

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Kyiv, Ukraine
Title:	Capacity Development Consultant
Purpose of consultancy:	<p>The United Nations Population Fund in Ukraine (UNFPA) within its humanitarian response program aims to support the health system to prevent excessive maternal and newborn mortality and ensure access to emergency life-saving SRH services, including CMR.</p> <p>The SRH humanitarian response program provides comprehensive support to fill existing gaps and address needs in SRH services in close coordination with local health authorities and with maximum possible integration with the existing healthcare system. In particular :</p> <ul style="list-style-type: none"> ● to health care facilities/maternity hospitals with IERH kits to ensure uninterrupted supply of medicines and essential commodities (at least 4 facilities per region); ● through outreach SRH clinical mobile teams to ensure access of women and girls, mainly IDPs, to essential SRH services and provide referrals for GBV survivors to other service providers; ● Through an expansion of the network of service delivery points to provide confidential and survivor-centered care, support, and referral to survivors of sexual violence (CMR) and other situations of unprotected sex; ● Through training of health care workers in CMR; ● Through awareness-raising activities to inform women and girls about SRH and GBV-related health risks and about available services. <p>Primary health care (PHC) is one of the most important ways to ensure universal and unimpeded access to SRH services for the population. In reality, SRH services remain highly centralized, are provided mainly at the level of specialized medical care, and require traveling to a hub or regional hospitals for consultation thus significantly hindering access further limited by martial law. Most primary care doctors do not provide SRH services due to a lack of skills and knowledge in this area. At the same time, there is a resource that is underappreciated but highly effective according to international experience, and which communities can use to ensure access to SRH services. This resource is midwives.</p> <p>The latest report on the State of the Midwifery Workforce in Eastern Europe and Central Asia emphasizes the significant role of a strong midwifery workforce in the global strategy to improve the sexual and reproductive health of populations and calls for investment in the midwifery leadership and governance. This report identifies the lack of a professional association of midwives as one of the factors that undermine the potential of midwifery in Ukraine.</p> <p>To overcome the above mentioned barriers and increase universal access to SRH services, in line with UNFPA's global strategy to support and empower midwives, a project aiming at reviving midwifery in the country was launched by Ukraine country office.</p> <p>The Midwife Association of Ukraine, a young but already potent organization, unites the midwives of Ukraine providing the outlet for capacity building and peer-to-peer support of the nations midwives. The association already succeeded in establishing relations with international midwifery associations and making the first steps in implementing projects that abide by strategic vision and principles that are in line with global trends in midwifery development.</p> <p>UNFPA CO is looking for a highly-qualified consultant on institutional development of civil society organisations. The consultant will be closely working with Association of Midwives, CSO to support the organisation in the development and execution of the capacity building plan. The overall goal of the consultancy is to strengthen institutional capacity of the organisation, develop strategic plan and fundraising strategy, strengthen financial competencies.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ol style="list-style-type: none"> 1. Conduct the capacity assessment of the identified organisation. 2. Based on the findings, develop a capacity development plan. 3. Develop and/or refine existing Civil Society Organization (CSO) capacity building curriculum to fit local context and capacity. 4. Refine organisational development tools and recommend best approaches for the staff and partner capacity development, building on existing Minimum Humanitarian Standards knowledge and experience. 5. Provide peer-to-peer knowledge sharing and support during field site visits, particularly field trainings and events, and other forms of staff capacity-building, in coordination with the team. 6. Provide inputs in refining the existing organisational development, monitoring and evaluation by incorporating conflict sensitive approaches and gender sensitivity,

	<p>based on field feedback, effectiveness in the field, and appropriateness to ensure civil society organisation are being strengthened to meet program objectives.</p> <ol style="list-style-type: none"> 7. Identify and support mechanisms for effective project monitoring and evaluation efforts and systems for information sharing internally and externally. 8. Coordinate with various team members assigned on follow-up items in the capacity Development Plan to locate and coordinate internal and external technical resources as needed. 9. Support partnership and stake-holder mapping, capacity assessment and partners identification. 10. Train, advise and mentor project staff on capacity development approaches and activities, including coaching and mentoring skills. 11. Support organisation in the roll-out of partnership strategy, processes and procedures and reinforcing the partnership principles in day-to-day work. 12. Supervisory Responsibility.
Duration and working schedule:	1 September 2023 – 1 April 2024
Place where services are to be delivered:	Kyiv / remote
Deliverables:	<ol style="list-style-type: none"> 1. Capacity assessment of the organisation 2. Capacity-building plan 3. Strategy of the organisation 4. Fundraising strategy of the organisation 5. Partner and stake-holders mapping 6. HR strategy 7. Monthly progress reports on capacity development 8. Final Report.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monitoring and progress control will be done by UNFPA through regular formal and informal communication and working meetings. All written communications from the consultant should be addressed to roganova@unfpa.org ; liushan@unfpa.org .
Supervisory arrangements:	The consultant will directly report and work under overall guidance and oversight by Yana Roganova, SRH TWG program coordinator and Maksym Liushan, SRH program manager.
Expected travel:	No travel is required
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> • University Degree in project management, organisational development, non-profit management, public administration or other relevant field is required. <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years of relevant work experience of building Ukrainian NGOs capacity is required. • Strong knowledge of strategic development of all aspects of non-profit's functioning: programming, fundraising, budgeting, hiring, advocating, etc. is required. • Experience leading Ukrainian non-profits would be an advantage. • Strong knowledge of, and experience with organisational development of CSOs in challenging environments, and ability to inform the content and method of organisational development training. • Excellent interpersonal and communication skills: Ability to interact effectively with partners, local stakeholders and within organisation. <p>Language:</p> <ul style="list-style-type: none"> • Languages: fluency in Ukrainian, working level of English
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>The consultancy fee will be paid monthly upon UNFPA's approval of the Consultant's monthly report and developed/reviewed documents.</p> <p>Any remarks, proposals, complaints or claims to the consultant regarding services being provided in line with these terms of reference should be submitted to the consultant in writing within 10 days of the submission of consultancy deliverables or reports by the consultant.</p> <p>The scope of work to be performed by the consultant under these terms of reference and other conditions of the consultancy could be modified, if required, through a written agreement between the consultant and UNFPA.</p>


Signature of Requesting Officer in Hiring Office:

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Yana Roganova, SRH TWG Partnership Coordinator, UNFPA Ukraine
August 18, 2023

Approved by:

DocuSigned by:

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Pavlo Zamostian, Assistant Representative, UNFPA Ukraine
August 18, 2023

Terms of reference reviewed and accepted: