

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Revision and Update of the National Strategic Plan for Pre-adolescent and Adolescent Health	Funding Code: SC190643	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Kingston
<p>Purpose of Activity/Assignment:</p> <p>The group of young persons 10-19 years, defined by the Ministry of Health (WHO) as adolescents” is an especially important group from a national health and development perspective. The health of this group has important implications for the health and wellbeing of the nation. However, acknowledging that to improve the health and wellbeing of adolescents one must intervene before adolescence, it is essential that the focus of any plan to improve the health and wellbeing of adolescents should include the pre-adolescent –defined by the Ministry as young people who are 8-9 years old, as well as adolescents. Currently, pre-adolescents and adolescents represent approximately 24 percent of the total population. In 2009, the Ministry of Health, in a participatory and consultative process with individuals and agencies that work with and for adolescents, and with adolescents themselves, began a process to develop a strategic plan to guide the national response to adolescent and preadolescent health and development. The National Strategic Plan on Pre-Adolescent and Adolescent Health was drafted and spanned the 5-year period 2011-2016. The Ministry of Health and Wellness now requires a consultant to facilitate a review of the 2011-2016 National Strategic Plan for Pre-adolescent and Adolescent Health (NSPPA) and based on the results of this review, complete the drafting of revised NSPPA for the period 2021-2026. The process must include wide consultations with relevant stakeholders and a robust participatory process engaging adolescents and young people.</p> <p><u>Aim of the Consultancy</u></p> <p>The consultant will lead the review of achievements of the National Strategic Plan for Pre-adolescent and Adolescent Health 2011-2016, develop a rapid assessment on the situation of adolescents and lead the development of a revised NSP for Adolescent Health for the period 2021-2026.</p>			
<p>Scope of Work:</p> <p>In the process to review the NSPPA and draft the new plan, the Consultant should be guided by existing policies, guidelines and legislation that address the health and development needs of adolescents and youth.</p> <p>The Consultant will engage stakeholders including adolescents and young people aged 10-24 years as well as Civil Society Organizations (CSO) familiar with adolescent and youth related health and development issues and health, education, protection and other relevant sector professionals who provide services to adolescents and youth. These consultations will provide the basis for the following:</p> <ul style="list-style-type: none"> ▪ Assessment of key achievements and issues in policy, legislation and service delivery ▪ Areas which have not been achieved and reflections on bottlenecks and challenges which hampered their achievement. ▪ Key concerns and emerging needs of users and providers of health services in the public and NGO sectors. 			

- Proposed theory of change for the strategic plan

The consultant is encouraged to apply strategies from the WHO’s Global Accelerated Action for the Health of Adolescents guidance (AA-HA) to complete the evaluation and prioritization process.

Activities to be undertaken by the consultant

The consultant will:

- Develop a detailed workplan of activities and actions with a projected timeline required for successfully completing the assignment.
- Conduct a comprehensive desk review. This will include documents that are related to the strategic priorities in the NSP. This phase will also include analysis of NSP indicator data.
- Submit assessment instruments for group discussions and individual interviews for approval
- Conduct key informant interviews with a list of stakeholders with responsibility for implementing the priority areas of focus in the NSP.
- Conduct focus group discussions with stakeholders involved in the implementation of the focus areas; Empower Adolescents, Provide Supportive Environments (i.e. home, school, community, health services, and legislation and policy).
- Facilitate rapid needs assessment on adolescent health to inform the process and prioritize issues
- Lead a prioritization process to decide on key expected result areas for the new NSPPA
- Propose and validate a theory of change for the NSPPA
- Prepare preliminary report and presentation of new NSPPA strategic priorities, key expected results
- Submit final report for approval

Reporting line:

The consultant will report directly to UNICEF’s HIV Specialist and the MOHW’s Coordinator of Adolescent Health in the Family Health programme.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

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:

N/A

Child data role YES 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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2021	Requesting Section/Issuing Office: <i>Programme/Kingston Jamaica</i>	Reasons why consultancy cannot be done by staff:	
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 Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Novia Condell	Start Date: July 15, 2021	End Date: November 13, 2021	Number of Days (working)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Signed Contract		July 1, 2021	_____
Evaluation framework and work plan	Drafts submitted and approved	July 8, 2021	760,000 (20%)
Report from analysis of key informant interviews and focus group discussions	Report submitted and approved	September 16, 2021	570,000 (15%)
Power point presentation of a preliminary report of the draft strategic plan	Power Point Presentation delivered	September 30, 2021	_____
Pre-final NSP submitted for review	Comprehensive draft submitted and approved	October 12, 2021	950,000 (25%)
Submit final report and power point presentation (incorporating feedback)	Final NSP submitted and approved	October 30, 2021	1,520,000 (40%)
Total Budget			3,800,000

Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	N/A		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ	N/A		
<p>Minimum Qualifications required:</p> <ul style="list-style-type: none"> Advanced degree At least five years' experience in policy development, planning and management <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: Social Sciences, Public Health, Development Studies or similar relevant qualification</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> Knowledge of adolescent development would be an added advantage, but is not essential. Must have experience in conducting research and data analysis Must have experience in Monitoring and Evaluation methodologies Good communication and writing skills and competence in basic IT packages, particularly MS Word and MS Excel. Experience in the field of health would be an asset. 		
<p>Administrative details:</p> <p>Visa assistance required: N/A</p> <p>Transportation arranged by the office: N/A <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>		
Request Authorised by Section Head	Request Verified by HR:		
<p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p>	<p><i>Approval of Representative</i></p> <p>_____</p>		

ⁱ 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

Individuals engaged under a consultancy or individual contract 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 and Individual Contractors. Consultants and individual contractors 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.