

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Gambia Country Office
Purpose of consultancy:	The national consultant's objective will be to support UNFPA in rolling out the <u>MISP Readiness Assessment (MRA)</u> in September 2023. The consultant will be responsible for coordinating the process and collecting the needed documents to conduct the MRA in close collaboration with NDMA, Humanitarian partners and our UN agencies.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>UNFPA-WCARO plans to conduct the Minimum Initial Service Package Readiness Assessment (<b>MRA</b>) in the 23 West- and Central African countries. In meeting with the regional priorities and recommendation, The Gambia country is planning to the MRA in September 2023.</p> <p>UNFPA recognizes that most countries face multiple hazards including conflict and climate change that manifest in acute and protracted contexts and Gambia is not an exception. Covid-19 has also shown that every country is vulnerable to some form of crisis. These hazards and risks have a detrimental impact on our daily lives and expose the underlying inequalities in the countries of our region.</p> <p>Globally, UNFPA adheres to Minimum Preparedness Requirements and Minimum Preparedness Actions. Implementing these requirements and actions falls to the Country Offices, as specified in the guidance. MISP Readiness Assessments are crucial for strengthening countries' preparedness efforts.</p> <p>The exercise provides insight into the extent to which the country is ready to develop and implement an adequate response to SRH and GBV needs in emergency situations. The assessment results will serve as the basis for developing a national MISP Action Plan based on the results of the assessment. MISP/SRH/GBV areas that need improvement will be identified and prioritized through a joint multi-stakeholder process. As summarised in the 2020 MISP Readiness Assessment (MRA) guidelines, “sexual and reproductive health (SRH) and GBV needs are not put on pause during emergencies—and often increase due to disruptions in health systems, displacement and breakdowns in societal protection mechanism and social structures.</p> <p>Pregnancies, complications, risk of STI and HIV transmission and the desire to access contraceptives do not stop when an emergency strikes. In addition, the risks of unsafe abortions, unsafe deliveries and sexual- and gender-based violence can worsen during times of crisis and exacerbate the existing vulnerability of women, girls, marginalised and underserved groups. To mitigate these risks, access to quality GBV and SRH care in emergencies is essential.</p> <p>Despite recognizing the importance of providing lifesaving SRH care during emergencies and it being acknowledged in international standard documents such as the Sphere Minimum Standards in Disaster Response, several</p>

evaluations on MISP implementation showed that essential SRH services are still not consistently implemented. Greater efforts are needed to ensure availability of SRH care for all during emergencies and this includes strengthening preparedness efforts.”

The Gambia is expose to several humanitarian emergency which ranging from communal clash, flooding, and cross border conflict. Based on the 2023 July August and September Rainfall prediction, there is expected high rain fall. To assess a Gambia’s readiness to provide GBV/SRH services, in and the 2023 flash floods and other humanitarian emergency have highlighted gaps in the country’s emergency preparedness and response to shocks, health epidemics and humanitarian disasters.

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It is within this background and context that UNFPA The Gambia is commissioning a consultancy to support the Ministry of Gender, Ministry of Health, NDMA and other stakeholders to assess the country’s readiness to provide Minimum Initial Service Package (MISP) for Sexual and Reproductive Health in Emergencies.

Duration and working schedule:

The consultancy will run from **September to October 2023**. The total number of working days shall not exceed 25 days.

Task	Time Frame
Desk review of the MISP Readiness Assessment (MRA) Guidelines and relevant existing documents including policy, guidelines, strategies and reports.	3 Days
Development of the Inception report outlining the proposed methodology and work plan to achieve the objectives of the Assessment	3 Days
Submission of draft inception report	-
Incorporation of comments in the inception report and finalization of the methodology	1 Days
Submission of final inception report detailing the	-

	<p>methodology and draft data collection tools</p>	
	<p>Complete Steps 1 &amp; 2 of the MRA (<i>Pre MRA Workshop</i>)</p> <p><i>Allow to 2 weeks' notice before workshop</i></p>	5 Days
	<p>Complete Steps 3, 4, 5 &amp; 6 of the MRA (<i>MRA Workshop</i>)</p>	4
	<p>Develop summary and finalise all deliverables for submission</p>	4
	<p>Submission of all deliverables</p>	5
Place where services are to be delivered:	UNFPA Country Office, Cape-Point Bakau, Banjul, The Gambia	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p><b>Expected outputs/deliverables.</b></p> <ul style="list-style-type: none"> <li>❖ An inception report detailing the methodology and a workplan.</li> <li>❖ List of supporting policy documents</li> <li>❖ Develop workshop agenda and facilitation plan.</li> <li>❖ List of key partners</li> <li>❖ Table of prioritized activities (P1 and P2) and rationale</li> <li>❖ Finalised MRA Questionnaire and Action Plan</li> <li>❖ Summary report on the process: [as this MRA is a field-testing version, it would be great to collect feedback on the revised tool – what went well and what were the challenges.]</li> <li>❖ Challenges</li> <li>❖ Recommendations to avoid those challenges</li> </ul>	
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>❖ Support UNFPA in identifying and contacting key partners to be involved in the MRA Process (See Step 1 of MRA Process)</li> <li>❖ Collect and prepare supporting documents for facilitators such as policies, guidelines, etc. (see Step 2 of MRA Process)</li> <li>❖ Support UNFPA and partners in the completion of the MRA Questionnaire</li> <li>❖ If workshop develop invitation letters, including a brief description of the process as well as the key objectives of the workshop.</li> <li>❖ If workshop Support UNFPA and partners in organising and facilitating the MRA workshop.</li> <li>❖ Compile answers to the MRA Questionnaire based on input from partners and key stakeholders.</li> <li>❖ Draft SRH Preparedness action plan based on results from the questionnaire and discussions with partners.</li> </ul>	
Supervisory arrangements:	The National Consultant will be under the general supervision of the Country representative and direct reporting to the Gender/GBV Programme Specialist. The GBV/Gender Specialist will have direct oversight responsibility in	

	ensuring timely completion of the work and provide technical guidance in ensuring quality delivery of the document.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>❖ Bachelor's degree, in public health, development studies, social studies or related field</li> <li>❖ At least 3 years' experience in SRH, GBV programmes or related programmes</li> <li>❖ Excellent interpersonal and strong communication skills, in both written and verbal English</li> <li>❖ Good knowledge of the national and sub-national disaster management systems</li> <li>❖ Strong knowledge of the SRH (including MISP) and health systems</li> <li>❖ Strong knowledge of national and international stakeholders</li> <li>❖ Excellent coordination and facilitation skill</li> <li>❖ Strong communication and reporting skills</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA will provide relevant support and guidance to ensure the successful undertaking of this consultancy.
Other relevant information or special conditions, if any:	<p>All interested applicants should submit the following.</p> <ol style="list-style-type: none"> <li>1. Letter of interest</li> <li>2. CV with evidence of qualifications and experience</li> <li>3. Detailed technical and financial proposal</li> </ol>
Signature of Requesting Officer in Hiring Office:	<p>DocuSigned by:    2EF9BA40E09F4CE...</p>
Date:	02-Jun-2023