

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/CONTRACTORS

TITLE	Consultant on home-visiting implementation (1 posts, Lviv FO)	
Requesting Section	Lviv Field Office	
Type of engagement	Consultant	
Selection method	Competitive selection [advertisement]	
Start/End date	22-Jan-24	21-Jul-24
Duration <i>[up to 11.5 months without mandatory break-in-service]</i>	6 months	
Duty Station	Ukraine	
Number of working days	132 working days	
Terms of payment	Upon completion of each deliverable according to schedule	
Budget year	2024	

Background:

The implementation of a universal progressive home visiting programme in Ukraine holds significant importance for the nation's future. This initiative plays a crucial role in supporting early childhood development, ensuring children receive the care and guidance they need during their critical early years. By monitoring children's health and nutrition regularly, the programme contributes to better health outcomes and reduced child mortality rates.

By strengthening maternal and child health services and complementing existing systems, the programme enhances the overall healthcare system and addresses service gaps, especially in remote and underserved areas. Early interventions through home visiting have been proven cost-effective, leading to long-term savings in healthcare, social services, and education expenditures.

Furthermore, the programme fosters family empowerment, involving parents in decision-making and advocacy for their children's well-being. This social support system nurtures a sense of community care and responsibility towards child development, fostering social cohesion and engagement.

The UNICEF Lviv Field Office (FO) currently manages the implementation of the Home Visiting programme in 3 oblasts in Ukraine, including Lviv, Zakarpattia, and Volyn. Dedicated support through a consultant is needed to ensure delivery of programme deliverables.

Purpose of assignment:

UNICEF Ukraine Country Office is supporting the MoH in implementation of a universal progressive home visiting programme in Ukraine. The Field Office plays an important role in the coordination of the home visiting at the oblast level, including working with Implementing Partners, health facilities, and local authorities.

To ensure the accessibility and excellence of medical services in primary healthcare, with a particular focus on maternal and child health care, UNICEF is updating and expanding the universal progressive home visits by patronage nurses to pregnant women and children aged below 3 years, aiming to improve overall healthcare provisions. The programme includes the following components:

- Training of healthcare home visiting professionals and establishment of the regional coordination platform

- Establishment of a training resource center to support continuous professional education through governmental academies and colleges
- Development of methodological and analytical materials to enhance the quality of training.
- Procurement of equipment for training centers to enhance the training environment and resources.
- Improvement of Maternal and Child Health Care (MCHC) facility-based services at specified healthcare facilities in selected oblasts
- Creation of welcoming and comfortable environment for beneficiaries by beautification of breastfeeding rooms, child areas, and/or vaccination rooms to in the selected primary health care facilities.

The consultant will work closely with other Lviv Field Office staff, and is expected to regularly work from the Lviv Field Office (in Lviv)

Scope of work:

The programme needs the continued presence of a consultant on the ground level in western Ukraine to ensure day-by-day monitoring, supportive supervision, coordination of the programme implementation in selected oblasts (Lviv, Volyn, and Zakarpattia)

Under the general direction of Lviv Field Office Chief, with technical support from the health section, the consultant will provide relevant technical support on the programme implementation:

- Provide advisory and technical assistance to enrolled primary health care facilities in the implementation of the universal-progressive home visiting model by patronage nurses for pregnant women and children under the age of 3 by development of relevant regulatory and legal frameworks.
- Monitor quality of home-based services, performance of the nurses and provide technical guidance and recommendations on their improvements aligned with national guidelines
- Establish effective referral and intersectoral mechanisms at hromadas/oblasts level to ensure proper referrals of children with medical and social issue to relevant services
- Support health care facilities with timely and quality reporting of results, organize trainings, weekly supervisions, and other events as required.
- To assess and prepare reports on needs of enrolled health care facilities (equipment, transportation, rehabilitation)
- Regular (monthly) reporting on the work done in accordance with the agreed plan.

