

**UNICEF PACIFIC**

**TERMS OF REFERENCE FOR**

**ESSENTIAL NEW BORN CARE (ENC) CONSULTANT- SOLOMON ISLANDS**

**Requesting Section: Child Survival and Development**

**Date/updated date: 28 September 2018**

**Programme Area and Specific Project involved:** Essential Newborn Care Program

**Outputs:** Health System capacities strengthened to deliver quality health and nutrition services that are adopted to the impacts of climate change, particularly in target countries.

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**Background:**

The Solomon Islands is a double chain archipelago of more than 900 islands with a landmass of 28,400km2 and over 1.3 million km2 of Territorial Ocean. The country is considered as a fragile and least developing country (UN LDC status), with total population of 599,419[[1]](#footnote-1) and annual birth cohort to be around 19,000 infants. There are nine provinces plus one city council in the country. With the vast expanse of territories inhabited by relatively small and widely dispersed populations, Solomon Islands shows unique characteristics in terms of supply chain management challenges.

Solomon Islands continues to make progress in reducing child mortality. Under-five mortality rate reported as 24 per 1000 live births[[2]](#footnote-2), with 43% of child mortality occurring at the neonatal period. Addressing the causes of neonatal mortality will have a greater impact on reducing child mortality overall. Coverage of skilled birth attendance is high, at 90% in 2016, and most women receive more than 4 antenatal care visits with varying degree of quality. Early Essential Newborn Care (EENC) was introduced in 2015 and being implemented, scope and coverage of the EENC implementation remains limited. At the recently concluded regional biennial newborn care meeting in Vietnam, a number of areas needing strengthening in newborn care for the Solomon Islands were identified, for which the MHMS is requesting technical support.

To support the MHMS in reaching its newborn care targets and reducing child mortality, the Ministry of Health and Medical Services (MHMS) of the Solomon Islands through its newborn care program, seeks technical assistance in reviewing the newborn care program and developing a costed multi-year action plan for the next five years.

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**Purpose of Assignment:**

The overall purpose of the assignment is to provide technical assistance to the Solomon Islands Ministry of Health and Medical Services (MHMS) in reviewing the newborn care program status, developing a costed multi-year action plan for newborn care, reviewing health worker training modules and conducting a training of trainers.

The deliverables should be able to answer the following 3 questions:

1. What is the current status of ENC implementation in Solomon Islands?
2. What needs to be done differently to implementation and scale up ENC nationwide?
3. How much will be the cost for scaling up ENC nationwide?

The deliverables from this consultancy should guide the MHMS and provide the pathway towards its goal of improving newborn health and reducing mortality ultimately helping it achieve the SDG target on newborn and Under 5yr mortality. Action plan will be implemented by MHMS Newborn programme with technical assistance from UNICEF and WHO. The current lack of comprehensive newborn situation review and action plan has hampered a more focused newborn care program implementation.

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**Scope of Work/ Work Assignments:**

Under the MHMS task force, with close guidance and supervision from UNICEF, and working closely with the MHMS Newborn care program the assignment will include:

* Conduct a comprehensive review of current newborn care practices and implementation to identify successes and gaps. This will include targeted interviews with stakeholders in government and partners with field visits to select sites or clinics
* Collaboratively develop a costed multi-year newborn care action plan placing the MHMS Newborn Care Programme staff in the lead. The Action plan will encompass among other things (a) Introducing and/or scaling up Kangaroo Mother Care for Preterm/Low Birth Weight babies (b) Reviewing the Hospital and National Policies on Caesarian section (c) Incorporating EENC standards into staff and facility accreditation standards and insurance mechanisms (d) Reviewing information systems (DHSI2) for maternal and newborn data to improve newborn care data collection, reporting, analysis and use for action (e) Health worker capacity building needs (f) Neonatal infection control from delivery and in the post-natal period, among other things.
* Review the currently used newborn care training curriculum and packages (For Facility and Community) and provide needed support to ensure its adaptability to the Solomon Islands context
* Develop a clear monitoring and evaluation matrix for the multi-year newborn care action plan
* Prepare a brief (3 pager) reflection/observations document on this consultancy
* Brief MHMS and partners on developed action plan and recommended implementation priorities
* Debriefing UNICEF Pacific, Suva

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**Work Schedule:**

The consultancy is expected to be carried out for a duration of 2.5 months.

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**Payment Schedule:**

**Consultancy fee, daily allowance and anticipated travel costs should be included in the financial proposal by the applicant. Financial offer should provide the detailed breakdown of the cost items.**

Payments will be made upon delivery of the following key deliverables. However, the timeline of deliverables can be negotiated based on competing priorities.

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| **Deliverables** | **Payments** |
| **End of Month 1:*** Inception report accepted by UNICEF and MHMS
* Comprehensive report on the newborn care program status review which includes a SWOT analysis
* Initial draft of the fully costed multi-year newborn care action plan
 | 40% of the total agreed amount |
| **End of Assignment:*** Fully costed multi-year newborn care action plan for the Solomon Islands approved by UNICEF and MHMS
* Draft M&E framework to support and monitor implementation of the action plan
* Revised Newborn care training packages (For facility and Community) and conduct a TOT
* Prepare a brief (3 pager) reflection/observations document on this consultancy
* Debriefing UNICEF Pacific, UNICEF Solomon Islands Field Office and MHMS
 | 60% of the total agreed amount |

All products should be in electronic and hard copy submission.

