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TERMS OF REFERENCE

National Consultant for PCRD and Pandemic Fund Projects

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Ulaanbaatar, Mongolia
DURATION OF CONTRACT	12 months

Purpose of Assignment

UNICEF Mongolia is implementing “Prevention and reduction of Child Rheumatic heart disease, in Mongolia” (PCRD) and “Strengthening of pandemic prevention, preparedness and response capacities through one health approach in Mongolia” (Pandemic Fund). These projects support child health, primary health care and stronger preparedness and response through a One Health approach. While PCRD and the Pandemic Fund have distinct technical objectives, both require complementary expertise in public health systems strengthening, implementation monitoring, government coordination, capacity development and evidence-based reporting. A combined consultancy will enable these common technical support functions to be delivered more efficiently, while maintaining separate project deliverables, accountability and financial attribution.

Scope of Work

The consultant will deliver the following discrete technical services, within UNICEF-approved PCRD and Pandemic Fund workplans and under the technical oversight of the UNICEF Health Specialist: 1. Inception and project planning. Review both project proposals, results frameworks, budgets, workplans, partner outputs and monitoring datasets; develop project-specific implementation priorities, stakeholder map, reporting calendar and risk/action tracker; propose joint missions only where project attribution remains separate. 2. PCRD technical support. Review approved rheumatic heart disease prevention and reduction guidance, training and communication materials and monitoring tools; identify gaps in identification, referral, continuity of care and service delivery as relevant to the approved project; document actionable technical recommendations. 3. Pandemic Fund / One Health support. Review agreed preparedness plans, coordination and monitoring materials; provide technical recommendations concerning relevant approved workstreams, potentially including surveillance/early warning, workforce strengthening, risk communication/community engagement and continuity of essential services, coordinating inputs across human, animal and environmental health stakeholders. 4. Results monitoring and field follow-up. Maintain separate indicator, data-quality, results and action trackers; analyse verified results and delivery risks; document agreed monitoring visits, follow-up owners and due dates; review authorized information on partner activities, supplies and expenditures and flag exceptions for UNICEF decisions. 5. Coordination and capacity strengthening. Prepare meeting briefs and action records; assess technical learning needs; adapt training/mentorship materials, support agreed learning sessions and record participation, feedback and knowledge transfer. 6. Donor reporting and handover. Draft traceable donor-reporting inputs and technical summaries for each project; prepare a sustainability plan, indexed editable file repository, consolidated lessons and final handover package. Working parameters: Office-based technical collaboration in Ulaanbaatar with prior-authorized field missions. English reports and agreed Mongolian materials must be versioned and supported by an evidence index. Use anonymized/aggregated reporting data. The supervisor reviews and accepts outputs; UNICEF retains formal institutional, financial, procurement and donor-submission authority. The consultant will undertake specific technical assignments within each deliverable period, based on agreed priorities and outputs. The estimated input days represent the level of effort required to complete these outputs and do not constitute a requirement for continuous daily programme support. Routine programme management, partner oversight and administrative functions will remain the responsibility of UNICEF staff. Travel arrangements: Domestic and

international travel may be undertaken for agreed activities with prior UNICEF approval. Travel plans, costs and funding will be agreed separately under applicable procedures. Approved travel costs will not be deducted from the consultancy fee.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Inception; project planning and risk assessment	1. Accepted inception report covering both projects, with a documented desk review and baseline status; separate prioritized workplans, results and risk/action trackers, stakeholder map, reporting calendar, monitoring methodology, and written record of supervisor-agreed revisions. (22 days)	30 Dec 2026
Initial technical support; implementation monitoring	2. Accepted initial implementation progress report: distinct PCRD/Pandemic Fund progress summaries; logs of technical inputs, reviewed materials and consultations; first data quality/monitoring findings, bottleneck assessment, updated risk and results trackers, corrective-action plan for months 4–6, and reporting inputs due in period. (44 days)	28 Feb 2027
Capacity strengthening; implementation and evidence review	3. Accepted implementation and capacity-strengthening package: separate project target/indicator reviews, field and data-quality findings, analyses of UNICEF-validated implementation/expenditure information, revised technical materials and trackers, training/mentorship resources, delivery and participant feedback records, and reporting inputs due. (66 days)	30 May 2027

Consolidated results; corrective actions; sustainability	4. Accepted consolidated progress and corrective-action report for both projects: progress since month-6 review; documented closure/status of field and training recommendations; updated verified results, expenditure and risk trackers; remaining gaps, agreed corrective actions and responsible parties, donor inputs due, and draft sustainability/completion plan. (66 days)	30 Aug 2027
Final results; handover; knowledge transfer	5. Accepted final results and handover package: separate evidence-backed project results and donor inputs; lessons, sustainability actions and unresolved commitments; complete indexed editable repository, final consultancy report, responsibilities register and records of agreed counterpart knowledge-transfer sessions. (66 days)	30 Nov 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.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- 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

- Minimum requirements:
- **Education**: Bachelor`s university degree in medicine, public health, epidemiology, health management, health sciences or a related discipline. An advanced degree in a relevant field is an asset.
- **Work Experience**: At least 2 years ofrelevant professional experience in planning, implementation, technical support or results monitoring of public health/health systems programmes; work must include child health, primary health care or public health emergency preparedness/response. Demonstrated prior work with government or implementing partners and preparation of technical reports, monitoring products, implementation plans or other tangible programme deliverables
- **Skills** (optional): Applied results-based programme planning and indicator monitoring; data-quality review and analysis using verified evidence; identification of implementation bottlenecks; preparation of concise technical recommendations and donor-reporting inputs; practical training/mentorship and facilitation; knowledge of Mongolia's public health and primary health care systems; confidentiality and child safeguarding.
- **Language Requirements**: Professional fluency in Mongolian and English, including ability to consult with counterparts and draft clear reports in English and agreed Mongolian materials.

- **Desirables**: Documented implementation or monitoring experience with child rheumatic heart disease / child health services, primary health care, One Health, pandemic preparedness, surveillance/early warning or risk communication; donor funded health programmes; UNICEF or other UN organizations; prior simultaneous management of technically related but financially distinct project deliverables; advanced degree.