CONSULTANCY

Terms of Reference

The consultancy is ordered by:

<table>
<thead>
<tr>
<th>Unit</th>
<th>PPP</th>
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<tr>
<td>Department</td>
<td>MCA Department</td>
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1. **Purpose of the Consultancy**

To provide technical support to the Department of Maternal, Newborn, Child and Adolescent Health for the finalization of the ENAP annual progress report and related papers and products, the preparation and outputs from the Every Newborn Management Team work-planning meeting and assisting in coordination and communication of partners of ENAP working groups.

2. **Background**

In resolution WHA67.10 (2014) the World Health Assembly endorsed the newborn health action plan which provides a road map of strategic actions to end preventable newborn mortality and stillbirths and contribute to maternal mortality reduction. Coordination is ensured by a management team, co-chaired by WHO and UNICEF, and three working groups (on country implementation, newborn health in humanitarian settings, and monitoring and evaluation) which meet respectively through quarterly and monthly teleconferences. A two-year result framework with well-defined global and national activities and outcomes guides the work of these groups and is used monthly to review progress.

The Every Newborn Tracking Tool was developed in 2014 to measure progress towards the strategic objectives and track country ownership and action to advance newborn health, as set out in the Every Newborn national milestones 2020. The tool, initially applied to the 20 countries having highest neonatal mortality rates, has been used in 90 countries in 2018. The findings inform the annual Every Newborn Action Plan progress report, the latest being now in the final stage for completion and publication. Data from the tracking tool database will further inform; 1) a series of papers to be developed for publication with the objective being to provide in-depth analysis of core issues including community engagement, research and innovation; 2) case studies on countries with high burden/high need of support; 3) country profiles for the 90 countries completing the tool in 2018; 4) policy briefs; and 5) a journal article discussing progress over the 5 years since the adoption of the Every Newborn Resolution.

Progress towards activities and outputs set out in the two-year result framework (2019-2020) will be discussed at a face-to-face meeting hosted by the Every Newborn Management team co-chairs WHO and UNICEF in October 2019 in New York, USA. This meeting objective is to define milestones to lead on from the milestones to 2020 that were agreed in the Every Newborn Action Plan in 2014. An additional output of the meeting will be the 2021-2020 Results Framework to continue to guide the work of partners moving forth.
3. Work to be performed

Output 1: Finalize and disseminate the Every Newborn Progress Report 2019

Activity 1.1: Finalize strategic messaging to achieve optimal articulation of the work in progress maternal and newborn health, including stillbirth.

Activity 1.2: Finalize visualization of the data through graphs, tables, scorecards and source appropriate photo imaging.

Activity 1.3: Coordinate final editing and the design of the report.

Activity 1.4: Complete the final report following feedback from reviewers and WHO publications.

Activity 1.5: Coordinate the development of landing page content and placement on WHO, UNICEF, HNN and partner websites and engage with advocacy community to elevate the messaging to the widest audience.

Deliverables: Every Newborn Progress Report 2019 published and disseminated

Output 2: Coordinate the preparation of country profiles

Activity 2.1: Draft outline for country profiles for 90 countries

Activity 2.2: Support colleagues in development of the profiles

Activity 2.3: Finalise the profiles in liaison with partners

Activity 2.3: Coordinate the development of landing page content and placement on UNICEF and HNN websites and engage with advocacy community to elevate the messaging to the widest audience.

Deliverables: Country profiles of 90 countries developed and made available

Output 3: Develop Policy Brief based findings from the 2019 Progress Report

Activity 3.1: Draft outline and finalize based on feedback from partners

Activity 3.3: Prepare review and finalization at the Every Newborn Management Team meeting in October 2019

Activity 3.3: Complete editing, design and dissemination to WHO and UNICEF Regional and Country Offices

Deliverables: A Policy Brief on findings from the 2019 ENAP Progress Report developed

Output 4: Prepare a journal article discussing progress over the 5 years since the adoption of the Every Newborn Resolution.

Activity 4.1: Prepare paper outline with partners

Activity 4.2: Draft paper with partners

Activity 4.3: Prepare review and finalization at the Every Newborn Management Team meeting in October 2019

Activity 4.4: Submit for publication with high quality peer-review journal

Deliverables: A journal article on 5 years ENAP progress ready for publication

Output 5: Coordinate the teleconferences of the Every Newborn management team and the country implementation team, ENAP Humanitarian Working Group and monitor the achievement of the milestones under the 2018-2020 ENAP results framework

Activity 5.1: Write and follow up on the notes for the record

Activity 5.2: Prepare call agendas focused on DEEP DIVES on activities in progress in support of the achieving the ENAP 2020 milestones and document progress

Activity 5.3: Prepare Every Newborn Progress public facing results framework for placement on HNN
Activity 5.4: Coordinate the development of the agenda and presentations for the leads of activities for each ENAP Milestones for the 2019 ENAP Face-to-Face meeting
Activity 5.5: Prepare the meeting report and related documentation of meeting outputs, including agreed Every Newborn milestones (2020-2025)
Activity 5.6: Prepare the Every Newborn Results Framework (2020-2022)

**Deliverables:** Agenda, minutes and supporting documents of regular meetings and Every Newborn Results Framework (2020-2022) developed

### 4. Technical Supervision

The selected Consultant will work on the supervision of:

<table>
<thead>
<tr>
<th>Responsible Officer:</th>
<th>Ornella Lincetto, Medical Officer, MCA Department, PPP team</th>
<th>Email:</th>
<th><a href="mailto:Lincettoor@who.int">Lincettoor@who.int</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager:</td>
<td>Bernadette Daelmans, Coordinator, MCA Department, PPP team</td>
<td>Email:</td>
<td><a href="mailto:daelmansb@who.int">daelmansb@who.int</a></td>
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### 5. Proposed Timelines

Start date: 22 July 2019  
End date: 31 December 2019

### 6. Work effort

The work effort corresponds to 96 days over the contractual period (86%).

### 7. Qualifications and experience required

- **Qualifications:**
  University degree in medicine or public health or nursing or midwifery

- **Experience:**
  A minimum of seven years of clinical or programmatic experience in maternal and newborn health, including in developing countries, as well as documented experience in management, coordination and communication of public health initiatives.

- **Skills / Technical skills and knowledge:**
  Expert project management skills, excellent public relation management skills, excellent communicator, both oral and in writing, excellent at strategic planning and delivering on time, and good analytical and research skills in the field of maternal and newborn health.

- **Language requirements:**
  Written and spoken fluency in English. Working knowledge of other UN languages is an advantage.

### 8. Place of assignment

Home
9. Travel
The Consultant is expected to travel, including for taking up assignment, according to the itinerary and estimated schedule below:

<table>
<thead>
<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From 14/10/2019</td>
<td>To 16/10/2019 New York</td>
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**Purpose:** Every Newborn Management Team and EPMM face-to-face meeting

11. Remuneration
The daily rate will be calculated according to complexity of the tasks and seniority of the consultant, but not exceed US$ 450. The duration of the assignment is 96 working days between 22 July and 31 December 2019.


Interested candidates are invited to send a letter of intent and CV to mncah@who.int and copy to cartillier1@who.int.