

TERMS OF REFERENCE

TITLE – *Breastfeeding and BFHI Training Consultant*

CONTRACT MODALITY Individual Consultancy

DUTY STATION Nuku'Alofa, Tonga (Office Based)

DURATION OF CONTRACT 6 Months

Purpose of Assignment

UNICEF previously supported the Ministry of Health, Tonga to advance implementation of the Baby-Friendly Hospital Initiative, including health worker capacity development and preparation of a hospital-level policy. This work culminated in the launch of the Vaiola Hospital Infant Feeding and Breastfeeding Support Policy, Tonga 2026. The policy now requires systematic operationalization so that all relevant health workers understand their responsibilities and can translate the policy into routine, quality breastfeeding support for mothers, newborns and families.

Approximately 50 per cent of clinical nurses within Vaiola Hospital were reached through the previous consultancy. The next phase will prioritize orientation of health workers on the new policy, training of public health nurses, completion of training for remaining clinical nurses including in hospitals in outer islands, and stronger continuity between facility based care and post-discharge breastfeeding support provided in homes. To sustain implementation, selected health workers will be developed as master trainers and supported to deliver at least one supervised training session that demonstrates acceptable quality before wider rollout.

The purpose of the consultancy is to support the Ministry of Health, Tonga to operationalize the Vaiola Hospital Infant Feeding and Breastfeeding Support Policy, Tonga 2026 through structured orientation, competency-based training, supportive supervision and the establishment of a sustainable cadre of facility-based master trainers. The assignment will strengthen consistent breastfeeding support across facility and community settings, including continuity of care in the home after discharge.

Scope of Work

The consultant will work closely with the Ministry of Health, Vaiola Hospital and UNICEF to undertake the following:

- Review the launched policy, previous consultancy outputs, existing training materials and available training coverage information, and agree on priority audiences, health facilities and implementation sequencing.
- Develop an inception report and practical capacity-building plan, including training approach, schedule, participant groups, supervision arrangements, quality standards and sustainability measures.
- Adapt or finalize a concise policy orientation package and competency-based training materials aligned with the Vaiola Hospital policy and relevant BFHI guidance.
- Orient health workers and relevant managers on the policy, their roles and responsibilities, referral pathways, documentation and supportive supervision expectations.
- Deliver training for public health nurses and remaining clinical nurses, using participatory methods, practical demonstrations, case-based learning and pre/post competency assessment.
- Strengthen continuity of care from the maternity facility to the home, including practical workflows for follow up, early identification of breastfeeding difficulties, timely counselling, referral and feedback between hospital and public health nursing services.
- In consultation with the Ministry of Health, identify suitable facility-based breastfeeding champions and

prepare them as master trainers through a structured training-of-trainers and mentorship approach.

- Observe and support at least one training session delivered by the selected champions/master trainers, assess delivery quality against an agreed checklist, and provide documented feedback and coaching before wider rollout.
- Provide recommendations and practical tools for institutionalizing refresher training, orientation of new staff, supportive supervision, routine monitoring and quality improvement.
- Submit a final consolidated report and all approved training, supervision, monitoring and continuity-of care tools in editable format

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline	Planned Travel
1. Inception, desk review and consultations	Approved inception report with desk-review findings, consultation summary, confirmed target groups and facilities, methodology, detailed workplan, training coverage plan, quality standards, monitoring approach and risk mitigation.	10 November 2026	Travel to Tonga upon approval of inception report
2. Policy orientation and training package	MoH and UNICEF-approved orientation and competency-based training package, including facilitator guide, presentations, participant materials, practical exercises, pre/post tests, competency checklists, attendance template and session evaluation form	20 November 2026	
3. Health worker training	i) Policy orientation delivered to clinical nurses and other relevant staff at Vaiola Hospital who previously received breastfeeding capacity-building support, including TOT for master trainers /facility champions ii) Comprehensive breastfeeding and BFHI training, incorporating policy requirements, delivered to health workers in outer island hospitals (Vava'u hospital, Ha'apai Hospital, and Eua hospital) including TOT for master trainers / facility champions iii) Training report submitted, including participant records, pre- and post-training assessments, recommendations, and remaining capacity-building needs.	31 December 2026	
4. Strengthening continuity of breastfeeding support through primary health care services	Train public health nurses and identified master trainers on breastfeeding counselling, management of common breastfeeding difficulties, and post-discharge support. Develop and roll out breastfeeding counselling tools, referral pathways, and supportive supervision guidance to support continuity of breastfeeding care through routine postnatal and immunization services.	31 December 2026	
5. Final report and sustainability plan	Final report approved by MoH and UNICEF documenting results, participant reach, competency findings, lessons, gaps and recommendations. Annexes include an MoH-owned rollout plan, orientation/refresher schedule, supervision and monitoring framework, and all final editable tools/materials.	30 April 2027	

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Education:

Nutrition, public health, nursing, midwifery, medicine, maternal and child health, paediatrics, family health or another relevant field. An advanced university degree is required. A relevant first university degree combined with additional qualifying experience may be considered

Work Experience:

At least five years of progressively responsible professional experience in breastfeeding, maternal and newborn health, nutrition or related health-service programming, including clinical or service-delivery settings.

Language Requirements:

Fluency in written and spoken English is required. Knowledge of Tongan or another Pacific language is an asset. Knowledge/Expertise/Skills: Demonstrated BFHI or lactation-management expertise; experience implementing infant-feeding or breastfeeding policies; proven competency-based training, ToT, mentoring and supportive-supervision experience; experience linking facility and community/home services; strong facilitation, coaching, analytical, reporting and stakeholder-engagement skills.

Desirables:

Experience working with ministries of health in Pacific or comparable small-island settings; certification as a lactation consultant, BFHI trainer/assessor or equivalent recognized breastfeeding qualification
