

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
Consultancy for development of Post Discharge Community Follow-Up of Newborns model of care	SC210489	<input checked="" type="checkbox"/> Consultant	Remote- with travel to targeted districts
<p>Purpose of Activity/Assignment: To develop standard operating procedures, training manuals, and building healthcare staff capacity for the scale-up of community follow-up of small and sick newborn</p>			
<p>Scope of Work: In 2022, Ghana adopted the WHO Standards for Improving Quality of Care for Small and Sick Newborns (SSN) in Health Facilities as part of national efforts to reduce newborn mortality and advance progress toward the SDG targets. A key gap identified in the quality-of-care landscape was the high number of post-discharge neonatal deaths occurring at the community level. Small and sick newborns often remain clinically fragile after discharge, and many families face challenges—such as distance, limited transport, or financial constraints—that prevent them from returning to health facilities for essential follow-up care.</p> <p>With support from UNICEF, the Ghana Health Service piloted a community-based follow-up model for small and sick newborns in 2024. The model ensures that newborns discharged from health facilities are systematically linked with Community Health Officers (CHOs), who conduct home-based follow-up visits to monitor the health and wellbeing of both mother and baby. This reduces the burden on families to travel back to facilities. Specialist newborn nurses and doctors in district hospitals provide ongoing mentorship to CHOs to strengthen early identification and management of newborn complications.</p> <p>Since 2024, a total of 3,900 healthcare providers—including nurses, midwives, and CHOs—across 44 of Ghana's 261 districts have been trained to implement this model of care. Overall, referral linkages between health facilities and communities have been strengthened. In 2025 alone, 4,000 small and sick newborns and their mothers benefited from this intervention.</p> <p>The innovation is well positioned for national scale-up, as it can be seamlessly integrated into Ghana's Community-based Health Planning and Services (CHPS) system— the country's primary healthcare platform designed to bring essential services closer to rural and underserved communities. The model aligns with global best practices for scaling care for small and sick newborns at the district level, as well as with Ghana's Reproductive, Maternal, Newborn, Adolescent Health and Nutrition Strategy (2020–2025).</p> <p>This Terms of Reference outlines the scope of work and expectations for an institutional consultancy to develop national standard operating procedures and training materials. These tools will guide Ghana's scale-up of the Community Follow-up of Newborns model of care, drawing on lessons and evidence from the pilot implementation.</p>			
<p>Child Safeguarding</p> <p>Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, check all that apply:</p> <p>Direct contact role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:</p>			

Child data role <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):		
Budget Year: 2026	Requesting Section/Issuing Office: HEALTH & NUTRITION	Reasons why consultancy cannot be done by staff: <i>The role of the consultant requires intensive consultations and full time dedication to meet the timelines of the deliverable. This will affect the regular work of staff</i>
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:		
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Competitive Selection: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment
If Extension, Justification for extension:		
Supervisor: Paul Henry Dsane-Aidoo	Start Date: 23 rd March 2026	End Date: 30 th April 2026
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More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates		

Work Assignments Overview	Deliverables/Outputs
Organise an inception meeting with stakeholders to obtain feedback on the proposed methods and implementation plans	Inception report including methodology and implementation plan
<ul style="list-style-type: none"> • Draft a national Standard Operating Procedures document for the Newborn Post-discharge Follow up initiative following a review of the pilot and interviews with key stakeholder. • Conduct a consultative meeting with key partners to obtain inputs form experts to further develop the SOPs. • Conduct validation meeting with key stakeholders and prepare a final document to be shared with Ghana Health Service and UNICEF. 	Standard Operating Procedures developed and submitted to GHS and UNICEF
Develop refined Powerpoint slides and PDF version of training materials for capacity building of healthcare workers (paediatricians, newborn care nurses, midwives, community health nurses), based on the materials used during the pilot.	Training Materials developed and submitted

Facilitate training of trainers (ToT) of national and regional level trainers on follow up of newborns at community level and submit a final report with recommendations.

ToT report submitted

<p>Minimum Qualifications required*:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: An advanced university degree in one of the following fields is required: public health/nutrition, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology, or another relevant technical field</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p>Knowledge/Expertise/Skills required *:</p> <ul style="list-style-type: none"> • At least 7 years professional experience in working within the newborn care in Ghana with proven experience in newborn clinical care, as well as community health systems • Good understanding of the Ghana's health context especially Reproductive, Maternal, Newborn, Child, Adolescent, Health and Nutrition (RMNCAHN) services • Demonstrated capacity in community health or public health program and policy development, evaluations in relevant fields, including data collection from health workers • Strong analytical and facilitation skills with experience in high-level stakeholder engagement • Prior experience in similar assignments • Excellent verbal and writing skills in English • Previous work experience in developing training materials or SOPs especially in the areas of RMNCAHN, and/or community work <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance) Technical Evaluation (e.g. maximum 75 Points)</p>	
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>
<p>Request Authorised by Section Head</p> <p><i>Dr Manuel Dewez Chief of Health and Nutrition</i></p>	<p>Request Verified by HR:</p>

Approval of Chief of Operations (if Operations):

Approval of Deputy Representative (if Programme)

Representative (in case of single sourcing/or if not listed in Annual Workplan)

Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Text to be added to all TORs:

Individuals engaged under a consultancy will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. The vaccine mandate, does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers [reasonable accommodation](#) for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.