CONSULTANCY
Terms of Reference

The consultancy is ordered by:
The Department of Maternal, Newborn, Child and Adolescent Health (MCA) of the World Health Organization (WHO)

1. Purpose of the Consultancy

MCA seeks the support of a consultant to

- Provide support to the WHO/UNICEF/Lancet Global Commission on Child Health in the coordination of the working groups and the preparation of the report;
- Develop tools to validate and use results from the global policy data platform and apply them in selected countries for policy dialogue related to sexual, reproductive, maternal, newborn, child and adolescent health (SRMNCAH).

The objectives and deliverables are described in greater detail below; they are intended to be accomplished between 20 December 2018 and 31 October 2019.

2. Background

WHO and UNICEF in collaboration with the Lancet have set up a WHO UNICEF Lancet Commission: *Realigning Child Health for the Sustainable Development Goal Era Global Commission on Children in the SDG Era*. The aim is to develop to achieve consensus on the best ways to optimize, re-position and re-design child health to meet ambitious SDG targets and drive momentum in pushing forward the resulting agenda. Commissioners have been identified and working groups have been set up for conducting analysis and preparing inputs into the Commission’s report. Two meetings of the Commissioners have been held and analytical work is in progress. The draft report is due by the end of the first quarter of 2019 and the final report will be launched at the end of 2019.

The WHO Departments of Maternal Newborn and Child Health (MCA) and Reproductive Health and Research (RHR) are also establishing a global policy data platform in support of the Global Strategy on Women’s, Children’s and Adolescents’ Health 2016 – 2030. The ambitious goals and targets of the Global Strategy 2.0 will require the presence and utilization of strong, evidence-informed and equity-focused national policies. Policies must go beyond mere evidence-based health interventions, span across the continuum of care for SRMNCAH, and reach beyond traditional health system boundaries. The data platform will be an open source, user-friendly tool that synthesizes information gathered through a global survey. It will enable national policy and decision-makers and other stakeholders at country, regional and global level to access information on policy context in their own countries, highlight trends in policy adoption between countries, and be an entry point to policy dialogue to strengthen national governance and programming for women’s, children’s and adolescents’ health. An independent policy reference group is advising WHO on this area of work.
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In support of the technical lead of the WHO UNICEF Lancet Commission and reporting to the Director (FWC/MCA), the consultant will be responsible for:

1. Review of ‘as-is’ report content against directions and objectives identified in Beirut meeting
2. Mapping of needs to reach agreed milestone for producing the report
3. Development of a work-plan with assigned responsibilities among Commissioners/leads/research assistants/writers
4. Coordination and management of i of the work-plan, including raising implementation risks to leadership team as needed
5. Participation in the writing team and coordination of writing team outputs, as well as bringing together the content into a Lancet-ready format
6. Development and validation of an authorship policy
7. Coordination of a writing meeting in January in close step with the administrative assistant
8. Convening of regular update meetings with leadership team
9. Reviewing feedback from reviewers and dissemination among the commissioners/ authors of the report; follow up and coordination of responses
10. Supporting the process of final editing and proofreading
11. Aligning and leveraging workstreams between the Commission and RMNCAH policy dialogues with countries
12. Preparing progress reports

In support of the responsible officers for the SRMNCAH policy tracking initiative MCA, the consultant will be responsible for:

1. Summarizing and providing feedback from the external policy reference group (PRG) to WHO as well as preparing agendas for external reference group meetings
   a. This entails writing a report based on the outcomes of external reference group (PRG) meetings (either in person or virtual)
   b. Assisting in developing an agenda for PRG
2. Overseeing preparation of the document repository for use in policy dialogues and validation
   a. Preparing a form for use by interns to catalogue the documents
   b. Overseeing the progress of interns through periodic meetings either by phone or in person
   c. Preparing a summary document of the cataloguing procedures and results (how was the cataloguing done, how many documents were catalogued, what categories did they fall in, what languages, how many per region) in preparation for another company to prepare the document repository
   d. Assisting in the preparation of an RFP for a company to create a document repository
3. In conjunction with the PRG and WHO assisting the preparation of an RFP for an institution to conduct validation of quantitative responses to the policy survey against the source documents
4. Reviewing global and regional policy reports for any inconsistencies prior to being sent to an editor and designer (these reports are being prepared by another consultant)
5. Determining the content and structure of country reports from the Policy Survey
   a. Determine what should be in the report
   b. Creating a template of how the report should be structured
c. Providing this information to an analyst
d. Reviewing the end-product prior to sending to editor/designer
6. Assisting with the work with Countdown to delineate the policies that will be displayed in Countdown Profiles
   a. Working with WHO and driver’s group in Countdown to summarize what will be in profile
   b. Providing this summary and instructions to analyst
7. Assist WHO staff in preparation and conduct of SRMNCAH policy dialogue using the available policy data in two countries.
   a. Development of an agenda
   b. Facilitation of the meeting
   c. Development of the meeting report
8. Lead one or two peer reviewed journal articles on one of the policy areas to be determined with WHO staff

3. Technical Supervision

The incumbent will work under the supervision of the Director MCA for Commission related tasks and under supervision of Bernadette Daelmans and Theresa Diaz on the policy related tasks.

4. Proposed Timelines

Start date: 20 December 2018
End date: 31 August 2019

Milestones:

For the Commission
January 10: workplan with responsibilities and milestones finalized
January 31: writing meeting completed
March 20: manuscript available for submission to the Lancet
March 31: manuscript available for submission to the Lancet
July 31: final report for publication
August 31: progress report available

For the policy platform
June 30: content and structure of country reports finalized
June 30: summary document on cataloguing source documents completed
August 31: policy dialogues in two countries completed

5. Work effort
The work requires expertise at senior P5 level. The work effort corresponds to 145 working days over the contractual period.

6. Specific requirements

Qualifications required:
Master degree in health policy, social science or related subject
Experience required:
At least 10 years of experience in policy analysis at global and national levels including in the health sector, proven capacity to develop analytical instruments to guide policy dialogue

Skills/Technical skills and knowledge:
- Demonstrated expertise in developing methodology and leading policy analysis and policy dialogues in low and middle income countries, including in the health sector
- Excellent written and verbal communication skills
- Excellent organizational and programme management skills
- Ability to function effectively in team settings in multi-stakeholder and cross-cultural environments
- Language requirements: English

7. Place of assignment
Home-based

8. Travel
The Consultant is expected to travel to countries, the WHO Regional Offices and HQ, as required by the project implementation. Additional travel will be funded separately, as needed.

9. Remuneration
The daily rate will be calculated according to complexity of the tasks and seniority of the consultant, but not exceed US$ 585. The duration of the assignment is 145 working days that can be distributed over the time period in a flexible manner but with a minimum of 0.4 FTE per month between 20 December 2018 and 31 August 2019.

10. Closing date for submission: Thursday 13 December 2018
Interested candidates are invited to send a letter of intent and CV to mncah@who.int