


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

SHORT-TERM CONSULTANCY SERVICES RAPPOTEUR SERVICE:

International Maternal Health Conference 7-13 May, 2023

| TERMS OF REFERENCE | |
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| Hiring Office: | UNFPA South Africa. Pretoria |
| Introduction and Context | <p>Align MNH and Government of South Africa will be hosting the first of the series of International conferences on maternal and neonatal health in May 2023, Cape Town. It is only eight years remaining to the Sustainable Development Goals 2030 target. South Africa had made progress of reaching a milestone of institutional mortality rate of 88/100 000 live births prior to COVID 19 pandemic. This milestone had provided hope for the country to reach the SDG target on reducing maternal mortality. In 2022, however the country's performance deteriorated to institutional maternal mortality rate of 112/100 000 live births. The regression in performance is not unique to South Africa but similar in other countries across the globe. It is against this background that AlignMNH organization initiated the conference series designed for a technical community to review progress and create space to share emerging science, effective implementation strategies, and proven best practices. While the purpose of the conference is to create a learning network, it is equally critical to create opportunity for the country delegation and the partners to celebrate progress.</p> <p>UNFPA is the United Nations reproductive health and rights agency that contributes to the expansion of possibilities for women and young people to lead healthy and productive lives. It is the lead United Nations agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. In this regard UNFPA is supporting the conference South Africa through National Department of Health with Rapporteur services for the conference.</p> |
| Purpose of consultancy: | Under the overall guidance of UNFPA, the contractors shall provide rapporteur services during the International Maternal Health Conference 7-13 May |
| Objectives: <i>(Description of services, activities, or outputs)</i> | <p>The contractors will capture the main discussions and presentations as well as the recommendations from the respective sessions. In particular, the contractors should:</p> <ul style="list-style-type: none"> ● Take note of the key messages, conclusions, and recommendations of each presentation. ● Support the Facilitators and register the participants who want to make comments, raise questions and issues from the floor. ● Take note of those questions/remarks from the floor which could be of interest for consideration in the session Summary Report, as well as the responses from the speakers. <p>Outputs from the breakaway sessions</p> <p>The Rapporteurs will be expected to:</p> <ul style="list-style-type: none"> ● Take notes of key Statements and Recommendations from the sessions ● Conference report |

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| Duration and working schedule: | The consultancy period is 12 days (staggered) : 7 days: Recording and rapporteuring on the conference 5 days Report writing and submission |
| Place where services are to be delivered: | The consultants are expected to attend the 7 days in person at the specified venue in Cape Town and thereafter work remotely to consolidate the report. |
| Supervisory arrangements: | The consultants will be under the overall supervision of the UNFPA SRHR and HIV Linkages Specialist and National Department of Health Maternal and Women's Health chief directorate The consultants will be expected to submit a written report electronic and printed documents for sign off by NDOH and UNFPA. |
| Expected travel: | Cape Town |
| Required expertise, qualifications and competencies, including language requirements: | Knowledge and Experience: <ul style="list-style-type: none"> • The consultants should be knowledgeable on Public Health issues • Education: University Degree or equivalent in public health/sexual and reproductive health, social sciences, journalism, communication or related field. Writing skills and proven track-record of writing quality publications in the development sector; • Proof of relevant experience of drafting, editing, copyediting and proofreading documents, including communication materials for a wide range of audiences. • Excellent writing skills and very strong ability to communicate complex matters in accessible, clear, concise and appealing language. • Excellent command of English. • Experience with design and layout is an asset. • Capacity to produce quality content under short deadlines |
| Evaluation criteria and payment terms | <u>Evaluation:</u> <ul style="list-style-type: none"> • 30%: Technical approach and level of understanding of the objectives and scope of the assignment • 30%: Profile of the consultant and relevance to the project; and professional experience • 40%: Proven expertise and experience in producing the documents and writing reports <u>Payment:</u> The consultants will be contracted from 7 May to 31 May, 2021 (Total 12 days) . <ul style="list-style-type: none"> • 100% upon submission of final approved products listed in the ToRs. |
| Signature of Requesting Officer in Hiring Office:  | |
| Date: 22 April, 2022 | |