

## UNFPA Turkmenistan

### Terms of Reference for Individual consultancy services.

<b>TERMS OF REFERENCE</b>	
<b>Hiring Office:</b>	UNFPA Turkmenistan CO
<b>Title:</b>	Consultant for individual consultancy services (international) on strengthening national capacity on <b>Cytology in cervical cancer</b>
<b>The background and purpose of the consultancy:</b>	<p>In 2009 UNFPA has assessed cervical cancer related aspects and supported development of the National strategy on cervical cancer response. The Strategy was endorsed by the Ministry of Health and Medical Industry of Turkmenistan in 2010. In January 2011 Visual inspection with Acetic Acid (VIA) practice was described in the program guidance for countries joint publication: <a href="http://eeca.unfpa.org/publications/comprehensive-cervical-cancer-prevention-and-control">http://eeca.unfpa.org/publications/comprehensive-cervical-cancer-prevention-and-control</a></p> <p>In 2012 UNFPA has conducted the assessment of implementation of the Strategy and in partnership with colleagues from India developed the proposal on screening through VIA based on the current infrastructure with limitations in the number of cytologists, equipment, and evidence from other countries where the practice was launched and demonstrated by PATH as effective.</p> <p>The VIA methodology allowed not to go through screening of women by pap smear tests, cytology, and colposcopy. Instead of that service providers been performing colposcopy only for VIA positive ones 10,000 annually and cytology for only 2,000. This put much less burden to the health system in terms of resources and time.</p> <p>In 2016 Turkmenistan also started to procure the HPV vaccines for girls and boys of 9 years of age. <a href="http://eeca.unfpa.org/news/partnering-prevent-and-treat-cervical-cancer-turkmenistan">http://eeca.unfpa.org/news/partnering-prevent-and-treat-cervical-cancer-turkmenistan</a></p> <p>In 2012- 2013 UNFPA trained 32 master trainers with technical support of specialists from India on effective and cost-efficient methodology of VIA which can be performed by nurses also. Later in 2015 this was integrated to practice of integrated RH rooms. In partnership with Israeli specialists UNFPA has supported trainings of up to 80% of cytologists and colposcopists in country in 2014-2015. <a href="http://www.unfpa.org.tm/en/pressroom/news/local-news/national-medical-specialists-better-equipped-to-detect-and-treat-cervical-cancer/">http://www.unfpa.org.tm/en/pressroom/news/local-news/national-medical-specialists-better-equipped-to-detect-and-treat-cervical-cancer/</a> In 2016 UNFPA supported two interventions in cervical cancer: one on modern methods of treatment and development of protocols and another on data collection in cervical cancer (cancer registry) in partnership with Israel Embassy. Up to 90% of practicing oncogynecologists and 82 % of medical statisticians in the field of Oncology were trained on treatment and data collection/reporting within the cancer registry. In addition to co-financing with the Government UNFPA plans to leverage resources through expanding its cooperation with other donors and partners in the field such as pharmaceutical corporations Hoffman La Roche Corporation.</p> <p>Since 2022 the health care professionals run cervical cancer screening campaign based on cytology first and employ the HPV testing for about 15% of women in the target group of 29-55 years of age. To align the national cytology practice with international standards the MoH has requested to conduct the mission of international expert to the country I order to provide recommendations and deliver training based on rapid needs assessment and review of existing practices in cytology.</p>

