

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office) <i>Individual consultant: Emergency Coordinator.</i></b>	
Hiring Office:	UNFPA Malawi Country Office
Type of Consultant	Individual Consultant: Emergency Coordinator – Humanitarian Response
Purpose of consultancy:	<p>Malawi declared a cholera outbreak on 3 March 2022, after a case reported to Machinga District Hospital was confirmed culture positive for <i>Vibrio cholera</i>. This was the first Cholera case to be reported in Malawi in the 2021/2022 Cholera season. All the 29 Health District Hospitals in Malawi reported cholera cases since the confirmation of the first case in March 2022 in Machinga District. As of 30 January 2022, the cumulative confirmed cases and deaths reported since the onset of the outbreak is 34,355 and 1,108 respectively with Case Fatality Rate at 3.23%.</p> <p>The major factors associated with the cholera outbreak in the communities are poor food hygiene, lack of safe water and low latrines coverage and usage. So far, the Ministry of Health, among other things, has set up treatment centres in all affected areas so that patients do not travel long distances for treatment and is Administering Oral Cholera Vaccinations. In crisis situations, one in every five women of childbearing age is likely to be pregnant. Without access to reproductive health (RH) services, these women face an increased risk of life-threatening complications. Many women also lose access to family planning, exposing them to unwanted pregnancies in perilous conditions. Continuity of health services becomes a huge challenge more so the provision and access to SRHR services.</p> <p>As the country is responding to the cholera outbreak, there is need to support coordination to ensure continuity of care and visibility of services targeting women of child bearing age including those who are pregnant. The CO is centrally situated in Lilongwe with UNFPA staff in selected districts and disbursement of resources both materials and financial from core resources and other resources mobilised for the humanitarian response. This has increased the usual Humanitarian response within the country, hence requiring the services of an <b><i>Individual Consultant: Emergency coordinator</i></b>, to support the implementation, and documentation of the response at all levels.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Under the overall supervision of the UNFPA Resident Representative and the Deputy Resident representative and direct supervision and reporting on a day to day basis to the UNFPA SRH Coordinator and in close collaboration with the CO Humanitarian focal person, the incumbent will be responsible for the management/implementation of SRH interventions in response to the Cholera response; advocating and ensuring the provision of life-saving SRH services as outlined in the MISP during the cholera response; supporting the procurement and delivery of emergency supplies targeting women of child bearing age; active participation in health cluster meetings and assisting in establishing relevant partnerships with other humanitarian stakeholders, NGOs, donors and government counterparts</p> <p>The incumbent will help ensure UNFPA and donor visibility in the cholera response and will ensure proper documentation and reporting of all SRH related interventions including financial and material monitoring of all</p>

support towards the cholera response targeting women of child bearing age especially pregnant women.

***SRH Programming and implementation***

- Provide technical and related SRH programme management advice and strategic support to ensure sexual and reproductive health needs of most vulnerable population are prioritized during the cholera response;
- Ensure and effective response that integrates SRH (including ASRH) and GBV ensuring coordination with the Protection cluster for the health response to GBV cases; and support the implementation of activities funded through different funding sources;
- Conduct/lead assessments/s of SRH needs of the affected population, working closely together with the health and protection teams especially those receiving care in the CTUs in affected districts;
- Oversee (in collaboration with relevant staff) procurement of emergency RH kits, and other supplies like dignity kits, chlorine; develop a distribution plan in close collaboration with local authorities and implementing partners and documents it;
- Prepare reports and SitReps, as required, including the final report of different funding sources in collaboration with the UNFPA CO communications person.

***Partnership and Coordination***

- Ensure that SRH needs are addressed within the Health working group and within OCHA Situation Reports;
- Maintain working relationship and share relevant information with UN teams (health, logistics, protection) and other partners including medical teams in the field;
- Establish strong linkages between SRH and GBV programmes especially in what regards to the response for survivors of sexual violence;
- Liaise with relevant partners that provide SRH services and commodities.
- Coordinate UNFPA's cholera outbreak preparedness and response support team which includes functions related to analytics on how the outbreak is affecting continuity of SRHR services with much focus on the pregnant woman and all women of child bearing age including the RH supply and logistics needs.
- Manage engagement with national through PHIM and district on cholera response and the coordination within the UN-Technical response Country team, the SRHR sub-TWG and the HDG.
- Co-Lead coordination at the national level with the Humanitarian focal person and the country office Humanitarian team members and partners leveraging existing coordination mechanisms such as the Health and social protection Cluster, and the UNCT and HDG teams and other relevant clusters.
- Coordinate and provide remote support to key UNFPA districts and where necessary provide guidance and in country technical assistance based on need including providing/coordinating coaching to UNFPA CO and field staff and partners.

