

TERMS OF REFERENCE

Section A

Title:	Health Documentation Consultant				
Duty Station:	Remote	Type of Engagement:	Consultant		
Request for:	New consultancy contract				
Requesting Section:	Health and Nutrition	Focal Person:	Kyaw Myint Aung		
Budget Year:	2023- 2024	Funding Code:			
Start Date:	1 August 2023	End Date: (When extension, enter new end date)	30-Sep-24	Number of Days (working):	100
Included in AWP/RWP:	Yes				

Work Assignment:

Due to the economic crisis and the COVID-19 pandemic, the health, immunization, and nutrition situation in Lebanon is rapidly evolving. Therefore, a consultant is needed to produce briefing and advocacy documents which help the team advocate for new approaches, such as task shifting to community health workers, etc. The consultant will also need to document lessons learned, and support fund-raising and other programmatic documentation.

Considering the lack of evidence available in country, the consultant may be required to interview key stakeholders such as academics, public health officials and others, as well as conduct desk research to assist the Health Section adapt programs to the situation. The consultant will coordinate with the Chief of Section and staff to ensure the production of high-quality documentation and reports which supports current and new health, immunization and nutrition programming and increases the funding base.

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:

Child data role YES NO

TERMS OF REFERENCE

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos): <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>					
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates					
Reasons why consultancy cannot be done by staff:		Tasks required special writing and analytical skill, literature review and experience in developing advocacy and briefing note materials.			
Consultant sourcing:		<input type="checkbox"/> National	<input checked="" type="checkbox"/> International	<input type="checkbox"/> Both (National & International)	
Consultant selection method:		Competitive Selection (Advertisement/Desk Review/Interview)			
Evaluation Criteria – Please specify (indicate point weightage below)					
Point system: (i.e., 75/25)	a	Technical	75	Supervisor of the Consultancy/Contractor:	Kyaw Aung, Chief of Health
	b	Financial	25		
Minimum Qualifications Required:		Masters	If Other, Enter Disciplines:		
Years of Experience required:		8 or more years of experience with UN agencies and/or INGOs in health, international development and humanitarian response			
Knowledge/Expertise/Skills required:		At least a Master's level degree in Public Health, Nutrition, or a related subject Excellent management and coordination skills and an ability to communicate effectively with diverse partners Fluency in English (verbal and written). Strong analytical and writing skills, including the ability to undertake analysis using research and data to generate clear and concise briefings and reports for various audiences Ability to work independently and on deadline Skilled in preparing funding proposals for a variety of donors, such as governments, foundations, private donors, corporations			

Section

Work Assignment Expected Results			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Percentage of Payment (payments can be divided per 1 or more deliverables)

TERMS OF REFERENCE

<ul style="list-style-type: none"> • Prepare thoroughly researched (including primary and secondary data collection), and succinct summary documents such as briefing note, policy dialogue documents for use with various audiences: government, donors, partner organizations and others, etc. 	<p>4 advocacy/ briefing/Scale up documents:</p> <ol style="list-style-type: none"> 1) Role of CHWs in Health Emergency and Humanitarian Situation 2) Indoor Air Pollution and Children Health 3) Private Sector Partnership in delivering preventive services (immunization, early child development) 4) Briefing note on PHCs and Health Financing – scale up on capitation-based financing 	<p>By end of March 2024</p>	<p>60 %</p>
<ul style="list-style-type: none"> • Prepare funding concept note to initiate ideation with donors on potential fund mobilization. The work includes assessing the present situation, need and challenges and literature reviews on various best practices. 	<p>3 funding Concept notes</p> <ol style="list-style-type: none"> 1) Concept on Lower quality of care increase newborn mortality based on hospital data and midwifery delivery home. 2) Concept on Task shifting of medical procedural functions on managing preterm births and childhood illness to nurses and midwives – for saving Lives 3) Documentation – surviving very small babies in newborn care in periphery hospitals through 	<p>By end of August 2024</p>	<p>40 %</p>

TERMS OF REFERENCE

Individuals engaged under a consultancy 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 Contractors. Consultants 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.

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, programme 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 reasonable accommodation during the selection process and afterwards in your assignment.