


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT: Technical Coordinator for the Secretariat of the Regional Alliance for Cervical Cancer Prevention in Eastern Europe and Central Asia

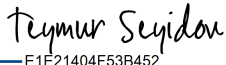
TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Eastern Europe and Central Asia Regional Office (EECARO)
Purpose of consultancy:	<p>In the Eastern Europe and Central Asia (EECA) region, Cervical Cancer is one of the leading causes of mortality and morbidity among women of reproductive age. Despite the accelerated efforts, many countries still lack comprehensive Cervical Cancer prevention and control programs and as a result, women of the region are at an increased risk of the disease, which is preventable if evidence based, impact oriented prevention programmes are in place.</p> <p>UNFPA Regional Office has been leading Cervical Cancer prevention initiatives since 2014. In response to the results of two regional assessments initiated by EECARO in 2014 and 2021, UNFPA regional and country offices developed a number of flagship publications such as the regional roadmap for country-level action plans (2015) and the UNFPA Regional Strategy to Eliminate Cervical Cancer as a Public Health Problem in Eastern Europe and Central Asia by 2030, in line with the Global cervical cancer elimination strategy. EECA supported the development and implementation of national action plans and advocacy actions, as well as the regional trainings for the service providers.</p> <p>In 2021, EECARO established the Regional Alliance for Cervical Cancer Prevention in Eastern Europe and Central Asia, and in 2022, the three technical committees of the Alliance were established during a virtual Annual Forum of the Alliance. The Alliance secretariat, currently supported by UNFPA EECARO, provides the overall technical and operational support to the Alliance. To-date, three annual forums have been held, the first and second virtually in 2021 and 2022, with the third held face-to-face on 28-29 Sep 2023 in Tbilisi, Georgia. The Third Forum of the Alliance adopted the Call to Action to Eliminate Cervical Cancer in the EECA region and developed the 2024 plan of Action. The Fourth Forum of the Regional Alliance for Cervical Cancer Prevention in Eastern Europe and Central Asia is planned for June 26-28 2024 (TBC)</p> <p>The consultancy is requested to support the Secretariat of the EECA Regional Alliance for Cervical Cancer Prevention, to coordinate the work of different structures of the Alliance, facilitate information and knowledge sharing among different partners and accelerate EECA countries' national policies and programmes in line with the recently developed global strategies and action plans to combat cervical cancer.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The technical coordinator assists UNFPA EECARO in the coordination of the work of the Secretariat and 3 technical committees of the Regional Alliance, in particular: technical committee on HPV vaccination; technical committee on organized cervical screening; and technical committee on HPV primary screening. In addition, the coordinator will support the work of the Steering Committee of the Regional Alliance which is established to provide the overall strategic direction and guidance to the Alliance.</p> <p>The successful incumbent is expected to:</p> <ul style="list-style-type: none"> - Liaise with and coordinate communication between members of the Steering Committee and the broader circle of Alliance members, including, but not limited to, relevant governmental, non-governmental, the private sector organizations, academia, professional societies and other stakeholders working in the field of cervical cancer prevention in the EECA region and beyond, as necessary - Develop annual and multiyear work plans for the Regional Alliance by assessing the needs, gaps and priorities as defined by the committee members and respective task forces

