

## **Terms of Reference**

### **Interim Project Coordinator for Joint GoB-UN MNHI**

#### **BACKGROUND AND JOB OVERVIEW:**

With a view to accelerating the progress toward maternal and neonatal mortality and morbidity reduction in Bangladesh, the Government of Bangladesh and three UN agencies - UNFPA (lead), UNICEF and WHO - with financial support from the DfID and the EU, have been implementing the Maternal and Neonatal Health Initiative (MNHI) since 2007 (though the actual implementation on the ground in 4 districts was delayed till early 2009). The project has been designed in two phases: While the first phase focused on four pilot districts only (i.e., Thakurgaon, Jamalpur, Maulvibazar, and Narail), the second phase (starting in January 2011) aims to expand further in 6 other districts. It should be noted that the mid-term review (MTR) in October 2010 confirmed that the ten benchmarks identified as the basis for scaling up had been largely achieved and it emphatically recommended expansion. Following the successful MTR, the Government of Canada, through CIDA, recently joined hands to support the MNHI with additional financial contribution for the next five years (till June 2016).

For the past four months, the project has not had a project coordinator. While the recruitment process of the full-time project coordinator is underway, UNFPA in consultation with UNICEF and WHO decided to hire a short-term consultant who could serve as an interim project coordinator to an immediate effect till 31 October 2011 in order to fill the most pressing gaps. As per the job description of the project coordinator, the consultant will be responsible for providing strategic oversight and technical leadership and direction to the MNHI, coordinating the multi-agency project team, and managing all project-related activities and interventions. Given that the project is now in transition from Phase 1 to Phase 2, the consultant is expected to concentrate on his/her efforts to accelerate the project start-up in the new 6 districts, as outlined below. The consultant will be based in the UNFPA Bangladesh country office and will operate as integral part of the UNFPA team. The UNFPA country office will be responsible for providing support services to the consultant.

#### **DUTIES AND RESPONSIBILITIES:**

Under the overall supervision of the UNFPA Representative (with UNFPA being the lead agency), and the guidance from the Head of Agencies of UNFPA, UNICEF and WHO, the consultant shall perform the following overall responsibilities:

- Provides strategic direction and technical leadership to the project team through, inter alia, the effective coordination of all project-related activities. More specifically, the consultant is expected to:
  - act as the key resource person on maternal and newborn health interventions and provides technical backstopping, assistance and advise on the strategic direction for strengthening the delivery of, access to and quality of MNH services;
  - provide technical updates, training and mentoring to MNHI project staff;
  - provide technical guidance in the development and implementation of models and approaches for locally appropriate MNH interventions;
  - Actively contribute to the development and updating of MNH guidelines, standards, tools and approaches;
  - Actively contribute to the development of the MNHI communication

strategy.

- Oversees all aspects of managing programme implementation related to the project;
- Provides technical and programmatic guidance for MNH-related research, and assists in the identification of good practices in MNH;
- Holds regular monitoring meetings with full participation from high-level officials of the Ministry of Health and Family Welfare (MoHFW) and ensures strong networking among project partners and other stakeholders;
- Undertakes monitoring visits to project districts;
- Ensures that high quality reports on project implementation be prepared and submitted on time to the PCC, DFID, EU and the government counterparts. The PC also acts as secretariat to the PCC;
- Any other activities/responsibilities as assigned by UNFPA Bangladesh.

Specific focus:

In performing the above responsibilities, the consultant is expected to concentrate on the following:

- Accelerates the start-up process of Phase 2 interventions such as:
  - Preparation of the baseline study for new districts / mid-term study for 4 existing districts, in consultation with M&E officers
  - Preparation of other large-scale studies/assessments (e.g., EmONC needs assessment), in consultation with M&E officers
  - Sensitisation of the government partners, communities, and other stakeholders for the project start-up in 6 new districts
  - Development of the district MNHI plans in 6 new districts
  - Organisation of the high-profile best practice dissemination event(s)
- Prepares the project, the project team, and all other implementing partners for the annual review which may take place in late 2011
- Prepares hand over notes and provides briefing for the full time project coordinator once on board

**CORE COMPETENCIES:**

- Commitment to UNFPA's Values and Guiding Principles;
- Developing People/Fostering Innovation and Empowerment/Performance Management;
- Team Work/Communication/Self-Management
- Strategic Thinking/Results Orientation and Commitment to Excellence/Decision Making;
- Knowledge Sharing and Continuous Learning

**FUNCTIONAL COMPETENCIES:**

- Conceptual innovation in the provision of technical expertise
- Leveraging the resources of national governments and partners/building

- strategic alliances and partnerships
- Job knowledge/technical expertise
- Adaptation/application of knowledge in different contexts Integration in a multidisciplinary environment

**QUALIFICATIONS:**

- Advanced Medical degree or degree in social science, with post-graduate training in public health or health management with comprehensive maternal and neonatal health expertise preferred;
- 10 years international and national experience in leading and managing large maternal and neonatal health projects/ programme in the field at regional and at global level. Familiarity is required with current issues and debates in maternal and neonatal health and related topics. Demonstrated technical expertise in safe motherhood area;
- Familiarity with health sector in Bangladesh as well as the Joint GoB-UN MNHI
- Experience in representation and interaction with donors, government officials, international organizations, and NGO representatives concerning maternal and neonatal health issues;
- Fluency in English;
- Bangladesh nationals are not eligible for this position.

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