<b>Scope of work:</b>	The consultant will work on all expected outputs together with the health professional designated by the Ministry of Health and Medical Industry of Turkmenistan.
<b>Duration and working schedule:</b>	<p>Duration of this consultancy is <b>20 working days</b>, from May 5<sup>th</sup> till May 30<sup>th</sup>, 2024. Operational closure of the contract is August 20<sup>th</sup>, 2024.</p> <p><b>1. Assessment phase: 8 working days</b></p> <ul style="list-style-type: none"> <li>- Desk review of the current legislation and practices in legal and health care settings with regards to cytology based on the questionnaire to be provided by the expert (<b>2 working days</b>).</li> <li>- To conduct cytology audit which will include field visits in country. (<b>5 working days</b> including preparation to the visit, development of questionnaires and monitoring tools)</li> <li>- Preliminary identification of <u>gaps/shortages</u> and briefly reporting on them (<b>1 working day</b>).</li> </ul> <p><b>2. Capacity building: 7 working days</b></p> <ul style="list-style-type: none"> <li>- <u>To conduct one day training for</u> the national working group of nurses on sample collection techniques per the evidence-based standards. (<b>2 working days</b> including preparatory one day for this training)</li> <li>- To conduct 3-day training of cytologists based on findings of the cytology audit. (<b>5 working days</b> including preparatory 2 days for this training)</li> </ul> <p><b>4. Analysis and reporting phase: 5 days</b></p> <ul style="list-style-type: none"> <li>- Development of a preliminary report, which consist of findings, developed training materials and recommendations. (2 days)</li> <li>- Consultations with the national specialists to clarify agree and fine-tune the adopted recommendations. (1 working day online)</li> <li>- Development of a <u>final report</u>, including an executive summary and detailed bibliography. (2 days)</li> </ul>
<b>Outcomes and deliverables</b>	<p><b>1. Cytology audit report with findings and recommendations</b></p> <p><b>2. Training reports on sample collection for nurses and cytology methods for lab specialists.</b></p> <p><b>3. Mission report per the formats to be shared. Deadline: June 10<sup>th</sup>, 2024.</b></p> <p>(a) Consultancy report</p> <p>(b) Technical report with findings and recommendations.</p>
<b>Place where services are to be delivered:</b>	The consultancy services will need to be delivered both remotely (home based) and on site in Turkmenistan. All the logistic and transport arrangements to and from Turkmenistan to be carried out and covered by the UNFPA office in Turkmenistan.
<b>Delivery dates and how work will be delivered:</b>	Dates for deliverables and trainings must be within the months of May 2024 and not later than June 10 <sup>th</sup> . All deliverables should be submitted in an electronic format.
<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>The UNFPA NPO on Reproductive Health, and an authorised focal point of the Ombudsperson's office of Turkmenistan will monitor the International Consultant's work through reviewing submitted materials. The consultant will regularly provide an update on progress, challenges encountered, and support needed.</p> <p><b>Ethical Considerations</b></p> <p>UNFPA requires its consultants to adhere to ethical principles and standards when doing research. The selected consultant should clearly identify any potential ethical</p>

	<p>issues and approaches, as well as the processes for ethical review in the inception report.</p> <p><b>National Ownership</b></p> <p>The involvement of appropriate national partners will be a critical condition for the development of all the mission outcome materials in ensuring stakeholder ownership and its subsequent utilisation.</p>
<b>Supervisory arrangements:</b>	The International Consultants will directly report and work under the overall guidance of the UNFPA NPO on reproductive health, along with the overall guidance from the UNFPA Head of Office.
<b>Expected travel:</b>	Travel to Ashgabat, Turkmenistan is expected for a week in May 2024. During presence in the country consultant will meet with UNFPA staff and deliver actual trainings outlined above. Exact number of days in country and travel dates to be communicated to the selected consultant. Logistic arrangements such as visa, tickets, stay in Turkmenistan to be arranged by the UNFPA country office. Travel costs will be covered according to the UNFPA's Duty Travel Policy.
<b>Required expertise, qualifications, and competencies, including language requirements:</b>	<ul style="list-style-type: none"> <li>● Recognised international researcher and practitioner with at least 7 years of professional experience providing cytology, histopathology, morphology, and other related fields in laboratory diagnostics.</li> <li>● Knowledge of existing WHO recommendations and good practices as well as evidence collected by research institutions and societies.</li> <li>● Advanced degree in medicine, biology, nursing/midwifery, health sciences, public health, or other related discipline.</li> <li>● Strong analytical skills with experience in reporting (preferably to UN agencies)</li> <li>● Experience with conducting focused and interactive trainings.</li> <li>● Fluency in English. Knowledge of Russian is an advantage.</li> <li>● Familiarity and experience with Central Asian or Eastern European countries is an asset.</li> </ul>
<b>Inputs/services to be provided by UNFPA or implementing partner, if applicable:</b>	UNFPA will provide the consultant with all the necessary materials, data, information, and available reports. UNFPA Country Office will put together a list of core sources and readings before the start of the consultancy.
<b>Other relevant information or special conditions, if any:</b>	The consultancy fee will be calculated based on the P4 Salary Scale for Professional and higher categories effective 1 January 2022. The fee will be paid once upon fully completion of all deliverables underlined in working schedule
<b>Signature of Requesting Officer in Hiring Office:</b>	
<p>DocuSigned by:    <small>E7AC8755047A428</small></p> <p style="text-align: right;"><b>Date:</b> March 11<sup>th</sup>, 2024.</p> <p>Reproductive Health Program Specialist,  UNFPA Turkmenistan</p>	