



Terms of reference: Individual Consultant – Sexual Reproductive Health (SRH) Program Coordinator

Performance Period: 1st March – 30th July 2024 (5 months)

Introduction/Background

The SRH Program Coordinator will provide substantive program coordination and technical assistance in the UNFPA Botswana country office reporting to the UNFPA Head of Office. S/he facilitates linking and integrating of UNFPA supported strategic interventions at policy, programmatic, and service delivery level in support of Government of Botswana and UNFPA 7th Country programme (CP 2022-2026). The SRH Program Coordinator will lead technical assistance to the Government of Botswana on integration of SRH, maternal health, and HIV/AIDS, RMNCAH and foster universal access to SRHR and its integration in UHC.

Context

United Nations Population Fund (UNFPA) is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking an individual consultant to provide technical leadership, advocacy, policy and program coordination that will transform, inspire and deliver high impact and sustained results towards achievement of universal access to SRHR in Botswana.

Scope of the Consultancy

The Consultant will provide substantive programme coordination and technical assistance addressing critical SRH dimensions, including the prevention of unintended pregnancies, unsafe abortion; maternal mortality, and the integration of HIV and sexual and gender-based violence (SGBV) both in development and humanitarian context. This includes ensuring effective management of UNFPA supported programs and interventions in the areas of SRH, HIV and AIDS, maternal health and GBV in support of government priorities; while working in an integrated and collaborative manner with the Country Office's program and operations staff.

The consultant is expected to undertake the following tasks and responsibilities.

1. Provide technical leadership to strengthen the policy, institutional and implementation frameworks to enhance national capacities for provision of equitable high-quality, rights-based integrated SRH, including HIV and GBV information and services across the life course.
2. Coordinate implementation of the technical support dedicated to addressing critical SRH dimensions, including the prevention of unintended pregnancies, unsafe abortion and reduction of preventable maternal mortality.
3. Support MoH and key stakeholders to mainstream resilience, prevention and preparedness efforts for maintaining availability of SRH information and services including linkages to HIV, GBV, and other services for all during emergencies/crises situations, including by providing technical support on implementation of Minimum Initial Service Package (MISP) for SRH.
4. Support coordination of UNFPA Botswana's Gender equality response and sustain proactive engagement in the UN Reform Agenda and contributions to the UNSCDF (2022-2026) implementation and monitoring.
5. Provide technical leadership to the development of relevant reports and provision of work plan implementation progress reports to substantive government ministries and stakeholders.
6. Support UNFPA SRH program management including development of work plans, monitoring program implementation and budgets
7. Develop and timely submission of inputs and progress reports according to set intervals
8. Carry out any other duties as may be required/ assigned by the UNFPA Head of office.

Methodology and approach

Inception meeting/administrative: The consultant will meet with UNFPA to discuss the assignment inception including the work plan, scope of work and clarify expectations.

Familiarization with relevant implementation frameworks: The consultant will be expected to familiarize with the Government of Botswana and UNFPA 7th Country programme document

(7th CPD 2022-2026) and the Government of Botswana and United Nations Sustainable Development Cooperation Framework (UNSDCF 2022–2026).

Literature Review: The assignment will involve a desk review of existing documents including policy, guidelines, relevant strategies; and program reports including global and regional normative guidance on SRHR, HIV and AIDS, maternal health and GBV.

Policy and legal environmental scan: The consultant will review the political, social and economic environment relevant to sexual reproductive health and reproductive rights, and gender.

Partners engagement: The assignment will entail regular engagement and consultation with relevant officials in government ministries and agencies, civil society, UN agencies, academia and the private sector to deepen partnerships and strengthen implementation collaboratives.

Expected outputs/deliverables

The following deliverables shall be submitted in electronic copies:

1. Consultancy Inception
 - i. Consultancy inception report outlining the consultant understanding of the assignment, proposed approach and detailed work plan.
2. Technical leadership to strengthen the policy, institutional and implementation frameworks to enhance national capacities for provision of equitable high-quality, rights-based integrated SRH, including HIV and GBV information and services across the life course.
 - i. Final ToR for revision of the CPAC Guidelines.
 - ii. Final Inception report for revision of CPAC Guidelines.
 - iii. Final Concept Note for the rollout TOT training on GBV prevention and management.
 - iv. Training report for TOT training conducted for national GBV ToTs utilizing the capacity building toolkit.
3. Coordination of the technical support dedicated to addressing critical SRH dimensions, including the prevention of unintended pregnancies, unsafe abortion and reduction of preventable maternal mortality.
 - i. Supportive supervision reports detailing supportive supervision undertaken to two CPAC trained districts to facilitate coaching, mentoring and remediation of barriers to quality of care in the provision of CPAC services.
4. Support to MoH and key stakeholders to mainstream resilience, prevention and preparedness efforts for maintaining availability of SRH including linkages to HIV, GBV, and other services for all during emergencies/crisis situations, including by providing technical support on implementation of Minimum Initial Service Package (MISP) for SRH.