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**Type of supervision that will be provided:**

Overall, the Chief of Health & Nutrition based in Suva provides guidance for this consultancy. The consultant will work under the overall supervision of Maternal & Child Health Specialist based in Honiara Solomon Islands. Technical direction, contract management and quality assurance will be provided by Suva based Maternal and Child Health Specialist. Day to day supervision will be supported by the Chief of Solomon Islands UNICEF Field Office

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**Consultant’s work plan and Official Travel Involved:**

The duration of full-time consultancy 2.5 months.

The lump sum contract includes fees, living expenses and incidentals, cost of travel to and cost of one trip in economy class on the following route: Place of recruitment-Solomon Islands. However, the consultant has to make own arrangements for international travel to and from Solomon Islands upon approval of consultancy. The consultant is responsible to organize his/her own visa to Solomon Islands. UNICEF will agree with the consultant the required travel within SI and UNICEF will cover these transport costs. DSA will not be provided in addition as living allowance has already been included.

**Consultant’s Work Place:**

The consultant will be based in UNICEF Solomon Islands Field Office premises in Honiara.

The consultant should bring his/her own computer/laptop.

**Qualifications or Specialized Knowledge/Experience Required:**

 Qualifications

* University (preferably advanced) degree is required in medicine, public health, international/global health, newborn health, maternal and child health, pediatrics or any other relevant field.

 Experience

* At least 7 years of experience, at the national and international levels, on newborn care program design and implementation, maternal and child health, pediatrics with strong program management skills
* Familiarity with the development and implementation of early newborn action plan (ENAP), and designing newborn care training package.
* Experience working in the Pacific and in low resource settings will be an advantage
* Proven ability to conceptualize, innovate, plan and execute ideas.
* Good writing and communication skills.
* Computer skills, including strong quantitative analysis and reporting tools.

 Languages

* Fluency in written and spoken English required.

 Competencies

* Solid analytical, negotiating, communication and advocacy skills.
* Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the work place.
* Versatility, judgment and maturity

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1. **General Conditions** **of Contracts for the Services of Consultants / Individual Contractors**

**1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations.  The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946.  The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

**2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF.  During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF.  The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor  (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations.  The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

**3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract.  At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

**4. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement.  In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

**5. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above.  The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members.  The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**6. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling  with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval.  Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

**7. Arbitration**

1. Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.
2. If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter.  If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties.  Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel.  The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**8. Penalties for Underperformance**

Payment of fees to the Contractor under this contractor, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

**9. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party.  The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor)  in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.  If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor.  Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

**10. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract.  Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.



**ETHICS FOR SAFEGARDING THE INTERESTS/RIGHTS OF CHILDREN AND WOMEN IN RESEARCH and COMMUNICATION**

NON-DISCRIMINATION

When consultants conduct interviews, focus group discussions, take photos, videos, consultants shall ensure that selection of participants and the processes and methods used serve to correct, not reinforce, patterns of exclusion. This requires attention to socio-economic barriers including gender, disability and age discrimination as well as the different ways and capacities in which children and women express themselves.

PARTICIPATION

Consultants shall ensure that the purposes and processes of the interviews, photo taking, etc. are fully explained, using alternative forms of communication where necessary and making reference to any implications for participants of time, cost and the possible influence of the outcomes. The way information is conveyed must be appropriate to the context and to the child capabilities when child is involved.

INFORMED CONSENT

Consultant shall ensure that the participants know their right to refuse or to withdraw from the interviews, photos, etc. at any time and obtaining verbal or written consent without coercion. Parental consent is required to use children in communications but there should also be a discussion with the child or children.

IDENTIFICATION OF RISKS

Consultant should be mindful of the risks involving children and women in the research. Consultant should withhold information where that information may place them at risk and take necessary measures to protect them from placing themselves at risk.

CONFIDENTIALITY

Consultants shall offer conditional anonymity and confidentiality to all participants and explain to participants the limitation of confidentiality and possible intervention based on what is in their best interests. Consultant is fully responsible for identifying the follow-up action and referrals to be made in case confidentiality is broken.

MISUSE OF INFORMATION

Consultants are fully responsible for considering the short and long-term consequences of the communication or research from the different perspectives of participants, policy-makers, researchers and UNICEF.

1. [*World Population Prospects: The 2017 Revision"*](https://esa.un.org/unpd/wpp/DataQuery/). ESA.UN.org (custom data acquired via website). [*United Nations Department of Economic and Social Affairs*](https://en.wikipedia.org/wiki/United_Nations_Department_of_Economic_and_Social_Affairs), Population Division*. Retrieved 10 September 2017* [↑](#footnote-ref-1)
2. Statistical Health Core Indicator Report for the Solomon Islands 2016 [↑](#footnote-ref-2)