responsibilities include:

- Support the Provincial Health Department of Bolikhamxay in coordinated planning, implementation, monitoring and reporting on RMNCAH Strategy implementation in collaboration with all relevant units in Provincial and District Health Offices and hospitals and UNJP partners.
- Provide backstopping, training support and coaching for provincial and district level RMNCAH activities.
- Maintain an overview of development partners supporting RMNCAH in the province and establish contacts to improve synergy and coordination of activities.
- Coordinate with LuxDev project to ensure synergy between UNJP and LuxDev project.
- Conduct regular field monitoring visits to districts and health facilities and identify issues, constraints, and best practices on RMNCAH service delivery.
- Conduct regular monitoring visits to village health volunteers (VHVs) to monitor the activities of VHVs during home visits and provide on job coaching support.
Support the availability, analysis and utilisation of RMNCAH data recorded in DHIS2.

4. Qualifications or Specialized Knowledge/Experience RequiredQualifications and Experience

- An advanced degree in Public Health, Social Sciences, International Development or another relevant area.
- At least three years of relevant experience in planning and coordinating health programmes at provincial and/or district level, with a specific focus on RMNCAH.

Knowledge and Skills

- Familiarity with the UN's procedures on the Harmonized Approach to Cash Transfers (HACT) is considered an asset.

- Previous work experience in the Ministry of Health, provincial health administration in Bolikhamxay, UN agency or INGO in the health sector is considered an asset.

Competencies

- The ability to work and collaborate with Government, UN agencies and NGOs.
- A team player with excellent interpersonal communication skills.
- A hands-on, practical approach.

Languages

- A good command of English (speaking and writing) is required.
- Proficiency in local ethnic languages is considered an asset.

5. Location

Provincial Health Office, Bolikhamxay province, Lao PDR

6. Duration

The contract start date is 1 December 2022. The contract will be for 11.5 months with the possibility of renewal depending on satisfactory performance and extension of the programme.

7. Deliverables

- Minutes of 2022-23 provincial level RMNCAH planning and review meetings available, approved and disseminated.
- Monthly requests and reports for the implementation of UNJP-supported RMNCAH activities in Bolikhamxay province, including highlighting lessons learned from programme implementation at provincial level.
- Reports/minutes from meetings held to coordinate activities between the UNJP and LuxDev development programme and other key development partners at provincial level.
- Support provided for capacity building activities on the implementation of the UNJP on RMNCAH at provincial level, including training support/facilitation in trainings.
- Regular field visits to districts and health facilities conducted, including identification of issues, constraints, and best practices on RMNCAH service delivery.
- Regular monitoring visits to village health volunteers (VHVs) to monitor activities of VHVs during home visits and provision of on job coaching support.
- Support provided for the availability, analysis and utilisation of RMNCAH data recorded in DHIS2.

8. Reporting Requirements

Monthly progress reports submitted to the contract supervisor documenting activities, trainings, systems/standards, tools, and guidelines that were implemented/utilized and highlighting lessons learned, problems faced, and solutions put in place to mitigate them.

9. Payment Schedule linked to deliverables:

The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.

<i>Deliverables</i>	<i>Reporting Requirements</i>
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	for each deliverable
<ul style="list-style-type: none"> Minutes of 2022-23 provincial level RMNCAH planning and review meetings available, approved and disseminated. Monthly requests and reports for the implementation of UNJP-supported RMNCAH activities in Bolikhamxay province, including highlighting lessons learned from programme implementation at provincial level. Reports/minutes from meetings held to coordinate activities between the UNJP and LuxDev development programme and other key development partners at provincial level. Support provided for capacity building activities on the implementation of the UNJP on RMNCAH at provincial level, including training support/facilitation in trainings. Regular field visits to districts and health facilities conducted, including identification of issues, constraints, and best practices on RMNCAH service delivery. Regular monitoring visits to village health volunteers (VHVs) to monitor activities of VHVs during home visits and provision of on job coaching support. Support provided for the availability, analysis and utilisation of RMNCAH data recorded in DHIS2. 	Monthly Report
	Monthly Report
	Quarterly Report
	Monthly Report
	Monthly Report
	Quarterly Report
	Monthly Report
	Monthly Report
	Quarterly Report
	Monthly Report
Final Report	

Monthly payment, based on monthly tasks and progress reports of the list of key deliverables, approved upon monthly review with supervisor. Any tax to be paid to the government should be covered by the consultant and UNICEF will not be responsible to cover any such costs.

10. Administrative Issues

The assignment will be based in Bolikhamxay Province. Frequent field visits may be required, and transport will be provided by UNICEF. The DSA for the field trips will be paid according to UNICEF guidelines. The cost will be calculated based on UN rate at the time of travel.

The consultant is required to obtain his/her own health insurance including medical evacuation for the whole duration of the assignment.

Resources and facilities to be provided by UNICEF and Provincial Health Office of Bolikhamxay; e.g. access to printer, office space.

11. Contract supervisor

Health Specialist, UNICEF, will be the contract supervisor.

The position will also work closely with UN Joint Programme Coordinator, UNJP technical focal points from UNFPA and WHO, in close collaboration with the provincial Health department provincial level and Health facilities.

12. Nature of 'Penalty Clause' to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

13. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: monthly consultancy fee.

The deadline for applications is 16 November 2022.

14. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal: including a cover letter and updated CV
2. Financial Proposal: monthly consultancy fee.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment.

Technical Qualification (max. 100 points) weight 70%

- Relevant degree (10 points)
- Knowledge of national RMNCAH strategic framework (30 points)
- Experience in supporting the implementation of health / RMNCAH programmes at sub-national level in Lao PDR (40 points)
- Quality of past work (20 points)

b) Financial Proposal (max. 100 points) weight 30%

The maximum number of points shall be allotted to the lowest financial proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other financial proposals will receive points in inverse proportion to the lowest price.

The applicants should provide medical insurance covering medical evacuation for the whole duration of the assignment as part of the financial proposal submission.

The contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.

15. Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan

Section Request: Health

Output: Government authorities have strengthened capacity to legislate, plan and budget to improve the quality, resilience, universality and sustainability of the health system

Included in approved AWP: Yes No