- i. Report of the capacity building and advocacy workshop for integration of MISP in disaster preparedness and response plans to strengthen availability of CPAC services during crises conducted in two districts.
 - ii. Implementation progress report and documentation of follow-up action to support and fastrack implementation of MRA action plans to strengthen preparedness for availability of FP and CPAC services during emergencies/crises.
 - iii. Documentation (including purpose agenda, minutes, presentation made, follow up action) of engagement/consultation of officials in government ministries and agencies, civil society, UN agencies, academia and the private sector.
5. Support coordination of UNFPA Botswana's Gender equality response and proactive engagement in the UN Reform Agenda and contributions to the UNSCDF (2022-2026) implementation and monitoring.
 - i. GoB-UNSCDF Result Group on Gender Equality convened to review 2024 joint work plans and report available.
6. Technical leadership to the development of relevant reports and provision of work plan implementation progress reports to be shared with government and stakeholders.
 - i. Detailed Monthly report outlining work plan implementation progress and outcomes with clear descriptions of T/A provided towards achievement of the consultancy objectives and deliverables.
 - ii. Quarterly update reports on work plan implementation progress to be shared with substantive ministries and relevant stakeholders.
7. SRH program management including development of work plans, monitoring program implementation and programme budgets, including timely submission of inputs and progress reports for periodic reporting requirements.
 - i. Results-based management (RBM) progress reports submitted at required intervals on UNFPA RBM systems and other project specific program management tools.
 - ii. Documentation (including, presentations and follow up-action) of engagement and participation in UNFPA program and operations meetings, standard periodic review meetings and UNFPA supported/convened workshops.
 - iii. Handover report with a detailed overall progress, achievements, challenges, lessons learnt and follow-up action.

Work plan

TASK	TIME FRAME
Development of the Inception report including work plan for consultancy	3 days
Desk review	5 days
Final ToR for revision of the CPAC Guideline	4 day
Final Inception report for revision of CPAC Guideline	4 day

Final Concept Note for the rollout TOT training on GBV prevention and management	2 days
Training report for TOT training conducted for national GBV ToTs utilizing the capacity building toolkit	2 days
Supportive supervision reports detailing supportive supervision undertaken to two CPAC trained districts to facilitate coaching, mentoring and remediation of barriers to quality of care in the provision of CPAC services. (includes travel to 2 districts)	10 days
Report of the capacity building and advocacy workshop for integration of MISP in disaster preparedness and response plans to strengthen availability of CPAC services during crises conducted in two districts. (includes travel to 2 districts)	12 days
District implementation progress report and documentation of follow-up action to support and fast track implementation of MRA action plans to strengthen preparedness for availability of FP and CPAC services during emergencies/crises.	3 days
Documentation of engagement/consultation of officials in government ministries and agencies, civil society, UN agencies, academia and the private sector.	5 days
GoB-UNSCDF Result Group on Gender Equality convened to review 2024 joint work plans and workshop report available.	2 days
Detailed monthly (Mar-July) report outlining work plan implementation progress and outcomes with clear descriptions of T/A provided towards achievement of the consultancy objectives and deliverables. (2 days each)	10 days
Two quarterly update reports on work plan implementation progress developed and shared with substantive ministries and stakeholders.	4 days
RBM implementation progress reports submitted at required intervals on UNFPA RBM systems and other project specific program management tools.	3 days
Documentation of engagement and participation in UNFPA program and operations meetings, standard periodic review meetings and UNFPA supported/convened workshops. Subject to authorization of participation for full and half day engagements. (Max 15 days, excludes MISP workshops)	15 days
Handover report with a detailed overall progress, achievements, challenges, lessons learnt and follow on action	2 days
Total	86

Required Qualifications and experience

Education:

Master's degree in Public health, nursing, or social sciences such as sociology, demography, development studies or related fields.

Knowledge and Experience:

- At least 5 years of professional relevant experience in the field of Sexual and Reproductive Health and Rights, including HIV prevention, with significant programme, policy and advocacy experience.
- Knowledge in strategic planning with previous experience managing SRH programs including maternal health, family planning, GBV and SRH/HIV integration.
- Strong track record in programme management, coordination and partnerships development.
- Strong knowledge of monitoring and evaluation, in particular results-based management (RBM) and reporting, is required.
- Experience in program implementation in humanitarian contexts will be an asset
- Experience working in collaboration with government, development partners, civil society organizations and private sector.
- Strong results-based management skills
- Strong computer literacy skills, knowledge of office software packages, and web-based management systems

Languages:

Fluency in oral and written English is required.

Required Competencies:

Values:

- Exemplifying integrity.
- Demonstrating commitment to UNFPA and the UN system.
- Embracing cultural diversity.
- Embracing change.

Core Competencies:

- Achieve results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact.

Management of the consultancy

The consultant will contractually work under the supervision of the UNFPA Head of office . The consultant will be expected to work in close collaboration with the Ministry of Health.

Payment Schedule

Payment upon approval of deliverables as outlined on the work plan on a monthly schedule.