

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE</b> <b>Consultancy to develop IEC materials on reproductive health including translation</b> <b>UNFPA</b> <b>(MDV-ToR/2020/11 Dated: 03/09/2020)</b>	
Hiring Office:	UNFPA Maldives Country Office
Purpose of consultancy:	<p>UNFPA is the UN leading agency for Reproductive Health and Rights, with its tagline being: "Ensuring rights and choices for all".</p> <p>COVID-19 pandemic has become one of the most challenging public health emergencies faced in modern history. Maldives implemented restrictions on movement and travel bans within the country from March to June. With the opening of borders and ease of restrictions, the second wave of community transmission has increased. More than 100 new transmissions are recorded per day in greater Male in July and the spread in several islands including the northern atolls where Kulhuduffushi Regional hospital serves. The consequential disruption of services on an already overstretched health system and the deviation of resources from essential sexual and reproductive health (SRH) services are expected to increase the risk of maternal and child morbidity and mortality. Health systems are already overburdened by the COVID-19 response and the focus is on controlling the virus spread, life-saving measures and critical care. SRH and gender-based violence (GBV) issues are generally neglected during emergencies and in the present situation there is a risk of reversal on the progress made until now in building functioning health systems and improving women's health through access to these services.</p> <p>UNFPA Maldives is supporting and strengthening Reproductive Health and Gender Based Violence Response capacity in the context of COVID-19 in Hulhumale Hospital and Kulhuduffushi regional hospital.</p> <p>Kulhuduffushi Regional Hospital (KRH) is a main health hub in the northern region covering the populations of H.Dh, H.A and Sh atolls with a population of more than 63,000. In which, an estimated 300 plus antenatal and postnatal mothers are catered monthly. While current population of Hulhumale' is around 60,000 to 80,000. It is expected to reach around 200,000 once Hulhumale phase 2 gets populated. Hulhumale hospital RH centre once operational will function as a referral centre to Kulhuduffushi regional hospital. The concept is to have a holistic one-stop platform for adolescents, young people and women to have access to a friendly non-judgmental environment, with a knowledgeable team to support their wellbeing. This is to ensure that responses are comprehensive as well as equitable and inclusive, so that no one is left behind, that every child is wanted.</p> <p>In this context, IEC play a critical role in creating awareness to bring about a change in behaviour. Once developed these IEC materials are expected to improve awareness on various aspects of sexual reproductive health and GBV, creating demand for services, protection and prevention of adverse SRH effects</p> <p>UNFPA is therefore looking for a qualified individual to develop IEC materials to convey messages on areas of topics and contents identified by UNFPA.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Consultant will be responsible to develop, translate and deliver high quality IEC materials to general public maintaining UNFPA approved standards, on topics related to Sexual reproductive health and gender-based violence. Consultant should collaborate with GBV team to include health sector response to GBV in some topics identified by UNFPA and Health protection Agency (HPA)</p> <ul style="list-style-type: none"> <li>• Manage development including adapting existing material and production of advocacy packages such as booklets, brochures and related IEC materials ensuring quality of content,</li> <li>• Topics listed below to develop in <i>Dhivehi</i> (and in English, where specified) in reader friendly format,</li> <li>• UNFPA and HPA will provide guidance and technical inputs to the developed materials</li> </ul> <p>The following is the list of topics for development of materials.</p> <p><b>Topics for content development</b></p> <p style="padding-left: 40px;">Healthy Lifestyle in Adolescents Mental wellbeing for adolescents</p>

	<p>Adolescent and Youth Health Services          Puberty in girls          Puberty in boys          Menstrual cycle and personal hygiene          Delivering youth health services (service provider guide)          Abuse: How to recognize, report and seek help          Be alert and be smart: Online grooming is real          Bullying          Peer pressure          Family Planning for a healthy family          Family planning methods available in Maldives          Preconception guidance and care          Maintaining a healthy lifestyle          Mental wellbeing          Cervical cancer          Breast cancer          Infertility          All you need to know about Menopause          Hormone replacement therapy          Aging: Maintaining healthy lifestyles</p> <p><b>Specific milestones</b></p> <p>A work plan with details on what kind of materials to be developed shared with UNFPA and HPA by 1 October 2020.</p> <p>Content drafted shared with UNFPA and HPA for feedback by 30 October 2020</p> <p>UNFPA and HPA feedback incorporated and contents finalised, and an editable electronic copy handed to UNFPA by 15 November 2020.</p>
Duration and working schedule:	between September to December 2020
Place where services are to be delivered:	The assignment will be undertaken home-based
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Editable electronic copy handed to UNFPA by 15 <sup>th</sup> November 2020
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Work will be monitored by UNFPA and timely updates to UNFPA and Health Protection Agency (HPA) are required
Supervisory arrangements:	The contract will be managed by the UNFPA Country Office.
Expected travel:	No
Required expertise, qualifications, and competencies, including language requirements:	<b>Primary expertise required:</b> Previous experience developing IEC materials and communications, with a reliable track record. The Contractor must be reachable by UNFPA any time during working hours for the duration of the assignment.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<b>UNFPA Maldives:</b> <ul style="list-style-type: none"> <li>● Monitor and facilitate the progress of the assignment.</li> <li>● Review and provide comments to the deliverables in a timely manner.</li> <li>● Facilitate necessary content.</li> <li>● Provide timely feedback.</li> </ul>
Other relevant information or special conditions, if any:	The other conditions that may apply in the undertaking of the assignment include: <p><b>Basis of payment:</b>          Full payment based on acceptance of the deliverable.</p> <p><b>Format of outputs:</b>          Editable electronic form</p>

**Language of reports/publications and other documentation and working language in country of assignment:**

English and Dhivehi

**Ownership of output:**

Ministry of Health, Health Protection Agency (HPA) and UNFPA

Signature of Requesting Officer in Hiring Office: Ritsu Nacken, Country Director, UNFPA Maldives

Date: