

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Egypt Country Office
Purpose of consultancy:	<p><b>The overall purpose of the consultancy is to conduct a performance assessment of the ongoing 65 Reproductive Health and Family Planning clinics of Ministry of Social Solidarity</b></p> <p>Within the framework of the project between Ministry of Social Solidarity and UNFPA, the project aims to expand the already existing 65 clinics and establish 120 new clinics, providing reproductive health care services and family planning services within poverty alleviation programmes through targeting the beneficiaries of mainly Takafol &amp; Karama Programme in governorates through expanding service delivery channels via CSOs.</p> <p>In this context, there is a need to assess the performance of the already existing clinics in the 11 governorates (Assiut, Aswan, Behera, Beni Suef, Cairo (Al Asmarat), Fayoum, Giza, Luxor, Minya, Qena, Sohag) before expanding and establish new clinics.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>The consultant is expected to complete the assessment using various tools and methods that measure the quality and effectiveness of the services provided.</b></p> <p><b>The specific objectives of the assessment are :</b></p> <ol style="list-style-type: none"> <li>1. Assess the roles and responsibilities of the clinics in providing comprehensive reproductive health care services including the role of service providers, role of counselors ,client registration system , information, education, and communication materials and equipping</li> <li>2. Describe the readiness and lessons learned before expanding in other governorates.</li> <li>3. Evaluate client satisfaction in the geographical area served by the clinics</li> <li>4. Review and agree on survey proposed methodology, work plan and the structure of the survey report with project team</li> <li>5. Outline the assessment design and develop data collection tools, using both qualitative and quantitative data tools.</li> <li>6. Conduct and supervise data collection, data management, and data analysis</li> <li>7. Identify the required sample for the interviews.</li> <li>8. Preparation of draft report</li> <li>9. Discuss with the project team the findings of the initial draft report</li> <li>10. Incorporate the feedback from the project team in the final report</li> <li>11. Make a presentation on the key findings of the assessment in Arabic.</li> <li>12. Submit hard and soft copies of the final report, both in English and Arabic, and key findings presentation</li> <li>13. Develop a policy paper addressing findings and recommendations</li> <li>14. Set recommendation for scaling up of comprehensive reproductive health care services at other governorates.</li> </ol>
Duration and working schedule:	The contract duration is up to 45 days over 2 months starting from the date of signature of the contract
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Payment of fees will be based on the delivery of below. <ul style="list-style-type: none"> <li>- 50% upon submission and approval of the inception report</li> <li>- 50% upon submission and approval of the final report</li> </ul>

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will be expected to submit the following deliverables:</p> <ul style="list-style-type: none"> <li>- Electronic files with all raw data.</li> <li>- Final Report (hard and soft copies): The report should be in Arabic &amp; English</li> <li>- A PowerPoint presentation in Arabic on the results of the assessment delivered to key informants of the project team.</li> </ul>
Supervisory arrangements:	The consultation will be supervised by the Project team and UNFPA focal point
Expected travel:	Yes
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> <li>1. At least a university degree, preferably bachelor's degree in a medical subject or other relevant subjects.</li> <li>2. Significant experience in undertaking assessment, as well as rapid assessments &amp;/or evaluations.</li> <li>3. Significant experience in collecting and analysing quantitative and qualitative data from sample surveys.</li> <li>4. Ability to provide evidence of producing high-quality assessment/evaluation reports. 5-7 years of experience in the field of Reproductive Health care services</li> </ol> <p><b>Consultant shall submit technical and financial proposals with a clear breakdown of financial cost and technical specifications for both quantitative &amp; qualitative assessment.</b></p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	NA
Other relevant information or special conditions, if any:	
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Date: 12 September 2023</p> <div style="text-align: center;"> <p>DocuSigned by:</p>  <p>467EC7B56E074EF...</p> <p>12-Sep-2023</p> </div>	