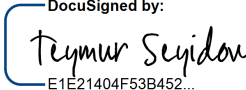


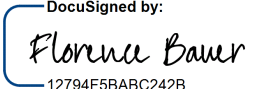
TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT: Technical Coordinator for the Secretariat of the Regional Alliance for Cervical Cancer Prevention in Eastern Europe and Central Asia

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 EECARO has been leading the Cervical Cancer prevention initiatives since 2014. In response to the results of two gaps assessments initiated by EECARO in 2014 and 2021, UNFPA regional and country offices created a number of flagship publications such as the roadmap for country-level action plans and regional interventions to reverse the informal screening trend and pave the way for introduction and implementation of the organized national cervical cancer prevention programmes in the EECA countries; 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.</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 the virtual Annual Forums of the Alliance. The alliance secretariat, currently supported by UNFPA EECARO, provides the overall technical and operational support to the Alliance. The 3rd Forum meeting of the Alliance is planned for Q3 of 2023 in Tbilisi, Georgia, where the participating EECA countries and territories will be able to take stock of the progress of the Alliance Committees to-date and define priority actions and plans for 2024 and beyond.</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 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 provides support to UNFPA EECARO in the coordination and support of the work of the Secretariat of Regional Alliance and its committees.</p> <p>The successful incumbent is expected to:</p> <ul style="list-style-type: none"> - 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 - Monitor the progress of the committees against the agreed priority actions, defined at the regional, national and subnational levels, and report to the EECARO Sexual and Reproductive Health (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

	<ul style="list-style-type: none"> - Contribute to the development and maintenance of the dedicated website of the Regional Alliance - Facilitate knowledge-exchange of technical materials and tools among the members and other partners/constituencies of the Regional Alliance - Support the EECARO SRH team in mobilization of technical and financial resources for the Regional Alliance - Support in developing advocacy and communication materials and organizing regional awareness campaigns - On consultation with EECARO, cooperate and consult with the member countries and multisector partners of the regional Alliance - Prepare the reports and presentations related to the Regional Alliance work. - Encourage partnerships and support resource mobilisation activities to fundraise for the work of the Alliance
Duration and working schedule:	Consultant will be engaged on full time basis during the period June to 31 December 2023.
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 ● Notes of biweekly check-ins with the EECARO SRH team and other ad-hoc calls with technical experts in the related fields ● Draft Agenda for the Annual Forums including side events and detailed session plans ● Concept notes, PPT presentations for meetings, forums and other thematic events in cervical cancer prevention ● Workplan for the creation of the Alliance website, the creation and management of digital content for the website. ● 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, 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 competencies, including language requirements:	<p>The expertise/qualifications of the International Consultant will include:</p> <ul style="list-style-type: none"> ● Qualifications in medicine, public health or related field (PhD and/or Master's Diploma from recognized universities);

	<ul style="list-style-type: none"> • At least 5 years of professional experience in the area of design or implementation of cervical cancer prevention programmes/policies, 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; • 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>The consultancy fee will be paid as a lump sum on a monthly basis for the successfully completed services against acceptance of work by UNFPA and certification of payment.</p> <p>COA (TBC)</p>
<p>Signature of the Requesting Officer in the Hiring Office:  E1E21404F53B452...</p> <p>Date: 16-May-2023</p>	

Cleared by:  A7ECA7C61F2A4BF...
 Date: 16-May-2023

Approved by:  12794F5BABC242B...
 Date: 21-May-2023