Deliverables:

Deliverables outlined below subject for discussing and agreement at the start of the consultancy:

- Progress reports with comprehensive updates on the existing status of the programme implementation to identify areas requiring updates and revisions, provided monthly, following agreed template.
- Regular (monthly) collaboration meetings with key stakeholders, including relevant government at regional and local levels, healthcare professionals, and IPs, to gather insights and feedback on the proposed updates to ensure alignment with national programme.
- Development of necessary documentation, including ToRs, SOPs, monitoring framework, informational materials for health care providers in selected oblasts.
- Completed needs assessment on the enrolled health care facilities (equipment, transportation, rehabilitation)
- Reports on weekly supervision, including key challenges and opportunities for each oblast.
- Offer guidance and supportive supervision on the implementation of the programme, including any necessary administrative procedures, timelines, and responsible authorities.
- Development of a referral mechanism at local level, in close collaboration with local authorities and other UNICEF sectors. Referral mechanisms developed for each oblast (3).
- Final consultancy report prepared with technical recommendations on strengthening of the Home Visiting programme in selected oblasts.

	Education <i>[specify disciplines]</i>	Bachelor's degree	Minimum Bachelor's degree diploma from a recognized academic institution or University in the following areas is preferred: "Health care, Public health, Maternal or (and) child health"	
	Professional experience <i>[number of years, relevant to the assignment, otherspecifics]</i>		A minimum of 2 years of experience in general medicine or public health, Maternal and Child Health. Knowledge of WHO/UNCIEF basic provisions regarding motherhood and childhood will be an asset. Work experience in resource-limited settings, and risk management and mitigation will be an asset. Strong interpersonal communication and writing skills, with ability to lead/train a group of individuals and impart knowledge.	
	Language		English	Advanced [C1]
			Ukrainian	Proficient/Native [C2]
			Choosean item.	Choose an item.
Skills and competencies		Working with People – II lvl. Drive for results – II lvl. Technical skills		

Work assignment overview:

Deliverable	Deadline	# of w/days
Report month 1: with comprehensive updates on the existing status of the programme implementation, completed coordination meeting (including meeting minutes), to identify areas requiring updates and revisions, provided monthly, following agreed template.	29 Feb-24	13
Report month 2: with comprehensive updates on the existing status of the programme implementation, completed coordination meeting (including meeting minutes), to identify areas requiring updates and revisions, provided monthly, following agreed template.	30 March-24	13
Report month 3: with comprehensive updates on the existing status of the programme implementation, completed coordination meeting (including meeting minutes), to identify areas requiring updates and revisions, provided monthly, following agreed template.	31 April – 24	13
Report month 4: with comprehensive updates on the existing status of the programme implementation, completed coordination meeting (including meeting minutes), to identify areas requiring updates and revisions, provided monthly, following agreed template.	30 May – 24	13
Development of the plan of and reports on provision of supportive supervision visits on implementation of home-visiting model in selected areas, through weekly updates to IPs and UNIEF staff, following agreed format	30 March-May-24	13
Data collection and needs assessment on the needs of enrolled health facilities of enrolled health care facilities (equipment, transportation, rehabilitation), in excel database following agreed format	02-Apr-24	15

Referral mechanism developed at oblast level, based on agreed template.	02-Apr-24	15
Updated existing recommendations, regulations, tools, and standard operating procedures (SOP) on universal progressive home visiting are implemented at oblast, rayon, and facility levels.	02-Mar-24	29
Final consultancy report is prepared with technical recommendations	21-Jul-24	8
Sub-total:		132

***Travel plan:**

Destination	Period <i>[month, year]</i>	Days
Volyn Oblast (Lutsk or other cities in oblast)	Feb-24	2
Zakarpattia Oblast (Uzhhorod or other cities in oblast)	Feb-24	2
Volyn Oblast (Lutsk or other cities in oblast)	Mar-24	2
Zakarpattia Oblast (Uzhhorod or other cities in oblast)	Mar-24	2
Volyn Oblast (Lutsk or other cities in oblast)	Apr-24	2
Zakarpattia Oblast (Uzhhorod or other cities in oblast)	Apr-24	2
Volyn Oblast (Lutsk or other cities in oblast)	May-24	2
Zakarpattia Oblast (Uzhhorod or other cities in oblast)	May-24	2
Volyn Oblast (Lutsk or other cities in oblast)	Jun-24	2
Zakarpattia Oblast (Uzhhorod or other cities in oblast)	Jun-24	2
Volyn Oblast (Lutsk or other cities in oblast)	Jul-24	2
Zakarpattia Oblast (Uzhhorod or other cities in oblast)	Jul-24	2
Total:		24

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.