**Scope of Work**

# The CONSULTANT shall perform the following scope of work within the set deadlines:

# Technical Functions

# Ensures completion of necessary data gathering from legislative proceedings relevant to Reproductive Health Act (“RH Act”) and National Dengue Vaccination Program (“Dengvaxia”).

# Together with the Principal Investigator and Consultant, performs processing, analysis, and synthesis of data gathered from legislative proceedings relevant to RH Act and Dengvaxia.

# Supports the Principal Investigator and Consultant in the development, finalization, and submission of technical reports as required by the projects, and other project-related dissemination reports such as publications and policy briefs.

# Performs coordination with concerned individuals and offices in relation to the final phases of the study (i.e. key informant interview, Validation Workshop, etc.)

# Supports the Principal Investigator in holding the Validation Workshop.

# Secretariat Functions

# Supports the Consultant in logistical functions – including procurement, inventory, and management of supplies and equipment – for workshops and meetings.

# Attends team meetings. Ensures documentation of proceedings from the interviews, workshops, and meetings.

# Other tasks as deemed relevant by the Project & Operations Manager, the Principal Investigator, Consultant, or the Regional Director.

# Compensation

ACCESS Health will pay the CONSULTANT a monthly fee in the amount of **PHP 30,000.00 for 2 months,** subject to corresponding withholding taxes of 5%.

ACCESS Health will pay the CONSULTANT due communication and other project-related expenses upon mutual agreement. A separate document will present the particulars and of the payment on a separate document.

**Term**

This engagement shall commence upon execution of this Contract. The contract shall continue in full force and is effect from **February 19, 2021 to April 19, 2021.**

With Conformity:

|  |  |
| --- | --- |
| **Name:** | **Chester F. Batiforra** |
| **Title:** | **Independent Consultant** |
| **Date:** | **February 19, 2021** |