**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

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| **TERMS OF REFERENCE:** | |
| *Hiring Office:* | UNFPA/Georgia Country Office |
| *Purpose of consultancy:* | Provision of technical expertise, support and advice to the implementation of the UN Joint Programme (JP) on tele-medicine.  **Background:** The UN Joint Programme (JP) *Minimizing the impact of the COVID-19 outbreak in Georgia through telemedicine and digital health solutions* is funded by theDelegation of the European Union to Georgia. The programme cycle is 36 months. The Action is aimed at supporting Georgia’s Primary Health Care (PHC) system in rural areas to: (a) mitigate disruption of services due to the COVID-19 outbreak; and, (b) deliver high quality PHC services, especially in hard to reach areas. The focus would be on introducing new service delivery approaches into the rural PHC system such as telemedicine and telecare and improving the capacity of rural doctors to provide quality PHC services through tele-education. This requires community engagement to increase demand for telehealth services from both the health care providers and patients, as well as creating a supportive environment in which strategies, structure(s), funding mechanisms, equipment and monitoring systems are in place. In addition, support will be provided to public health service to improve surveillance, data management and contact tracing by implementing modern, easy to handle digital technologies. As a result, Georgia will be well equipped/positioned to not only address current emergency health challenges but also future needs while moving towards Universal Health Coverage.  The intervention logic of the JP is that the implementation of comprehensive telemedicine solutions paired with investment in the health system and increasing the capacity of PHC to better manage Non-Communicable Diseases (NCDs) may contribute to curbing the number of COVID-19 cases and fatalities, assuming complementary prevention and response measures, including vaccination, continue to be rolled out in the country, especially at primary care level and in rural settings. That is why the action, in addition to having a COVID-19 specific component, includes activities to advance the overall shift of the Georgian health system towards digitalization and strengthened PHC with potential gains in a broad range of conditions, including Sexual & Reproductive Health (SRH) related issues; for which UNFPA is custodian. The approach is comprehensive and includes interventions addressing legislative frameworks, governance mechanisms, SOPs and guidelines, direct technical support to national authorities, medical and IT/digital supplies and capacity-building.  The JP will be implemented by four UN partners, WHO (*lead*), UNICEF, UNOPS & UNFPA; bringing their respective areas of expertise and added-value to contribute to the overall project objective to minimize the COVID-19 pandemic's negative impact on people’s health and the health system through quality telemedicine services. |
| *Scope of work:*  *(Description of services, activities, or outputs)* | Within project overall framework, UNFPA will be specifically responsible and accountable for delivering the following activities:   1. *Under Output 2.1:* Online training/communication platform for primary care providers developed and fully operational:  * Development of locally relevant evidence-based clinical guidelines and protocols for remote consultations at PHC level, including criteria for defining patient eligibility for telemedicine services; * Development/adaptation of evidence-based clinical guidelines, protocols and training module(s) for remote delivery of SRH services, with focus on Antenatal care (ANC) and SRH professionals in COVID-19 context and beyond; * Content development and updates for existing COVID-19 website and PHC training platform on pregnancy-related issues and other SRH topics in the context of COVID-19 and beyond, applying life-course approach.  1. *Under Output 3.1:* Public awareness and health literacy on prevention of COVID-19 and determinants of susceptibility for severe infection (comorbidity, mental health, and socioeconomic factors), including health promotion and education improved:  * Increase awareness of mothers and caregivers on the issues concerning their health and health of their children in COVID-19 era and beyond [in close conjunction with UNICEF]; * Development of targeted communication and social mobilization campaign(s) to support uptake of telemedicine solutions [in close conjunction with WHO & UNICEF].   **Working modalities**  The National Consultant will be contracted and supervised by the UNFPA Georgia Country Office. The project implementation team is made of staff from the different UN partners with direct responsibility for the action implementation. The National Consultant will support the implementation of the activities under the UNFPA component as defined above. The contract with the consultant will be for 11 months and renewed annually based on satisfactory performance.  The tasks listed below reflect tasks throughout the full duration of the 36 months programme cycle. The priorities for the UNFPA CO will be set and communicated to the National Consultant in due time by the supervisor. The core implementation team will be completed by consultants and other experts, as needed and appropriate.  **Specific Tasks:**  The National Consultant is expected to undertake and/or support the following tasks as deemed necessary by the UNFPA CO and the supervisor:  *Technical Support and Coordination*   * Provide specific technical expertise, support and advice as regards the implementation of the project activities implemented by UNFPA; * In close collaboration with the JP partners advocate and provide technical support in introducing legislative/policy/normative revisions for telehealth SRH services to be provided at PHC level for more effective and coordinated response to COVID-19; * In close collaboration with the UNFPA SRH Programme Analyst, support interventions for systems strengthening to ensure the application of telemedicine solutions in quality SRH service delivery; * Lead coordination efforts with JP partners and stakeholders for implementation of planned interventions and ensuring synergies/consensus building; * In close collaboration with JP partners support capacity development of service providers and building participatory advocacy platforms to advocate for the use of digital health/telemedicine solutions in public health services.   *Communications*   * Support the UNFPA CO team in social mobilization and awareness raising campaign on telemedicine services, for educating pregnant women and mothers on prevention of COVID-19 infection, danger signs of antenatal and postnatal periods; * Assess perception and satisfaction of women and girls who received online consultation through telemedicine; * Support project communication and visibility strategy by compiling and synthesizing relevant regional background material for use in advocacy discussions and public events.   *Programme management support*  Serve as Telemedicine Project Coordinator handling project tasks and preparing work products to assist with carrying out project activities:   * Contribute to ensuring timely implementation of activities in the project workplan and achievement of results; * Contribute to monitoring implementation of activities under the JP, including travels and follow up with MoH and other national partners; prepares progress reports; * Contribute to assessments of the quality of deliverables delivered within the JP and provision of feedback to national counterparts as needed; * Ensure the coherence and connectedness among all key actors namely Participating UN Agencies (PUNOs) and the national stakeholders; * Identify challenges, constraints and changes encountered during the project’s implementation and define variances/mitigation measures, in close conjunction with UNFPA SRH Programme Analyst; * Retrieve lessons learned and good practices; advise on elements for future possible sustainability of interventions beyond the lifespan of the project; * In conjunction with SRH PA & Head of Office, represent UNFPA in meetings with PUNOs and national counterparts (MoH, NCDC, etc.); * Draft situation/progress papers/reports to UNFPA and Lead Agency (WHO) for internal and external use, conducts field visits; * Oversee work of the Project Assistant; * Any other project related matter, as requested by the supervisor. |
| *Duration and working schedule:* | The contract duration will be October 1, 2021– September 1, 2022, (with possibility 1-year extension). The contract with the consultant will be 11 months and renewed based on satisfactory performance. The specific deliverables will be communicated to the successful applicant upon finalization of the project inception phase. |
| *Place where services are to be delivered:* | Tbilisi, Georgia |
| *Delivery dates and how work will be delivered:* | The consultant will provide project related deliverables according to the approved project workplan, monitoring framework and the timeline. |
| *Monitoring and progress control, including reporting requirements:* | The monitoring of work progress and adherence to the reporting requirements will be conducted by UNFPA CO in Georgia. |
| *Supervisory arrangements:* | The Consultant will work under the supervision of the UNFPA CO SRH Programme Analyst, in close collaboration with the UNFPA/Geo Head of Office. |
| *Expected travel:* | The Consultant will be entitled to a DSA and other travel related costs as per UNFPA policies; Travel costs will be settled separately from the consultant fees. |
| *Required expertise, qualifications and competencies, including language requirements:* | * University degree in Healthcare Administration, Public Health, Business Administration, or related healthcare field is required. * Post-graduate University Degree or equivalent (preferably Ph. D.) in Public Health, SRH or equivalent professional work experience is desirable; * Minimum Five (5) years of progressive professional experience in the area of public health, preferable in maternal and reproductive health issues; * Previous experience with design and implementation of international best practices in the area of telehealth and digital health platforms/tools, is highly desirable; * Documented experience in working on knowledge management, provision of technical support, and preparing and conducting capacity building initiatives; * Ability to communicate technical concepts to technical and non-technical audiences; * Ability to work independently with minimal supervision; * Solid written and verbal communication skills in English and Georgian are the requirements; * Experience in development of communication campaigns, and communication and advocacy strategies and material is an asset. |
| *Inputs / services to be provided by UNFPA or IP:* | UNFPA/Geo CO team will provide feedback/ guidance to the Consultant throughout the assignment. UNFPA Country office will also provide office space and equipment. |
| *Other relevant information or special conditions, if any:* | Compensation is commensurate upon the qualifications of the individual selected and project budgetary arrangments. |
| Signature of Requesting Officer in Hiring Office:  Date: 26-08-2021 | |