



Terms of Reference

Capturing learnings for Midwifery led Health Services (MLHS)

February 2024

Organization Introduction:

Partners in Health and Development (PHD):

Partners in Health and Development (PHD) is a national organisation with a not-for-profit identity working in Bangladesh for three decades towards improving the life of the people, particularly the marginalized and less privileged. PHD is currently implementing development programs including health, nutrition, SRHR, WASH, climate Change and education in 22 districts across the country. PHD has successfully implemented different projects on strengthening the health system through which it gained experience and expertise and contributed a lot in saving the lives of mothers and children with the support of active stakeholders including the government counterparts

Concern Worldwide:

Concern Worldwide is a non-governmental, humanitarian organisation dedicated to the elimination of extreme poverty in 25 of the world's poorest countries. Concern began its journey in 1968 in Ireland and it started working with the people of Bangladesh in 1972. Since then, Concern Worldwide has been working to address extreme poverty in the most vulnerable communities of the country by implementing need-based, innovative humanitarian and development projects. In Bangladesh, Concern Worldwide works jointly with non-governmental organisations, Civil Society Organisations, different government departments, the local private sector actors who are interested in contributing and other key stakeholders to ensure sustainable changes in the lives of the extreme poor.

Project Background

Partners in Health and Development (PHD) D with the support of Concern Worldwide is implementing a project- Midwifery-led health services for the island's people in Bangladesh (MLHS) funded by the Swedish Postcode Foundation.

The main purpose of the project is to develop a community-led model that improves the health status of the hard-to-reach and marginalized island communities by increasing accessibility, coverage, comprehensiveness and sustainability of the Union Health and Family Welfare Centre (UH&FWC). The project aimed to increase access to affordable, safe, maternal and primary healthcare in the two-remote islands. The project is providing support to the community people through UH&FWC, Satellite Clinic services, provide referral cost to the vulnerable pregnant mother, mothers group meetings, household level counseling and awareness raising sessions.

The project is contributing to develop sustainable locally managed maternal and neonatal services for poor women and children, which provides skilled institutional deliveries, and other associated primary health care services to ensure life and health. Education and awareness-raising activities are helping to enhance positive changes in health behavior and ensure family support during

pregnancy. Trained midwives are encouraging poor families to seek services from nearby health centers. With this initiative, the two Union Health & Family Welfare Centres (UH&FWCs) are now functional with stakeholders' support by deploying qualified midwives, community health volunteers and essential medicine and logistic support from Family Planning department. Pregnant and lactating Women (PLW) and newborns, Children under five, adolescents, men and women of reproductive age, and elderly people and those at high risk including people with disabilities are getting intensive support on Maternal, Newborn, and Child Health (MNCH) and essential primary healthcare from the existing two UH&FWCs (Char Kukri Mukri & South Shakuchia Union). Besides this, the project brought people of the adjacent two unions (Dhal Char and Hazirhat and there are no UH&FWC) under the service coverage in a limited way by rostering support of service providers.

The project is dedicated to developing a sustainable locally managed maternal and neonatal service for poor women and children, which provides skilled institutional deliveries, and other associated services to ensure life and health. The interventions greatly impacted reducing maternal and child mortality and morbidity, which will contribute to achieving SDG 3 for the country as a whole.

OUTPUT 1: Increased availability of health services through skilled health service providers.

OUTPUT 2: Improved access and utilization of healthcare services

OUTPUT 3: Increased quality of & accountability for essential health services

OUTPUT 4: Increased demand through enhanced health behaviors

OUTPUT 5: Sustainable health model tested and adopted

Purpose of the Terms of Reference

This Terms of Reference (TOR) outlines the minimum expectations from the selected consultants. Those wishing to apply are requested to carefully review the TOR.

The study should critically assess from the available data, new data collected, FGD and KII and Case Studies to provide clear analysis and discussion, which will link directly to specific findings and recommendations. The overall objective of this assignment is to capture the "Learning documentation of project interventions and their contribution to increase access to affordable, safe, maternal and primary healthcare in the four-remote islands". The study will be carried out in 4 unions (Char Kukri Mukri & Dhal Char Union, Charfesson Upazila & South Shakuchia & Hazihat Union, Monpura Upazila) of Bhola district. It will document the process and outcomes together with good practices of the project. The specific objective is to capture evidence of project impact on the community and individual level focusing the process, stakeholders engagement, approach, lessons learnt, outcome and sustainability for advocacy and showcasing to a wide spectrum of audiences and policy actors.

