

UNICEF GUYANA AND SURINAME
TERMS OF REFERENCE
FOR CONSULTANTS

Consultancy for Costed Action Cross Sectoral Action Plan

<u>Country Office:</u>	Guyana - Suriname
<u>Duty station:</u>	Georgetown
<u>Consultancy title:</u>	Development of Costed Action Cross Sectoral Action Plan to address, reduce and prevent adolescent pregnancy in Guyana.
<u>Supervisor:</u>	Youth and Adolescent Development Officer
<u>Duration of Contract:</u>	Four months and a half (4 ½) months

Background and Rationale:

Nationally, teenage pregnancy has received a great deal of focus in recent years, and is regarded as a significant public health issue. Globally, about 16 million girls aged 15 to 19 years and two million girls under the age of 15 give birth every year.

Addressing and reducing adolescent pregnancy will contribute towards fulfilment of the reproductive and sexual rights of adolescents. At the same time, it will improve maternal- and child health, increase the number of girls completing their education, contribute towards greater gender equality and reduce the incidence of sexual violence. Furthermore, it will increase economic productivity, human capital and employment, which all lead to the full realization of the rights and potential of adolescents. As such, reducing adolescent pregnancy has multiple positive effects on the lives of girls, women, boys and men, while also breaking the cycle of inter-generational poverty and contributing to national, economic and social development.

In Guyana, the adolescent pregnancy percentage has been fluctuating from 20-22 % below the age of 19 years and has remained constant at 1 % under 15 years for the last 2 years (MOH, Statistical Department, PHC data 2013). Adolescent mothers are biologically not ready for pregnancy which can result in a number of complications such as intrauterine growth retardation, preterm labour and cephalic pelvic disproportion. These social determinants, effects of the conceptual module of health, thus adversely affect adolescent pregnancy.

Based on the Integrated Strategic Framework, developed by CARICOM in partnership with UNFPA, there are five strategic pillars which will be addressed by all CARICOM member countries. These pillars speak to the major areas of actions to be undertaken by the government to address the reduction of adolescent pregnancy in the country.

In this regard, the Ministry of Public Health in Guyana, UNICEF and UNFPA had supported the conduct of the Situation Analysis of Adolescent Pregnancy in Guyana. Additionally, UNICEF had supported the Ministry of Education in the development of the National Policy for the Reintegration of Adolescent Mothers into the formal school system. As part of the response to address adolescent pregnancy, it was recommended by the Findings of The SitAn of Adolescent mothers in Guyana and by the Reintegration Policy for Adolescent Mothers into the Formal School

System, that as part of response, that there should be the development of a costed cross -sectoral action plan to address the prevention and reduction of adolescent pregnancy in Guyana.

Objective of this consultancy

- A. To develop a framework for coordinated response including but not limited to prioritization of proposed action plans, monitoring, monitoring reviews, evaluation, accountability and resources. Risks analysis, Risk mitigation.
- B. Based on the findings and recommendation of the adolescent pregnancy SitAn and the reintegration policy for adolescent mothers, determine the cost of the proposed cross-sectoral actions to reduce the prevalence and incidence of teen pregnancy in Guyana.
- C. Informed by A & B, analyse the cost-effectiveness and affordability of planned initiatives in the Action Plan taking into consideration relevant line Ministries budget analysis and the overall analysis of the fiscal space for namely the three concerned Sectors – Education, Health and Social Protection.

Methodology:

The consultant will be expected to clearly outline the proposed methodology for this consultancy in the relevant phases.

Ethical Consideration

To ensure that the key ethical principles in the conduct of data collection exercises involving human subjects are followed, especially in phases 1 and 2 of this mapping, each potential respondent should be given full information about the mapping including the purpose and potential benefits of the mapping, their rights, and how the information collected will be used. They should also be informed that all data will be kept confidentially being only accessible by members of the consultancy. Verbal consent will be collected from all those who agree to participate. All participants will be informed of their right to discontinue their participation at any point. Approaches for ensuring confidentiality will be described to all potential participants.

Supervision and stakeholder participation:

The contract will be under the supervision of the Adolescent Development Officer, UNICEF.

All agencies involved in this analysis will have access to both draft and final individual agency and general reports.

Study team composition and competencies:

At a minimum, the consultant must possess the following;

- At least a Masters level university degree in Economists, social or public policy, econometrics, development studies, budgeting and finance or other relevant fields of study.

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- At least 5 years of professional experience in financial management.
 - Demonstrable proficiency in conducting public expenditure analyses, quantitative and qualitative data analysis.
 - Excellent communication and advocacy skills.
 - Strong analytical skills.
 - Strong English report writing and presentation skills.
 - Fluency in spoken and written English.
 - Understanding of human rights approach

Accountabilities:

UNICEF will: -

- Provide guidance and support throughout the consultancy
- Review and approve all deliverables at every stage of the consultancy

The consultant will:

- Conduct Landscape Analysis which will include: Teen pregnancy trends; Conceptual Framework for reducing adolescent pregnancy; theory of change to address and mitigate adolescent pregnancy and Expected results and key strategies
- Conduct participatory meetings with key stakeholders, including but not limited to, the Ministry of the Presidency, Ministry of Education, Ministry of Social Cohesion (Culture Youth and Sport Department), Ministry of Public Health, Ministry of Social Protection, Indigenous Peoples Affairs, Rights of the Child Commission, Civil Society Organizations, parents/caregivers, children/adolescents, private sector and United Nations Organizations
- Co- Host the initial consultations with relevant stakeholders (including but not limited to Ministry of Education, Ministry of Finance, Social Protection, Indigenous Peoples Affairs and Ministry of Public Health, NGOs and UN Organisations (UNICEF, PAHO, UNESCO, UNFPA) to agree on key steps for developing the Action Plan
- Develop the Action Plan, complete with Strategies, activities, responsible agency/Ministry
- Develop as part of the Education response detailed cost for the reintegration of Adolescent Mothers into the formal School System.
- Conduct validation workshop and based on received inputs from UNICEF and other stakeholders, finalize the budgeting of the Action Plan and Simulation Models

Products/Deliverables:

Hard and soft copies of reports (including the statistical products) for both the combined and agency level analysis must be submitted to UNICEF.

Tasks	End Product/deliverables	Working days	Payment (%)
(1) Inception Phase	Inception Report including work plan, methodology, Outline of final report. Guides and schedule for Key Informant Interviews (KII); Focus group discussion and observation	15	10%
(2) Reporting writing phase	Draft Report- including specific costing and recommendations. Prepare a presentation of the Action plan using a PowerPoint presentation.	50	40%
(3) Final report writing phase	Final report Summary presentation of report in power point.	25	50%

Resource requirements:

Fees (including travel and DSAs) will be negotiated as a lump sum.

Conditions:

- The nature of the contract will be temporary.
- The consultant is expected to conduct all work independently of UNICEF, in accordance with UNEG norms and standards and in line with the accountabilities section of this ToR.
- Prior to commencing the contract, the individual consultant will be required to sign a Health Statement for consultants/individual contractors, and to document that he/she has appropriate health insurance, if applicable.

Method of Payment:

- The fee will be based on the negotiable rate and paid in tranches based on the deliverable table above.
 - Upon acceptance of inception report (with the desk review report), 10% of the total sum will be paid.
 - Upon acceptance of draft report, oral presentation and action plan 40% of the total sum will be paid.
 - Upon approval and acceptance of final report, 50% of the total sum will be paid.

N.B. Candidates should submit an outline of the proposed approach and methodology to meeting the requirements outlined in this ToR (max 2 pages as a separate document) and a breakdown of costs per deliverable.