



**TERMS OF REFERENCE
RH Mortality and Morbidity Officer
(Service Contract)**

BACKGROUND

The UNFPA 6th country programme period is from 2008 to 2011. The overarching principles of UNFPA's support are national capacity building, system strengthening and sustainability. Guided by this, UNFPA supports policy implementation at the national level in the relevant thematic areas of Reproductive Health (RH), Population and Gender by streamlining young people, GBV and humanitarian assistance in UNFPA regular support programmes. To translate national policies into practice, at the district level, UNFPA supports strengthening government health service delivery, demand creation for RH services by communities and marginalized groups and mainstreaming population and gender in local development plans and budgets.

In the context of this strategic shift, to better position UNFPA at the national and sub-national levels to deliver effectively the technical assistance needs to the Government of Nepal, UNFPA has restructured its organization. The new office structure of UNFPA, which is also founded on the Paris principles and is responsive to the new aid environment, requires competent and committed human resources to support national reproductive health, population and gender programmes based on ICPD Programme of Action.

DUTIES AND RESPONSIBILITIES:

Under the overall guidance of the UNFPA Deputy Representative and supervision of the RH Assistant Representative, the RH Mortality and Morbidity Officer will be responsible for ensuring the technical and management requirements to effectively implement the programmes of the RH component.

A. Technical and management support

- ✓ Assist Implementing Partners in planning of the UNFPA-supported RH mortality and morbidity activities in accordance with national priorities and UNFPA's strategic plan;
- ✓ Coordinate with DoHS, especially Family Health Division for effective delivery of UNFPA funded RH Mortality and morbidity related activities
- ✓ Facilitate mainstreaming RH mortalities in other RH strategies/programmes as relevant;
- ✓ Contribute to the development of a resource mobilization strategy for the 6th country programme to address the RH morbidities;
- ✓ Provide technical support to UNFPA-assisted RH activities in the programme districts (in relation to uterine prolapse, fistula, cervical cancer, suicide, anaemia);
- ✓ Support Regional Development Coordinators (RDCs) and Programme Officers identify and incorporate activities related to MDGs 5 in the AWP;
- ✓ Provide technical support in the assessment for expansion and strengthening of BemOC and SBA services sites, and Birthing Centres in programme districts;
- ✓ Provide technical inputs in formulation and implementation of RH AWP to ensure that proposed activities are in accordance with UNFPA and national policies/strategies, standards, protocols and guidelines;
- ✓ Assist in the process of Country Program formulation as and when required;
- ✓ Provide technical support to Humanitarian Response Specialist and Co-financed project coordinators;
- ✓ Maintain ATLAS allocations pertaining to the specialized camps and provide financial updates to the Programme Manager;
- ✓ Drafts ToRs and specifications for outsourcing activities, develop RFPs, do technical review of proposals and make recommendations;

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- ✓ Conduct programme assessment of potential implementing partners;
- ✓ Coordinate with implementing partners for timely submission of FACEs and AWP monitoring and Tracking tools and facilitate timely release of funds to the IPs

B. Environmental scanning

- ✓ Analyze and assess relevant political, social and economic trends and identify opportunities and entry points to – 1) leverage national resources for MDG 5 (particularly uterine prolapse, fistula, cervical cancer, suicide and anaemia); 2) integrate UNFPA support within national systems and processes; and 3) engage in strategic partnerships with other EDPs to advance MDG 5; and
- ✓ Scan and assess programmes of other actors to identify gaps and build synergies to address RH morbidities.

C. Advocacy and partnerships

- ✓ Participate in relevant stakeholder/ partner coordination meetings with regard to RH morbidities;
- ✓ Support advocacy efforts of NGOs and NGO networks to address RH morbidities and influence counterparts for UNFPA mandate;
- ✓ Establish, maintain and utilize a broad network of contacts to keep abreast of developments and to share information particularly related to RH mortality and morbidity; and
- ✓ Prepare and communicate relevant information for evidence-based advocacy to reduce RH morbidities.

D. Monitoring, evaluation, reporting and knowledge sharing

- ✓ Provide technical input to prepare reports on the implementation of the programme and the status of funds;
- ✓ Coordinate and conduct joint monitoring of RH camps, mobile outreach clinics and UP surgery camps based on RH camp/ UP surgery monitoring tools;
- ✓ Report on RH morbidity activities and results and provide necessary input for preparation of quarterly reports, COAR, SPR, mid year review, donor reports etc.; and
- ✓ Participate in and contribute to the knowledge sharing events at CO and field offices.

The UNFPA Representative, Deputy Representative and supervisor may assign any responsibility that might be deemed appropriate for effective and efficient implementation of UNFPA assistance to the RH Mortality and Morbidity Officer.

CORE COMPETENCIES:

- ◆ Integrity and commitment to UNFPA's mandate and policies;
- ◆ Valuing diversity, cultural sensitivity;
- ◆ Fostering Innovation and Empowerment;
- ◆ Working in teams;
- ◆ Communicating information and ideas/Knowledge sharing;
- ◆ Self-management/Emotional intelligence and Conflict management/Negotiating and resolving disagreements;
- ◆ Appropriate and transparent decision making; and
- ◆ Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence.

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FUNCTIONAL COMPETENCIES:

The RH Mortality and Morbidity Officer must have a thorough understanding of public health issues especially related to reproductive health focussing on the MDGs 5 and efforts of the GoN and external development partners to achieving the goal. S/he should have good knowledge on the Health Sector Strategy and Implementation Plan and the National RH Policy/ Strategy, the Government health service delivery system. Following are the list of other functional competencies.

- Advocacy;
- Results-based programme development and management;
- Leveraging the resources of National Governments and other partners/ Building strategic alliances and partnerships;
- Innovation and marketing of new approaches;
- Organizational awareness;
- Negotiation and conflict resolution skills; and
- Job knowledge/ technical expertise.

QUALIFICATIONS AND EXPERIENCE:

- Advanced degree in Health or Social Sciences, preferably in, Management, Public/Business Administration, Public Health, development studies, etc.;
- Five years of progressively responsible professional working experience at the national and international level in programme planning, management, monitoring and evaluation, in a related field preferably within the UN system;
- Good understanding of contemporary issues, activities and approaches in the thematic area;
- Excellent organizational and technical skills with the ability to prioritize multiple tasks and coordinate with multiple stakeholders; and
- Good analytical skill excellent command of oral and written English and Nepali.

Equally qualified women and those belonging to the socially disadvantaged and ethnic minority candidates will be given priority hence encouraged to apply.

Approved:

A handwritten signature in black ink, appearing to read 'Ugochi Daniels'.

Ugochi Daniels
Deputy Representative

Date: 17/6/10

A handwritten signature in black ink, appearing to read 'Ian McFarlane'.

Ian McFarlane
UNFPA Representative

Date: 22/6/10