

TERMS OF REFERENCE

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Requesting Office:	UNFPA LAO PDR
Purpose of Consultancy:	<p>To compile Minimum Initial Service Package (MISP) training materials and develop training guidelines and a Job Aid.</p> <p>The objective is to produce MISP training guidelines and Job Aid for service providers to be able train staff and implement MISP.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Background</p> <p>As part of the UNFPA supported programme to the Ministry of Health, the humanitarian component includes integrating MISP into the broader humanitarian work by the health sector. MISP training was conducted in the past, as an ad hoc training without integrating MISP into the health system. Now with key MOH staff trained at regional level, MISP has been integrated at central level and all provinces participated in the orientation programme.</p> <p>Therefore, UNFPA is seeking an experienced consultant to support the development of a national training guideline and Job Aid, prior to conducting MISP training for priority provinces.</p> <p>Scope of work</p> <p>The consultant is expected to support the Country Office and DHHP to:</p> <ul style="list-style-type: none"> ● Conduct desk reviews based on documents provided as well as relevant documents from consultant's experience and wider pool of materials to develop into a training guideline for trainers and a Job Aid for implementers. ● Develop Lao training guide and Job Aid based on agreed concepts. ● Revise the two documents, incorporating inputs/comments from key stakeholders. ● Share revised draft on agreed timeline ● Finalise materials based on inputs/comments from UNFPA and partners from the stakeholders' meeting <p>Methodology:</p> <p>This can be a home-based assignment, apart from conducting a stakeholders meeting. There will be frequent discussions with SRH Programme Coordinator and team, including technical staff from Department of Hygiene and Health Promotion, at set intervals to discuss progress and any issues that may arise. The consultant will be provided with relevant documents. The consultant will share the draft with UNFPA Lao CO for comments and inputs prior to finalising the document.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> ● First Draft of training guide and Job Aids to be shared with partners 15 June 2024 ● Fully revised documents based on comments and inputs from all partners 30 June 2024 ● A Lao version of the MISP training guide in Electronic format (e.g, Word, PDF).
Duration and working schedule:	<p>12 working days in total:</p> <ul style="list-style-type: none"> ● 2 days preparation, review of materials, notes and relevant documents ● 8 days drafting the two documents. ● 2 days revision based on comments/inputs and finalise
Place where services are to be delivered:	This can be home based consultancy

Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<i>Period of consultancy will be from 27 May to 15 July 2024</i>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Draft shared as per deliverables
Supervisory arrangements:	Consultant will report to the SRH Programme Coordinator and working closely with SRH team and DHHP technical staff
Expected travel:	None expected
Required expertise, qualifications and competencies, including language requirements:	<p>Education: Advanced degree in Sexual and Reproductive Health, Population and/or other related social science fields.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> ● Ten years professional experience in the field of SRH, development and/or population activities, with experience in developing training guideline and Job Aid ● Extensive experience in reviewing and/or implementing Maternal, Newborn Child Health programmes in low-income settings. <p>Languages: Fluency in English is required, however, the documents developed will be in Lao</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	CO will provide all relevant documents