



REF: VZ1131.1-2406-01

## TERMS OF REFERENCE

### **Consultancy: Logistical and administrative support for the development of Respectful and Quality Maternal Care in the state of Zulia (Venezuela)**

*Activity within the context of the project: Improve maternal, newborn and reproductive health outcomes for vulnerable populations living in the state of Zulia (Venezuela), through respectful and quality care.*

**Technical Activity:** The Canadian Association of Midwives (CAM) would like to hire one (1) **consultant to provide logistical support** for the proper development and implementation of the Respectful and Quality Maternal Care project in the state of Zulia (Venezuela). The project is implemented with UNFPA and together with the coordination of local implementing partners in the state of Zulia, from the city of Maracaibo in person.

The consultant will work directly with UNFPA personnel in the city of Maracaibo, working directly providing administrative, logistical and financial support to the different organizations that develop the project activities. In addition, the consultant will coordinate with the Canadian Association of Midwives (CAM) the adequate administrative and logistical support for the development of activities involving midwives or some other activity within the framework of the project. In the same way, it will ensure that the activities of the project or documentation for which support is requested by the lead agency of the UNFPA project, or by CAM comply with the administrative standards agreed upon in the project and between the parties involved.

**Period:** July 1, 2024 to December 30, 2024.

**Location:** **Venezuela** in the city of Maracaibo, in the state of Zulia.

**Compensation:** \$4,500 USD. This amount covers all the expenses that the consultant will incur for the development of their activities during the six months of the project.

### **A. Introduction**

Funded by Global Affairs Canada, the three-year UNFPA-led Zulia Venezuela project is a collaboration between the Canadian Association of Midwives (CAM) and the National Council of Indigenous Midwives (NCIM). The project focuses on improving maternal, newborn and reproductive health outcomes for marginalized women, girls and newborns. The focus is on providing midwifery interventions through respectful and quality care in the Wayuu and Yukpa indigenous communities of the Sierra Mecánica de Perijá and Maracaibo, Zulia state, along with other vulnerable populations such as migrants from urban centers.

The components of the project are:

- Improve the delivery of quality, gender-sensitive, culturally appropriate and environmentally sound maternal, newborn and reproductive health services in selected health facilities and hospitals
- Engage community actors, including indigenous midwives, to improve maternal, newborn and reproductive health needs in target communities.
- Learn about the Canadian model of midwifery care: The model recognizes midwives as empowered community-based primary health care providers who respect the self-determination of women and girls, while building on evidence-based clinical decision-making capacity, promoting health rights, and valuing local and culturally relevant practices.
- Target all women and girls of reproductive age, with a particular focus on meeting the needs of indigenous women and girls in the project target area.
- Improve the delivery of a range of sexual and reproductive health services: family planning, antenatal and postnatal care, labor and delivery support, and emergency management.
- Engage project partners (UNFPA, CAM and NACM) and project collaborators (clinical agents; community health workers, including indigenous midwives, community health workers and community leaders), with the understanding that diverse and complementary health resources can be leveraged for the advancement of health services, particularly in times of crisis.

CAM has assigned actions that involve health personnel from the 7 selected health institutions, and also community actions that include community leaders and midwives.

## **B. Background and justification**

The Region of the Americas is multi-ethnic and multicultural: indigenous peoples and other ethnic groups coexist in the region. This uniqueness implies recognizing diverse realities and needs in the area of health. However, indigenous populations and other ethnic minorities often face multiple forms of discrimination and exclusion, which are reflected in the high levels of multidimensional poverty suffered by these population groups, as well as in various inequalities compared to other groups.

Taking into account the context of Venezuela, and the increase in community activities, with health personnel and midwives, greater support for these activities is necessary. Together with UNFPA, it has been agreed that the project as a whole will have direct support in administrative, logistical and field management tasks that will allow for greater implementation of activities. Future actions by CAM, as well as the other implementing partners of the project, under the leadership of UNFPA will need to articulate actions and work together for the project's achievements. In addition, the project currently has professional personnel in sexual and reproductive health, with great support needs in administrative and logistical issues. This administrative and logistical support will allow the development of the midwifery agenda in the state of Zulia and contributes directly to the achievement of the project's objectives.

## **C. Goals and Objectives**

### **Goal:**

The objective of the consultancy is to support and manage the logistical and administrative aspects of the project with direct support to CAM, the lead agency of the project and to the implementing partners in the development of the activities. In addition, it will carry out pertinent actions to consolidate the information on midwifery in the state of Zulia and the needs for its strengthening

within a framework of Respectful Motherhood (RMC) and Intercultural Communication with a gender perspective.

