

## TERMS OF REFERENCE

### SHORT TITLE OF ASSIGNMENT

**National Assistive Technology Coordinator in Federated States of Micronesia**

### BACKGROUND

UNICEF Pacific's multi-country office will be implementing the AT-scale supported project titled "Unlock Healthy Learning in the Pacific: Improving access to assistive technology and related rehabilitation services for school-aged children" to increase access to vision, hearing, and mobility assistive technology (AT) for school-aged children across three Pacific Island countries: FSM, Kiribati, and Vanuatu. In FSM, the project aims to screen over 16,000 children and provide appropriate assistive products and services to more than 1,960. Leveraging existing partnerships in the Pacific, the project will also strengthen national systems by creating functional multi-sectoral referral pathways, building workforce capacity, and improving supply chains through a unified regional approach featuring pooled procurement and harmonized standards.

To ensure smooth and effective implementation, a full-time National Assistive Technology (AT) Coordinator will be recruited to handle the daily coordination of AT-related activities within the FSM government system. The coordinator will support the FSM Government Focal Point for the ATscale-supported project. This role is crucial for the successful implementation of the vision and hearing and mobility screening and AT provision program, as it involves hands-on administrative and technical tasks. The coordinator will be embedded within the National Department of Education (NDOE)'s division of special services and will work closely with four state-level AT focal points, service providers and other stakeholders.

### OBJECTIVE / SCOPE OF WORK

The main objective of this national consultancy is to handle the daily coordination of AT-related activities within the FSM government system. It involves hands-on administrative and technical tasks and will work closely with four state-level AT focal points, service providers and other stakeholders.

Under the direct supervision of the FSM Government Focal Point, the incumbent will undertake the following roles and responsibilities:

Coordination, Communication, and Implementation:

- Assist in establishing the national AT governance /steering committee and serve as its secretariat. This includes helping to schedule meetings and workshops with stakeholders to ensure their participation is effectively captured.
- Act as a key communication and coordination focal point, facilitating information flow within the national AT governance / steering committee and between the national government focal point, state focal points, Departments of Education and Health, implementing partners (Civil Society Organisations (CSOs), Organisation of People with Disabilities (OPDs)), and the UNICEF North Pacific Field Office (FO) team, Pacific Multi-Country Office (MCO), and the ATscale Secretariat.
- Assist in developing a national Communications Plan as required by ATscale to increase program visibility and identify communication activities to support program implementation and AT system strengthening.
- Assist the national government focal point in coordinating with the ATscale Secretariat and regional experts/partners (i.e., WHO Regional Technical Officer, PDF, UNICEF Procurement Specialist, technical/clinical experts, and research partners).
- Work with the government procurement focal point/agency and UNICEF Procurement Specialist to facilitate the procurement of AT products and logistical arrangements for screenings and AT provision; and support activities to strengthen national procurement/supply systems.
- Collect, organize, and manage all program-related documentation. Assist with report review, monitoring, supervision, and preparing updates for implementing partners.

**Strategic and Technical Support:**

- Provide general technical and administrative support to the National AT steering committee. This includes finalizing multi-year and annual work plans, a workforce capacity development plan, a results framework, a risk management plan, and facilitating research activity.
- Provide data and information to UNICEF Field Office and MCO required to meet ATscale biannual and annual reporting requirements (i.e., narrative, results tracking, financial reports, lessons learned).
- Provide on-the-ground coordination and support for program activities, such as including delivering technical training to providers, developing clinical and practice standards, implementing effective service delivery system and referral pathways, ensuring quality assurance for screening activities and service provision (e.g., follow up), and managing CSO/OPDs sub-contracted to deliver advocacy or direct services.
- Collaborate with a technical agency to identify and implement the most appropriate digital platform for tracking service delivery, product distribution, and follow-up.
- Work with regional and national partners to assist in, support the development of national AT policy briefs, advocacy and awareness raising campaigns, and facilitate policy and financing discussions within government bodies.
- Contribute to policy integration of AT into national health/education strategies. This will, amongst other things, include the institutionalization of training activities supported by the project.

**High-level deliverables**

- A fully functional, multi-sectoral/multi-stakeholder National Assistive Technology (AT) Steering Committee is operational, with meeting reports consistently prepared and disseminated on a timely basis.
- Effective and on-track implementation of the Annual Implementation Plan is ensured through rigorous and continuous monitoring.
- The National Communications Plan is developed, finalized and implemented.
- Effective supply chain system for AT products is established and maintained, with timely forecasting, procurement, distribution and inventory management.
- All required narrative, data, and financial reports are shared promptly, including comprehensive lessons learned for the bi-annual and annual reports.
- A streamlined communication and information flow is actively maintained across all key stakeholders, including the National/State Departments of Education and Health, Civil Society Organizations (CSOs), and UNICEF offices.

