



## TERMS OF REFERENCE FOR INDIVIDUAL NATIONAL CONSULTANTS

<p><b>TERMS OF REFERENCE:</b> Individual National Consultants to revise and update existing National Standard Operating Procedures for Cervical Screening Services and Performance Indicators on Cervical Screening</p>	
<p>Hiring Office:</p>	<p>UNFPA Moldova Country Office</p>
<p>Purpose of consultancy:</p>	<p>The main purpose of the assignment is to revise and update existing in force National Standard Operating Procedures (SOPs) for Cervical Screening Services (Pap smear taking at the Primary Healthcare level, Cytology and Histopathology Services, Colposcopy Services), and Performance Indicators on Cervical Screening.</p> <p>UNFPA has been active in the Republic of Moldova since 1995, and among other priorities has been actively engaged in supporting the Government's efforts to implement an effective cervical screening programme, taking into account that cervical cancer remains among the leading causes of cancer deaths in women at the national level.</p> <p>Over the past 4 years, a series of interventions were supported by UNFPA, United Nations Population Fund, in partnership with Swiss Agency for Development and Cooperation (SDC), International Cervical Cancer Prevention Association (ICCPA) and World Health Organisation (WHO), with aim to strengthen the national performance in the area of cervical cancer prevention, including capacity assessment and action plans development for setting a well-organized national cervical screening programme; development of SOPs for cervical screening services; capacity building of primary health care personnel in the field of cervical screening; capacity building of gynaecologists on colposcopy and cervical cancer prevention; assessment of the histopathology and cytology laboratories; assessment of the technical performance of the colposcopy equipment; development of standards on staffing and endowment of PHC facilities, laboratories and colposcopy offices with equipment needed for provision of cervical screening services; establishment of Cervical Screening Coordination Unit and of the National Referral Colposcopy Centre; establishment of a partnership between Government, NGOs, professional associations, mass-media, community, partners for development, to support awareness on cervical cancer prevention etc.</p> <p>The success of the carried out interventions encourages further cooperation to support continuous improvement of cervical cancer prevention efforts of the national Government. Consequently, in the framework of the Project "<i>Cervical Cancer Prevention in Moldova</i>" – UNFPA, SDC, ICCPA and WHO continue to jointly support development and implementation of a communication strategy for increasing awareness on the importance of cervical screening and of the HPV vaccination and for increasing demand for the respective services; further capacity improvement of PHC facilities, cervical cytology, histopathology and colposcopy services, to deliver quality cervical screening services; setting up a National Cervical Screening Registry with aim to improve the referral system and ensure monitoring and evaluation of the impact of both-cervical screening and HPV vaccination etc.</p>

