

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Egypt Country Office
Purpose of consultancy:	The purpose of this consultancy is to develop a mechanism for enhancing the role of women health clubs (WHCs) and develop a tool for monitoring the women reached via WHCs.
Background	<p>UNFPA in its 10th cycle aims to strengthen the capacities of line ministries and civil society for the provision of high quality, integrated and rights-based reproductive health (RH) and family planning (FP) services. UNFPA is also focusing on increasing the demand for informed and voluntary FP products and services for women and men of reproductive age.</p> <p>This will be achieved by addressing norms and social determinants of RH and building national capacities for integration of community workers into the primary health care system to promote use of FP and RH services.</p> <p>One of the activities to achieve this is to revitalize Ministry of Health and Population (MOHP) women health clubs (WHC), which are located at FP clinics. This is one of the non-traditional interventions in the field of raising the health awareness of Egyptian rural women in Egypt's various villages, particularly awareness related to RH and FP.</p> <p>These clubs were equipped with necessary means to use them during the awareness raising (based on a needs assessment carried out in 2018) and the awareness activities were linked with other available programs such as small loans-giving banks, handicrafts exhibitions, and illiteracy classes. Until today, UNFPA supported the procurement of needed assets and equipment for 33 WHCs in Assiut, Luxor, Alexandria, Menoufeya, Fayoum, and Beni Swef.</p> <p>Based on the achievements of last year, it is suggested to recruit a national consultant to build on the work achieved, suggest additional interventions for development by expanding partnership, as well as develop a system that will allow the MOHP to effectively monitor the activities of the WHCs for an enhanced results based programing.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The selected expert will be responsible to:</p> <ol style="list-style-type: none"> 1. Conduct a situation analysis of WHCs that will look at the geographical distribution of the WHCs, the flow of beneficiaries, and types of activities conducted. This would also include an analysis of the needs assessment conducted by MoHP in 2018, for further recommendations. 2. Propose interventions and linkages with other entities to enhance the role of women's clubs in supporting FP and women's development.

	<ol style="list-style-type: none"> 3. Facilitate 2 workshops with stakeholders to enhance the role of women health clubs, identify gaps, and discuss proposed interventions. 4. Suggest a uniform monitoring and evaluation (M&E) system for WHCs' activities, including developing reporting tools and analysis. 5. Conduct one training for disseminating the established M&E system to WHCs supervisors. 6. Follow up for three months on the implementation within the WHCs. 7. Submit a final report on the use of the new tools, the analysis of the results, challenges faced and lessons learned
Duration and working schedule:	1 April to 30 August 2019
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Deliverables are to be submitted in electronic copy as follows:</p> <ol style="list-style-type: none"> 1. Satisfactory situation analysis report of WHCs – 30 April 2019 (1st instalment = 25%) 2. An approved and cleared M&E system for WHCs' activities – 15 June 2019 (2nd instalment = 50%) 3. Final report on the implementation of the M&E system for the WHCs – 30 September 2019 (3rd instalment = 25%).
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Periodic meetings with MoHP and UNFPA:</p> <ul style="list-style-type: none"> ○ At the beginning of the consultancy ○ To provide feedback on the assessment report ○ To discuss the M&E monitoring system <p>All submitted reports are endorsed by MoHP and UNFPA</p>
Supervisory arrangements:	Reproductive Health Program Specialist
Expected travel:	Visits to WHCs in Greater Cairo, Giza, 2 Upper Egypt and 2 Lower Egypt governorates will be conducted as part of this assignment.
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1. University degree in the field of development, public health, social science, behavioural studies, or any relevant field 2. At least 5 years' experience in working with an international entity or civil society organization in the field of women development; 3. 3-5 years' experience in monitoring and evaluation, development of monitoring tools/systems, analysis and reporting; 4. Familiarity with the work of the Egyptian government in health or development field is an asset; 5. Training and facilitation experience; 6. Good communication and reporting skills in English and Arabic.

Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> • Proper briefing about the tasks. • Introduce the expert to the MOPH. • Support and guidance • Coordination with MOHP.
Other relevant information or special conditions, if any:	
Signature of Requesting Officer in Hiring Office Date: 24/ 3/19 Maha A. Wamb	