<b>ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE</b>			
<b>ACTIVITY</b>	<b>DELIVERABLES</b>	<b>Estimated Time to complete</b>	<b>Payment (%)</b>
Establish multi-stakeholder, multi-sectoral AT steering committee, and ensure its functionality	<b>Deliverable 1.</b> AT steering committee TOR with a list of membership	30 days (by 31 Mar 2026)	
	<b>Deliverable 2.</b> AT steering committee meeting minutes (quarterly at minimum)	24 days (Mar, Jun, Sep, Dec 2026, Mar, Jun, Sep, Dec 2027)	
Develop annual and quarterly work plans in coordination with all stakeholders	<b>Deliverable 3.</b> Year 1 Implementation Plan	15 days (by 15 Mar 2026)	
	<b>Deliverable 4.</b> Year 2 Implementation Plan	15 days (by 31 Jan 2027)	
	<b>Deliverable 5-12.</b> Quarterly work plans (Q1-Y1, Q2-Y1, Q3-Y1, Q4-Y1; Q1-Y2, Q2-Y2, Q3-Y2, Q4-Y2)	40 days	

Develop and ensure timely implementation of a national communication plan	<b>Deliverable 13.</b> A national communication plan  Reports on communication plan implementation – integrated in Deliverables 17-20 and 22	10 days (31 Mar 2026)	
Coordinate AT supply chain activities: - Finalize annual procurement plans - Facilitate procurement and distribution of AT products in coordination with stakeholders - Maintain inventory	<b>Deliverable 14-15.</b> Y1 and Y2 procurement plans  <b>Deliverable 16.</b> AT Inventory database developed and maintained	10 days (31 Mar 2026, 15 Jan 2027) 48 days (2-day x 24 months)	
Coordinate implementation of work plan activities, while ensuring integration into national AT system strengthening efforts – training, screening and service delivery, awareness raising and advocacy activities, referral pathways	Activity reports – integrated in Deliverables 17-20 and 22.	236 days	
Ensure timely and accurate monitoring and reporting of project implementation and results. The reports must include narratives backed-up with data, photos and human interest stories / case studies.	<b>Deliverable 17.</b> Semi-annual progress report #1(Jan – June 2026)  <b>Deliverable 18.</b> Annual report #1 (Jan – Dec 2026)  <b>Deliverable 19.</b> Semi-annual progress report #2 (Jan – June 2027)  <b>Deliverable 20.</b> Annual report #2 (Jan – Dec 2027)  <b>Deliverable 21.</b> Updated M&E database for the project (with latest data for each indicator)	5 days (15 July 2026)  5 days (15 Jan 2027) 5 days (15 July 2027)  5 days (15 Jan 2028) 48 days (2 day x 24 months)	
Regular progress reporting	<b>Deliverable 22.</b> Monthly progress update summarizing the achievements and challenges in the preceding month with completed deliverable 1-21 as annex	24 days (every month)	100%
		<b>520 days / 24 months</b>	

Note: Payment will be tagged to monthly progress updates.

#### QUALIFICATIONS, SPECIALIZED EXPERIENCE, AND ADDITIONAL COMPETENCIES

Bachelors  Masters  PhD  Other

#### Education:

A minimum of a bachelor's degree in public health, special / inclusive education, or a related field.

#### Experience:

- At least 2 years of professional experience in public health or related special education field.

- Experience in programme or project support, preferably in the field of disability or a related sector.
- Strong organizational, administrative, and communication skills.
- Ability to work effectively with diverse stakeholders.
- Familiarity and experience of working with UN agencies is an asset.

**Skills:**

- Strong inter-personal, teamwork and organizational skills
- Advance computer skills, including proficiency in word processing, spreadsheets, and presentation software.
- Solid analytical, negotiating, communication, advocacy and report writing skills.
- Fluency in written and spoken English.

**Knowledge:**

- Technical expertise in health system, public health, inclusive education, field of disability

**CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION****Management, Organization, and Timeframe:**

The National AT Coordinator will report to the ATscale government focal point (Assistant Secretary of Special Education Unit, National Department of Education, FSM), who provides strategic leadership in the project implementation. The coordinator will also work closely with the UNICEF North Pacific Field Office team, who will provide oversight, technical guidance and project/financial management support in coordination with the UNICEF Pacific Multi-Country Office (MCO).

The National AT Coordinator will be based in Pohnpei, FSM for the entire contract period (24 months). S/he will provide programmatic and technical assistance through effective collaboration with both the Government and development partners, capacity-building support.

**ADMINISTRATIVE ISSUES**

- 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 candidate 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 candidates 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. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, program 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 a reasonable accommodation during the selection process and afterward in your assignment.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.

- Consultant will be required to complete mandatory online courses (e.g., Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of the offer and before the signature of the contract.

*The below is to be included in the advert.*

**NOTE FOR CONSULTANTS:**

- Please submit a separate financial offer along with your application and technical proposal. The financial proposal should be a lump sum for all the deliverables but should show a breakdown for the following:
- Daily/Monthly Fees: Based on the deliverables and as per the number of days indicated in the Terms of Reference
  - In country Travel – for a maximum of two trips per state per year (Yap, Chuuk and Kosrae). All estimates must be based on the most economical airfares, standard accommodation rates and local transportation costs.
  - Miscellaneous- including health insurance, communications, and any other costs.