	<ul style="list-style-type: none"> - Monitor the progress of the committees against the agreed priority actions, defined at the regional, national and subnational levels, and report to the Steering Committee and UNFPA EECARO SRH team on bottlenecks and the implementation of remedial actions to facilitate quality work and outputs of the committees - Support to the preparation, and follow-up on the recommendations, of the Annual Forums and committees meetings of the Regional Alliance - Maintenance the dedicated website of the Regional Alliance, preparing and uploading the updates, news, technical documents and reports. - Facilitate regional action research, advocacy, adaptation and rollout of model guidance documents and broader knowledge-exchange of technical materials and tools among the members and other partners/constituencies of the Regional Alliance - Support the Regional Alliance in mobilization of technical and financial resources, in cooperation with the UNFPA EECARO Sexual and Reproductive Health (SRH) and Resource Mobilization and Partnerships (RMP) teams - Support in developing the updates and news, advocacy and communication materials and organizing regional awareness campaigns - In consultation with UNFPA EECARO, cooperate and consult with the member countries and multisectoral partners of the Regional Alliance - Prepare reports and presentations related to the Regional Alliance work - Provide inputs to resource mobilization and technical networking activities for the work of the Alliance
Duration and working schedule:	Consultant will be engaged on part-time basis during the period May to December 2024.
Place where services are to be delivered:	Home-based, with mission travel foreseen, the electronic versions of the deliverables to be submitted to UNFPA EECARO by e-mail
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>The International Consultant is expected to submit to UNFPA EECARO the deliverables in line with the agreed workplan of the Alliance:</p> <ul style="list-style-type: none"> ● Workplans of the committees in the agreed format, defining as the minimum, the agreed priorities and actions, as well as responsible persons, timelines and progress against each action ● Committee and other Alliance meeting notes, action points or knowledge management products ● The list of technical committee members, the listserv of the regional alliance and committee members maintained and updated at regular intervals ● Notes of regular check-ins with the UNFPA EECARO and Steering Committee and other ad-hoc calls with technical experts in the related fields ● Draft Concept and Agenda for the Annual Forums including side events and detailed session plans ● Concept notes and proposals, including in the frames of the issue-based technical working groups established by the Regional Alliance, PPT presentations for meetings, forums and other internal/external thematic events in cervical cancer prevention ● Progress and final reports to UNFPA and donors, in pre-agreed formats. <p>The documents would need to be delivered in e-version via e-mail to khomasuridze@unfpa.org and seyidov@unfpa.org</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The work of the Consultant at all stages will be monitored by the UNFPA EECARO SRH/RHCS Programme Specialist.
Supervisory arrangements:	The Consultant will perform under the overall guidance of and report to the UNFPA EECARO SRH Advisor.
Expected travel:	Undertake missions to participate and support the Regional Alliance Annual Forums, in agreement with the supervisor. All travel related expenses will be covered separately and in addition to the consultancy fee following UNFPA Travel Rules.
Required expertise, qualifications and	The expertise/qualifications of the International Consultant will include:

<p>competencies, including language requirements:</p>	<ul style="list-style-type: none"> • Qualifications in public health, medicine or related field (PhD and/or Master's Diploma from recognized universities); • The experience of work in the area of cervical cancer prevention, preferably in the Eastern Europe and Central Asia region • Proven experience in project management and work under tight deadlines; • Previous experience in delivering similar assignments; • Strong quantitative and qualitative data collection and analysis skills; • Excellent writing and reporting skills; • Fluency in English; knowledge of Russian is an asset • Excellent consultation, communication and engagement skills; • UN experience is an asset.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Not applicable</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Total fee payment for this contract will not exceed the amount equivalent to the daily fee times 70 workdays. Payment will be made in installments using the daily fee rate and will be based the actual number of work days completed, as per the following:</p> <p>1st installment - upon completion of 20 workdays 2nd installment - upon completion of 25 workdays 3rd installment - upon completion of 25 workdays, but not exceeding 70 workdays in total.</p> <p>Each payment is subject to timely submission and the acceptance by UNFPA of the respective deliverables in the required quality.</p> <p>COA: UNFPA.R80.FPA80.19000.RECA9POL-SRHSSCCXCA.0.PU0074.0 (for the 1st installment) UNFPA.R80.3FPBF.19000.RECA9POL-SRHSSCCXCA.0.PU0074.0 (for the other installments)</p>
<p>Signature of the Requesting Officer in the Hiring Office: Tamar Khomasuridze</p> <p>Date: 25-Mar-2024</p> <div style="text-align: right;"> <p>DocuSigned by:</p>  <p>FB7AC00AC0104AA...</p> </div>	


Cleared by: Teymur Seyidov

Date: (OIC for RIOM)

DocuSigned by:

 E1E21404F53B452...
 26-Mar-2024

Approved by: Louise Dann

Date: (OIC for RD 24-27
 March 24)

DocuSigned by:

 11556AF79F69498...
 26-Mar-2024