TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

NATIONAL CONSULTANCY FOR GREEN BOOK – Health Nutrition Development MONITORING FRAMEWORK

1. **Background:**

Mongolia provides health screening, immunization and preventive health services to children, adolescents and students through school, student and primary health-care services. Information generated through these services, including vaccination history and relevant preventive screening results, is recorded in the Mother and Child Health Book, Student Health Card (aka pink book and blue book resp.) and related health information systems.

Health screening associated with military enlistment provides an additional contact point for young adults. UNICEF Mongolia intends to support national counterparts in exploring a simple Green book framework that builds on the Student Health Card and facilitates continuity of health information into military enlistment screening, where applicable. Verified information already recorded through student health services should be used first, while remaining preventive service gaps are identified and addressed without unnecessary repeat screening.

The Green book will define a practical screening package that may include review and completion of immunization, hepatitis and other communicable disease prevention, tuberculosis and other priority infectious disease services, noncommunicable disease risk assessment, and age- or risk-based cancer prevention and referral, including gastric cancer prevention and endoscopy where indicated under national guidance. New services provided during army service screening should be recorded in the relevant health record to support continuity of care.

Minister of Defense has commissioned a joint Working group consisting of line ministries and UNICEF relevant officers.

2. **Purpose of Assignment:**

The purpose of the consultancy is to:

- Develop a concise, practical and context-appropriate Green book – Health, nutrition, development screening and monitoring framework that links the Student Health Card with army service screening, defines a basic preventive screening, health education and service package, and establishes how screening, immunization and referral information will be used and recorded for continuity of care.

3. **Scope of Work:**

The consultant will work under the overall guidance of the Health Specialist and in close coordination with relevant national counterparts. The assignment will include focused review, stakeholder consultation, framework drafting, validation and finalization. Specifically, the consultant will:

- Review the current Student Health Card, student health screening and immunization recording arrangements, the army service health screening process and its annual operational timeline, and relevant national policies and guidance. Prepare a short inception report with methodology, workplan, current information flow and proposed Green book structure.
- Define the Green book screening package and pathway using existing Student Health Card information first. The package should cover relevant immunization, hepatitis and other communicable disease prevention, selected NCD risk assessment, and risk-based cancer prevention/referral services, including endoscopy where indicated under national criteria.

United Nations Children's Fund
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- Explore and propose a feasible Student Health Card- to- Green book information flow, minimum dataset, institutional roles and recording process, taking into account existing health information systems and practical requirements for implementation, with the aim of minimizing unnecessary duplicate screening and supporting continuity of care.
- Consult relevant stakeholders, validate the proposed framework, incorporate consolidated feedback and submit a final Green book Army service Health Screening Framework suitable for subsequent piloting/implementation.
- Other relevant tasks under supervisor request.

4. **Contract duration:** 4 months
5. **Type of engagement:** Deliverable-based consultant
6. **Deliverables, Timeframe and Payment Schedule:**

Deliverables	Date of Delivery	The amount to be paid
Inception report including desk review findings, methodology, work plan, stakeholder consultation summary and proposed Green book structure.	Within 21 working days of contract start	50%
Final Green book Framework and proposed pathway, including preventive screening/service package, Student Health Card information flow, stakeholder feedback, and brief recommendations on feasibility and next steps for government consideration.	By the end of the contract period	50%
Travel line Travel is requested but not specified. A budget line is added to the contract. Consultants are responsible for arranging his/her own travel and should submit all invoices to UNICEF for payment.		

7. **Travel Plan.** Please click from the below options:

All-inclusive fee: Travel requirement is specific and included in the TOR to allow the consultant to factor the costs (tickets, insurance, visa) in their all-inclusive fee

Travel line in the contract: Travel is requested but not specified. A budget line is added to the contract. Consultants are responsible for arranging his/her own travel and should submit all invoices to UNICEF for payment.

8. **Project Management:**

Direct supervisor at UNICEF: Bataa Chuluunbaatar, Health Specialist
Partners: Ministry of Health, Ministry of Defense, relevant army service health services, NCCD, Health Development Center, and other relevant national stakeholders

Frequency of performance review: At least 2 times during the assignment and upon completion of the work.

9. **Qualifications and requirements:**

a. Minimum qualifications required: Master's degree in public health, medicine, epidemiology, health policy, health systems, health informatics, or another relevant field.

b. Relevant working experience: Minimum 5 years of relevant professional experience in public health, immunization, health screening, health systems, or comparable framework development work in Mongolia.

c. Knowledge/expertise/skills required: Demonstrated experience in framework/pathway development, evidence review, stakeholder consultation and coordination.

d. Language requirement: Fluent Mongolian and English language skills and strong analytical, communication and writing skills are required.

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