**TERMS OF REFERENCE**

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| **TERMS OF REFERENCE *–* Obstetrician and Gynecologist to assist the Confidential Enquiry into Maternal Deaths (CEMD) activities of the Maternal Morbidity and Mortality Surveillance unit (CEMD Unit) of the Family Health Bureau** | |
| Hiring Office: | UNFPA, Sri Lanka |
| Purpose of consultancy: | Sri Lanka has reduced maternal mortality (33.05 per 100,000 live births) by the year 2022. Regionally Sri Lanka has reported outstanding achievement in maternal mortality reduction. However, since the Sustainable Development Goal (SDG) target for 2030 is set at 16 /100,000 live births, further reduction is mandatory. Being a low mortality setting with a low reduction rate, further reduction needs more focused interventions. As a new initiative, Confidential Enquiry into Maternal Deaths (CEMD) has been introduced to the existing surveillance system as a pilot project to expedite the review process with more detailed information collection. This new process requires continuous follow up of information collection and case scenario preparation. This process needs expert support to conduct pre analysis of all records and confidential formats, case categorization and allocation of assessors. Further the process of conducting the CEMD meetings and compilation of the final report needs to be supported by a team consisting of senior VOGs who have the technical capacity. Conducting training programs to introduce the CEMD system also needs to be carried out when the system is scaled up to the entire country.  The quality and the effectiveness of the review process depends on the timely and complete information gathering and the quality of the available information alongside a comprehensive case review mechanism while maintaining strict confidentiality.  The CEMD process needs a careful and in depth pre-analysis of all documents related to all maternal deaths. The process needs to be carried out with a team of two senior Obstetricians and Gynecologists together with Consultant community physicians of the FHB. The same team will be responsible for presenting and facilitating the Expert panel discussion and also developing the final report. The careful analysis of all documents related to technical issues need to be based on discussion and agreement. For this purpose, UNFPA is hiring two senior consultants for this activity. |
| Scope of work:  *(Description of services, activities, or outputs)* | The two consultant VOGs will support the National Program Manager in the process of CEMD by   1. Supervise and provide technical support in case categorization and information gathering related to maternal deaths 2. Provide technical support in conducting the pre-review process by analyzing the records and the confidential formats 3. Provide technical guidance in the process of allocating the team of assessors for each maternal death. 4. Provide technical guidance and support for the CEMD meeting conducted with the team of assessors 5. Provide technical guidance and support to produce the final CEMD report 6. Technical support in conducting training programs to assessors and hospital teams |
| No of Positions: | 02 positions |
| Duration and working schedule: | A total of 20 days (for each consultant) within the period of April - September 2025 |
| Place where services are to be  delivered: | Colombo, Sri Lanka with travel to the field as necessary |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | * 25% of payment after the completion of deliverable 01 and 02 - May 2025 * 50% of payment after the completion of deliverable 03, 04 , 05 - June - August 2025 * 25% of payment after the completion of deliverable 06 - September 2025 |

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| Monitoring and progress control, including reporting requirements, periodicity  format and deadline: | Office based at Maternal Morbidity and Mortality Surveillance and CEMD Unit, Family Health Bureau/ travel to the field for review meetings (where needed). |
| Supervisory arrangements: | The Consultancy will be managed by the UNFPA country office. The National Programme Analyst - SRHR will have oversight under the guidance and supervision  of the Head of Programme. |
| Expected travel: | Some travel within and outside Colombo.  The Consultant will have to make her/his arrangements and bear the cost of attending meetings and consultations while in Colombo. UNFPA will cover the cost of travelling and provide agency-approved Daily Subsistence Allowance (DSA) for meals and accommodation during the fieldwork outside Colombo. |
| Required expertise, qualifications and competencies, including language requirements: | **Academic/professional Qualification:**   * M.B.B.S. MS/MD in Ob/Gyn qualifications   **Experience:**   * A Consultant Obstetrician and Gynecologist with more than 15 years of experience in the Ministry of Health or a university of Sri Lanka * A practical understanding of the maternal and child health service delivery in the country * At least 02 years past work experience in obstetrics in clinical settings * Past experience in formulating national health guidelines. * High level competency in scientific professional writing evidenced by peer reviewed journal articles. * Familiarity with UN and/or UNFPA mandates and activities is an added advantage. * Ability to consolidate, synthesize and analyze information. * Excellent organization, management, and facilitation skills. * Excellent interpersonal and general communication skills.   **Required Competencies:**  **Values:**   * Exemplifying integrity * Demonstrating commitment to UNFPA and the UN system * Embracing cultural diversity * Embracing change   **Core Competencies:**   * Achieving results * Being accountable * Developing and applying professional expertise/business acumen, * Thinking analytically and strategically |

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|  | * Working in teams/managing ourselves and our relationships * Communicating for impact   **Functional Competencies:**   * Delivering results-based programme/Ability to meet the deadlines * Good planning and organizational skills including multi-tasking and time management * Excellent writing and communication skills   **Language:**  Fluency in spoken and written English and Tamil and/or Sinhala |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The Consultant should obtain guidance from the Family Health Bureau of the Ministry of Health and the UNFPA Sri Lanka Country Office. The Consultant is expected to be working jointly with relevant stakeholders through all phases of the assignment. The Consultant is also expected to arrange for the meetings with partners and IPs, and transportation (within Colombo). The UNFPA Sri Lanka Office will provide the Consultant with the relevant programme documents, and other agreed support during the assignment. The consultant should bring their laptop and any other digital equipment which is required to complete the assigned task. |