

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Staff Welfare Officer, COVID-19 Prevention**

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Uganda Country Office
Purpose of consultancy:	In liaison with COVID-19 Focal point, Security Associate and Human Resource Analyst , the Staff Welfare Officer will be responsible for supporting the implementation of COVID-19 Infection Prevention and Control(IPC) Plan and ensure staff compliance with the WHO/MOH COVID-19 precautionary measures
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>1. Risk Assessment:</p> <ul style="list-style-type: none"> a. Regularly review existing workplace and environmental risks, carry out routine assessment of IPC practices for UNFPA staff and personnel within the building. b. Propose IPC quality improvement recommendations to the COVID-19 Focal point and IOM <p>2. Staff Health/Welfare protocols roll out and gap analysis:</p> <ul style="list-style-type: none"> a. Lead on the implementation and compliance with the existing guidelines on COVID-19 prevention including monitoring of temperature and wellbeing checks of staff and visitors entering the building. b. Ensure appropriate display and visibility of IEC materials for IPC within and outside the building. c. Provide information and, when necessary, referrals for health concerns; deliver advice based on protocols and inform appropriate people as per protocols. d. Regularly review and update the IPC protocol plan with key staff and modify as required by the evolving context. This includes evaluating the robustness of prevention procedures, monitoring of thermal scanner, training of staff on use of equipment, where relevant and accuracy of logistical details, etc. e. Conduct regular staff briefings on protocols in all areas; identify solutions to any concerns about health for discussion with the office leadership. Reflect these in the IPC and staff welfare protocols if appropriate. f. Engage staff with frequent reminders on hand, respiratory and environmental hygiene; this could include doing quizzes with staff to understand the extent of their knowledge in relation to protecting themselves and prevalence of myths. g. Review contingency planning for worst case scenarios, i.e. testing and home treatment for staff affected by COVID-19; advise on stocks of PPE, supplies and cleaning agents, etc. necessary to cater for this eventuality, management responsibilities and update staff welfare documents accordingly. <p>3. Support cleaning and security teams in maintaining a safe working environment. Ensure staff have appropriate PPE and understanding of how to keep themselves, other staff and visitors safe.</p> <ul style="list-style-type: none"> a. Monitor cleaning schedules in all areas of the building b. Monitor compliance to IEC procedures during access to the buildings. c. Ensure staff wear appropriate PPE (cloth masks, gloves for cleaners, etc.) d. Ensure hand sanitizers and soap are always available in public spaces, including kitchens, bathrooms, entrances to the building and hallways
Duration and working schedule:	6 months
Place where services are to be	UNFPA Kampala, Uganda

delivered:	
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Submission of monthly electronic reports
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work for the Uganda Country Office and will be expected to provide regular weekly updates to the Country Representative.
Supervisory arrangements:	Abilio Alfeu – International Operations Manager
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p>1. Education & Qualifications required:</p> <ul style="list-style-type: none"> a. Registered Nurse, Infection Prevention and Control Nurse or Officer b. 3 years' clinical experience, ideally with infectious disease control. c. Solid knowledge of WHO and MOH standards and strategies related to IPC d. Excellent coordination and reporting skills e. Experience in staff training and engagement f. Excellent analytical skills <p>2. Language: Fluency in English (written and spoken), (add any other commonly spoken language)</p> <p>3. Flexibility to work in an emergency context as required</p> <p>4. Ability to work under pressure; ability to work both independently and as part of a team</p> <p>5. Needs to have initiative and be able to work with minimal supervision</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	
Application deadline and how to apply:	<p>Opening date: 24 April 2021 Closing date: 9th May 2021</p> <p>All applications should be sent by email to: nakibira@unfpa.org, copying alfeu@unfpa.org.</p>
Signature of Requesting Officer in Hiring Office:	
Date:	