## **Objectives**

Objective 1: Provide administrative and logistical support for the following project activities

- Ensure that the technical meeting of midwives is held under the guidelines of CAM and UNFPA.
- Ensure that the meeting between health administrators and local health committees is conducted appropriately under the administrative guidelines of CAM and UNFPA.

Objective 2: Provide administrative and logistical support for the project actions and implementing partners

- Ensure that activities comply with UNFPA management standards.
- Provide administrative and logistical support to the actions that are requested by the implementing partners and channeled through UNFPA.
- Support in local input procurement processes and manage their delivery. It includes the purchasing processes for support elements for organizations that carry out replication of workshops and pedagogical elements for other implementing partners or midwives. (stationery, diaries, dictionaries, others).
- Manage two meetings with local project and CAM implementing partners to explore areas of mutual collaboration.

## **D. Deliverables or products**

1. First monthly activity report, including the actions carried out within the framework of the project. Establish the points of contact (presentation) of the project implementing partners
2. Second monthly activity report, including the actions carried out within the framework of the project. Establish the possible dates and locations of the technical meeting of Canadian and Venezuelan midwives. Establish a list of administrative and logistical needs. Set a meeting date between CAM and implementing partners
3. Third monthly activity report, including the actions carried out within the framework of the project. Establish the needs for a meeting between the administrators of health centers and local committees
4. Fourth monthly activity report, including the actions carried out within the framework of the project. It supports the process of purchasing and delivering support inputs to implementing partners. (dictionaries, diaries, support material)
5. Fifth monthly activity report, including the actions carried out within the framework of the project. Ensure that a photographic archive of the project's actions is made
6. Sixth monthly activity report, including the actions carried out within the framework of the project. Ensure that support inputs are delivered to implementing partners. (dictionaries, diaries, support material).

## **E. Remuneration**

The total value of the consultancy is USD 4,500. This amount includes all relevant taxes and expenses incurred in the preparation of each of the deliverables. Travel expenses are available but must be pre-approved by CAM

## **F. Proposed Timeline**

The proposed activities will take place between Monday, July 1 and December 30, 2024.

### **Deliverables Timeline**

<b>Deliverables</b>	<b>Documents to be submitted</b>	<b>Estimated Completion Date</b>
Report that includes the actions carried out within the framework of the project. Establish the points of contact (presentation) of the project implementing partners	First Monthly Activity Report Invoice #1	<b>July 30, 2024</b>
Report that includes the actions carried out within the framework of the project. Establish the possible dates and locations of the technical meeting of Canadian and Venezuelan midwives. Establish a list of administrative and logistical needs. Set a meeting date between CAM and implementing partners	Second Monthly Activity Report Invoice #2	<b>August 30, 2024</b>
Report that includes the actions carried out within the framework of the project. Establish the needs for a meeting between health center administrators and local committees	Third Monthly Activity Report Invoice #3	<b>September 30, 2024</b>
Report that includes the actions carried out within the framework of the project. It supports the process of purchasing and delivering support inputs to implementing partners. (dictionaries, diaries, support material)	Fourth Monthly Activity Report Invoice #4	<b>October 30, 2024</b>
Report that includes the actions carried out within the framework of the project. Ensure that a photographic archive of the project's actions is made	Fifth Monthly Activity Report Invoice #5	<b>November 30, 2024</b>
Report that includes the actions carried out within the framework of the project. Ensure that support inputs are delivered to implementing partners. (dictionaries, diaries, support material)	Sixth Monthly Activity Report Invoice #6	<b>December 30, 2024</b>

### **G. Qualifications and experience required**

The candidate must demonstrate the following academic qualifications and professional experience in their application:

- Professional in administrative, accounting or associated areas
- Proven experience in handling Excel
- Previous experience with NGOs is desirable, at least one year  
Person with experience in areas of desirable sexual and reproductive health
- Person with knowledge of the context of the state of Zulia and the health system

### **Requirement:**

- To live in Maracaibo (Zulia state, Venezuela).

### **Applications:**

Send your CV and a cover letter in one PDF document to [admin@canadianmidwives.org](mailto:admin@canadianmidwives.org)  
Ensure that your first and last names and the text "Venezuela Consultant" are included in the file name.

- Deadline for applications is 5pm Eastern Time on July 27th ,2024.

*We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. The received resumes will be treated confidentially, shared only with the selection committee, and used solely for the purpose of the selection process for this position.*