	<p>Through this assignment, the existing National Standard Operating Procedures for Cervical Screening Services (approved in 2015), as well as existing Performance Indicators on Cervical Screening, are envisaged to be revised and updated by a Team of 3 National Consultants. A Standard Operating Procedure (SOP) is a set of step-by-step written instructions that someone follows to ensure work is done safely, accurately and efficiently. The SOPs are important to be revised and updated periodically to ensure the procedures meet current practice and quality standards.</p> <p>Once updated by a Team of 3 National Consultants, the SOPs for Cervical Screening Services, as well as Performance Indicators on Cervical Screening will be externally revised by an International Consultant (to be contracted by UNFPA Moldova). After which, the 3 National Consultants will finalise the SOPs and Performance Indicators on Cervical Screening (based on the feedback presented by the International Consultant) and the draft documents will be presented to the Ministry of Health, Labour and Social Protection for approval (through the Ministry' Council of Experts).</p>
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p>The UNFPA Moldova Country Office is looking for a Team of 3 National Consultants to revise and update existing in force National Standard Operating Procedures (SOPs) and Performance Indicators for Cervical Screening Services (Pap smear taking at the primary healthcare level, cytology and histopathology services, colposcopy services).</p> <p>The National Standard Operating Procedures for Cervical Screening Services (approved by Ministerial Order nr.533 as of 25 June 2015) and Performance Indicators, will be revised and updated in Romanian version, to be split also in 3 separate SOPs on Cervical Screening:</p> <ul style="list-style-type: none"> <li>- SOPs for PHC on Cervical Screening (Pap smear taking), including Performance Indicators;</li> <li>- SOPs for Cytology &amp; Histopathology Services on Cervical Screening, including Performance Indicators;</li> <li>- SOPs for Colposcopy Services on Cervical Screening, including Performance Indicators</li> </ul> <p>The contracted Team of 3 National Consultants will conduct meetings with representatives of the Ministry of Health, Labour and Social Protection, as well as the National Public Health Agency and other relevant institutions from health sector, to discuss specific needs for revision and updating existing in force National Standard Operating Procedures and Performance Indicators for Cervical Screening Services. Based on the discussions held, the National SOPs for Cervical Screening Services and Performance Indicators will be revised, updated and split in 3 separate documents.</p>
<p>Duration and working schedule:</p>	<p>The contracted Team of 3 National Consultants will perform the work within the period: <b>2 April – 12 June 2018.</b></p> <p>The payment for this assignment will be made as <b>an output-based lump sum.</b></p>
<p>Place where services are to be delivered:</p>	<p>The revision and updating of the existing in force National Standard Operating Procedures and Performance Indicators for Cervical Screening Services - will be performed home-based. The final version of 3 revised and updated draft SOPs, including Performance Indicators (for PHC, Cytology &amp; Histopathology Laboratories, and Colposcopy Services) - will be submitted electronically <b>in Romanian version</b> to the UNFPA Moldova Country Office.</p>

<p>Delivery dates and how work will be delivered:</p>	<p>The contracted Team of 3 National Consultants is expected to provide the following deliverables:</p> <table border="1" data-bbox="360 159 1458 763"> <thead> <tr> <th data-bbox="360 159 427 197">#</th> <th data-bbox="427 159 1110 197">Deliverables</th> <th data-bbox="1110 159 1267 197">Deadline</th> <th data-bbox="1267 159 1458 197">Place</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 197 427 506">1.</td> <td data-bbox="427 197 1110 506">           Revised and updated National Standard Operating Procedures for Cervical Screening Services, including Performance Indicators, split in 3 separate documents:           <ol style="list-style-type: none"> <li>a) SOPs on Cervical Screening for PHC (Pap smear taking at the Primary Healthcare level)</li> <li>b) SOPs on Cervical Screening for Cytology and Histopathology Services</li> <li>c) SOPs on Cervical Screening for Colposcopy Services</li> </ol> </td> <td data-bbox="1110 197 1267 506">25 April 2018</td> <td data-bbox="1267 197 1458 506">The work will be performed home-based.</td> </tr> <tr> <td data-bbox="360 506 427 763">2.</td> <td data-bbox="427 506 1110 763">           Final version of the National Standard Operating Procedures for Cervical Screening Services, including Performance Indicators - based on the feedback provided in Romanian by the relevant healthcare institutions, Ministry of Health, Labour and Social Protection; as well as the feedback provided in English by an International Consultant (to be contracted by UNFPA Moldova).         </td> <td data-bbox="1110 506 1267 763">12 June 2018</td> <td data-bbox="1267 506 1458 763">The work will be performed home-based.</td> </tr> </tbody> </table>	#	Deliverables	Deadline	Place	1.	Revised and updated National Standard Operating Procedures for Cervical Screening Services, including Performance Indicators, split in 3 separate documents: <ol style="list-style-type: none"> <li>a) SOPs on Cervical Screening for PHC (Pap smear taking at the Primary Healthcare level)</li> <li>b) SOPs on Cervical Screening for Cytology and Histopathology Services</li> <li>c) SOPs on Cervical Screening for Colposcopy Services</li> </ol>	25 April 2018	The work will be performed home-based.	2.	Final version of the National Standard Operating Procedures for Cervical Screening Services, including Performance Indicators - based on the feedback provided in Romanian by the relevant healthcare institutions, Ministry of Health, Labour and Social Protection; as well as the feedback provided in English by an International Consultant (to be contracted by UNFPA Moldova).	12 June 2018	The work will be performed home-based.
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<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The monitoring will be ensured by means of:</p> <ul style="list-style-type: none"> <li>- debriefing meetings with UNFPA Moldova Country Office representatives and UNFPA Project Officer on Cervical Cancer Prevention (at the beginning and the end of the assigned period).</li> <li>- ad-hoc meetings during the assigned period, as needed</li> <li>- regular information on progress via e-mail and phone calls</li> </ul>												
<p>Supervisory arrangements:</p>	<p>The contracted Team of the 3 National Consultants will work under the overall guidance and will report to the UNFPA Project Officer on Cervical Cancer Prevention.</p>												
<p>Expected travel:</p>	<p>N/A</p>												
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>The UNFPA Moldova Country Office is looking for a Team of 3 National Consultants, who have the following educational background, qualifications and expertise:</p> <ol style="list-style-type: none"> <li>1) Advanced professional degree in General Medicine, Public Health, or other related fields (Master degree or higher) is required;</li> <li>2) At least 2 years of proved relevant work experience in the field of Sexual and Reproductive Health is required. Experience in Cervical Cancer Prevention will be considered as an advantage;</li> <li>3) Previous proved experience in developing/ revising policy documents, clinical guidelines, protocols in the area of Sexual and Reproductive Health and Rights is required;</li> <li>4) Prior experience of working with UN Agencies and familiarity with UNFPA's work and mandate, would be an asset;</li> <li>5) Excellent analytical, writing and reporting skills, are required;</li> <li>6) Fluency in Romanian and Russian, as well as working knowledge of English is required. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language, would be an asset;</li> <li>7) Excellent computer skills (especially MS Office applications) and ability to use information technology as a tool and resource, is required.</li> </ol>												

