**TERMS OF REFERENCE**

**FOR INDIVIDUAL CONSULTANT (national) for a Project Coordinator**

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| **FOR**  **UNFPA BANGLADESH** | |
| Hiring Office: | UNFPA Bangladesh Country Office |
| Purpose of consultancy: | UNFPA Bangladesh is implementing a Joint Programme with WHO with funding from FCDO called “Better Health in Bangladesh: Health Systems Strengthening Technical Assistance”. This programme is part of FCDO’s technical assistance to the Ministry of Health and Family Welfare.  The aim of this project is to accelerate Bangladesh’s progress toward the achievement of SDG3 through a strengthened health system. It will provide technical assistance on health systems strengthening to the government of Bangladesh, with a view of helping the country to accelerate progress on universal health coverage and reduce maternal mortality. There will be a specific focus to increase demand for sexual and reproductive health services such as maternal health, family planning, cervical cancer and sexually-transmitted infections. It is hoped that project activities will reduce maternal and reproductive health morbidity in selected districts through strengthening of health system components (better capacitated human resources, better supply chain management of commodities, etc.,).  UNFPA Bangladesh is also implementing another project under the World Bank funding for host communities in Cox’s Bazar to strengthen SRHR and GBV prevention services.  The purpose of this consultancy is to assist UNFPA Bangladesh Country Office and particularly the Health Systems Specialist to coordinate the above-mentioned projects, particularly in the areas of cervical cancer and climate change and the model districts intervention involving several aspects of maternal health and SRHR. Activities related to cervical cancer that are supported by other funding sources will also be coordinated by the consultant. |
| Scope of work:  *(Description of services, activities, or outputs)* | * Coordinate with the Programme Associate, Finance Officers and other technical officers on project related activities * Schedule regular meetings with implementing partners including government counterparts as required * Support the Health Systems Specialist in coordinating and preparing for all donor requirements related to the projects. * Coordinate closely with the DGHS cervical cancer team to plan, implement and monitor cervical cancer activities in all project districts of UNFPA. * Prepare reports, proposals, briefing notes, technical documents, lead strategic discussions as directed by the supervisor. * Plan and implement a specific community-engagement intervention on climate change as directed by the supervisor * Any other relevant task as guided by the supervisor |
| Duration: | 06 months with possibility of extension |
| Place where services are to be delivered: | UNFPA Bangladesh Country Office |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | There will be multiple assignments and tasks. The consultant can be paid a monthly fee after submission of monthly report. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will be expected to remotely till COVID-19 restrictions as per UNFPA Bangladesh rules. He or she will be expected to work in-person after remote working restrictions are lifted. |
| Supervisory arrangements: | The Consultant will work under the direct supervision of the Health Systems Specialist with overall guidance from the Representative and Chief of Health |
| Expected travel: | * The Consultant will have to make her/his own arrangements and bear costs to attend meetings and consultations while in Dhaka. * The field travel will be managed by UNFPA country office, including air ticket and DSA will be paid after submission of mission report and travel claim for the night spent in the field duty station as per UN DSA rate. |
| Required expertise, qualifications and competencies, including language requirements: | * University degree, with advanced degree in topics of public health or medicine * At least 5 years’ relevant work experience in SRHR, maternal health, cervical cancer or exposure to climate and environmental related topics * Fluent in English with excellent writing proficiency * High proficiency in use of Excel, Google Sheets, and Tableau |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The consultant will have to use his/her own laptop. |
| Other relevant information or special conditions, if any: | 1. The tools, reports or documents or any part, cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA. 2. This consultancy is open to both internationals and nationals. Note: Only internationals who are currently present in Bangladesh will be considered for the consultancy given challenges in international travel at the moment. 3. Expected start date: July 2021 4. The consultant is expected to be hired at the level of NOB. |
| COA: | BGD09MGR - UZJ31 – CV11\_TALOCSFPA – PU0074 (1.5M) |
| **Application instruction**  Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter. Please send your application electronically to dedicated email addresses of: [purno@unfpa.org](mailto:purno@unfpa.org) and [duti@unfpa.org](mailto:duti@unfpa.org) Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.  Female candidates are encouraged to apply. The application deadline is 24 June 2021. | |
| Signature of Requesting Officer in Hiring Office:    Nabila Purno, Programme Analyst – Maternal Health Date: 09 June 2021 | |
| Endorsed by:    Dr. Dewan Md. Emdadul Hoque, Acting Chief of Health Date: 09 June 2021 | |
| Endorsed by:    Al Masum, Acting, Operational Manager Date: 13 June 2021 | |
| Approved by:    Dr. Asa Torkelsson, Representative Date: 14 June 2021 | |