### ***Resource Mobilization***

- Support resource mobilization for cholera outbreak preparedness and response and work on advocacy and communication both for UNFPA and with partners.
- Assist the CO in the development of funding proposals for the implementation of the MISP for SRH in cholera response including the flash appeal to be led by OCHA.
- Oversee cholera funds and reporting, including playing a secretarial role within the CO Cholera CRT.
- Co-Lead partner discussions on prioritization including of commodities and ensure that this is clearly communicated with UNFPA and partners and that UNFPA's internal work on prioritization is well represented and visible within the 5Ws excel sheet.

### ***Monitoring and Evaluation***

- Conduct monitoring visits and ensure a systematic approach for tracking coverage of the targeted population by UNFPA assistance;
- Prepare regular progress reports and document lessons learned and challenges;
- Maintain records on SRH commodities and supplies, including provision of regular updates on the number of affected population reached with the SRH supplies including IARH kits, if procured, and share information with coordinating UN agencies and host communities - NGO and government implementing partners; and
- Monitor Integrated SRH assistance provided by UNFPA through (implementing) partners to Hot-Spot districts and communities, in particular patients in CTUs, and ensure adequate RH requirements are being met.
- Brief UNFPA and partner, senior management and monitor achievements against a national plan for preparedness and response.
- Produce a biweekly update to share across organization including update from partners which can also be shared with the regional and HQ levels, in collaboration with the CO communications specialist.

### ***Any other duties***

- Write monthly reports and one final report documenting progress against work plan outputs and agreed report outline; and any other duties as required by the Management team.

### ***Qualifications and Skills Required***

- Advanced university degree in medicine, Public Health, or relevant social sciences;
- 5-7 years on Integrated SRH programme development and management and preferably in an emergency context (e.g. MISP implementation);
- Field experience in emergencies;

	<ul style="list-style-type: none"> <li>● Ability to develop and coordinate Integrated SRH and programmes that target adolescent, IDPs and their host communities;</li> <li>● Familiarity with working in Malawi is a strong asset especially on cholera response; and</li> <li>● Working knowledge (speaking and writing) English is mandatory; working knowledge in Chichewa will be an asset.</li> </ul>
Duration and working schedule:	The consultancy is for the period of 4 months starting from 1 <sup>st</sup> March 2023 – 30 <sup>th</sup> June 2023
Place where services are to be delivered:	Lilongwe at UNFPA country office.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Emergency Cholera coordinator will be involved in tracking UNFPA support towards the Humanitarian response using the agreed upon indicators and populating the 5-Ws as part of the national response.
Supervisory arrangements:	The Emergency Cholera coordinator will report on a day to day basis on operational priorities and other issues-today basis to the Humanitarian team within the country office and they will be under the overall supervision of the Humanitarian Focal person at the UNFPA CO.
Expected travel:	The Emergency Cholera coordinator is expected to be in the country office with periodical field visits.
Required expertise, qualifications and competencies, including language requirements:	<p>Required Qualifications and Experience:</p> <p><b><u>Education and experience:</u></b></p> <ul style="list-style-type: none"> <li>● Advanced university degree in medicine, Public Health, or relevant social sciences</li> <li>● 5-7 years on Integrated SRH programme development and management</li> <li>● Field experience in emergencies and preferably in MISIP for SRH implementation and Cholera response.</li> <li>● Experience in project management.</li> </ul> <p><b><i>Languages:</i></b> Fluency in English is required. Working knowledge of local languages is desirable.</p> <p><b><i>Competencies</i></b> The incumbent is expected to demonstrate the following values and competencies: Values</p> <ul style="list-style-type: none"> <li>● Inclusion &amp; respect for diversity -shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.</li> <li>● Integrity &amp; transparency - Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.</li> <li>● Professionalism - Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.</li> </ul>

	<p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>• Teamwork - Establishes strong relationships with colleagues and partners; relates well to people at all levels.</li> <li>• Delivering Results - Produces quality results and provides quality services to clients.</li> <li>• Managing and sharing knowledge - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.</li> <li>• Accountability - Takes ownership of all responsibilities within own role and honors commitments to others and to the organization.</li> <li>• Communication - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.</li> </ul>
<p>Inputs / services to be provided by</p>	<p>The CO will provide office space and the consultant will be granted access to the internet in the office premises.</p> <p>The CO will not provide a laptop to the consultant, it is expected the consultant will have his/her/they own laptop.</p> <p>Travel arrangements and costs associated will be the responsibility of the country office.</p>
<p><b>Application Procedure</b></p> <p>Candidates who have the required/relevant qualifications and experience should submit their applications including a detailed Curriculum Vitae (CV) including details of 3 contactable referees, P11 with a copy of qualifications to the following address: <b><i>recruitment.malawi@unfpa.org</i></b>. Please specify in the email subject ‘<b>The Position Applied for</b>’. Applications should be received on or before <b>22 February,2023</b>.</p> <p><b>You can download the P11 form at: <a href="https://www.unfpa.org/resources/p11-un-personal-history-form">https://www.unfpa.org/resources/p11-un-personal-history-form</a></b></p>	