<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable)</p>	<p>The UNFPA Moldova Country Office will assist in coordination with the representatives of the Ministry of Health, Labour and Social Protection and relevant healthcare institutions, particularly with National Public Health Agency – the revised, updated and split in 3 different documents National Standard Operating Procedures, including Performance Indicators for Cervical Screening Services, on:</p> <ul style="list-style-type: none"> <li>a) Pap smear taking at the Primary Healthcare level</li> <li>b) Cytology and Histopathology Services</li> <li>c) Colposcopy Services</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<p><b>Basis of payment:</b> Payment will be conducted <b>as an output-based lump sum</b> upon delivery of the finalized revised and updated draft National Standard Operating Procedures for Cervical Screening Services, including Performance Indicators (3 separate documents: on Pap smear taking at the PHC level, on Cytology &amp; Histopathology Services, on Colposcopy Services; finalised documents based on the feedback provided by the International Consultant, as well as on the feedback provided by the relevant healthcare institutions, Ministry of Health, Labour and Social Protection), submitted <b>in Romanian version</b> to the UNFPA Moldova Country Office, and certification by the UNFPA Moldova Country Office appointed staff of the successful performance.</p> <p>The lump sum will be established based on the requirements included in Terms of Reference and expertise of the selected 3 National Consultants, in alignment with UNFPA Policy and Procedures for Contracting Individual Consultants.</p> <p><b>The ownership</b> of the output under this consultancy will remain with UNFPA Moldova Country Office.</p>
<p><b>Requesting Officer in Hiring Office:</b></p> <p>  Ms. Eugenia Berzan  UNFPA Programme Analyst on Sexual and Reproductive Health  Date: 12.03.2018</p> <p><b>Approved by:</b></p> <p>  Dr. Rita Columbia  UNFPA Representative in the Republic of Moldova  Date: 13.03.2018</p>	