Expected outcome of the learning documentation:

- Documentation of evidence of project impact on the community and individual levels in accessing affordable, safe, maternal and primary healthcare. This should clearly highlight the process, stakeholders, approach, lessons learnt, outcome and sustainability, which contributed to the impact, including the project's model (Midwifery led health services and resource mobilization).
- Case stories (at least 8) of lessons learnt focusing the impact of the project on pregnant. Lactating mother, adolescent and referral support receivers. Case story could be on Mother who has experience in delivery in both the project period and before the project period, 1st time became a mother with the project period, Referral service receiver mother, Worse experience (stillbirth or infant decease) of delivery before the project period, Adolescent girls, Elderly or PWDs etc.

Deliverables:

- **Inception report:** The consultant is expected to review and provide an inception report prepared during first week of the consultancy along with a details field plan.

- **Guideline for in-depth interview, KII and FGD:** Develop a guiding questionnaire for in depth interview, KII FGD and finalize in consultation with PHD & Concern within the first week of the consultancy.
- **Draft Report:** will prepare (not more than 40 pages including the case stories) and submit the draft report by the third week.
- **Validation/Lesson learned workshop:** After data analysis and draft reporting, two validation workshops will have to be organized matching with Upazila level planned workshop to get their feedback and suggestions in the fourth week.
- **Final Report:** Will submit the final report after incorporating feedback from the validation workshop and provided in the draft report in the fourth week.

Note: The consultant(s) will be fully responsible for organising transport, accommodation and any other logistical requirements. Where support from PHD or Concern are required, this needs to be clearly outlined in the proposal.

Qualifications required for the Consultant:

- The consultant should hold a PhD or Masters in health and related field degree and have evidence of similar assessments and studies.
- At least five years of research and documentation proven experience in maternal and primary healthcare in the coastal areas of Bangladesh.
- Applicants must demonstrate experience in monitoring and evaluating programmes with a strong equality, diversity and inclusion lens.
- Applicants must share evidence of similar work completed.

Below lists the document to be submitted to

For Individual Consultant

- A short CV maximum of three pages highlighting experiences on related assignments completed with detailed client name, address, contact persons & communication details (above criteria listed under “Qualifications required for the Lead Researcher” relevant here).
- For other members of the team include a short CV highlighting relevant tasks or assignments.
- TIN certificate
- A brief technical and financial proposal based on the information provided above. Technical and Financial proposals should be in a separate file or separate envelope (in case of hard copy)

For Consultancy Firm

- Short profile of the firm highlighting experiences on related assignments with client detail as mentioned for Individual Consultant.
- Lead Consultant (team leader) with 2 pages of CV highlighting related work experiences and assignments completed (above criteria listed under “Qualifications required for the Lead Consultant” relevant here).
- Other Team members’ (Engage in this assignment) with a very short CV highlighting related tasks and assignments completed.
- Consultancy Firm’s legal documents (Certificate, TIN and VAT registration) technical proposal (research proposal following section E.), f) financial proposal is required to submit. Technical and Financial proposals should be in a separate file or separate envelope (in case of hard copy)

Duration of the consultancy work:

- **Final Evaluation:** Maximum of one month from the signing contract.

Standard Terms

- A. **Duration:** The total period of providing the consultative services will be 1 month as agreed in the contract schedule.
- B. **Remuneration/Fee:** Interested bidders are requested to submit their financial proposal along with the technical proposal including the Data Quality Assurance Protocol for the assignment, inclusive all VAT and Taxes as per the policy of the government of Bangladesh, which shall be deducted at source prior to the payment. Expenses not specified in the financial proposal or not mentioned in any section of the agreement, are the sole responsibility of the Consultant.
- C. **Payment:** The fees will be paid in two (02) instalments against invoices issued by the Consultant with a copy of the work contract and ToR. The payments will be made through an account payee cheque as per PHD's policy in two instalments, as follows:
- **First instalment:** 30% of the total cost of the assignment will be paid upon receipt of a written invoice from the consultant upon received of the inception report and filed plan.
 - **Second instalment:** 70% will be paid after receiving the final report, which is subject to the review and endorsement of the report review committee.

PHD will not be liable for any bank charges arising from incorrect bank details being provided to PHD.

- D. **Accommodation, per diem and other allowances:** No accommodation, per diem or no other allowances will be paid in addition to the cost mentioned in the agreement.
- E. **Copyright and Confidentiality:** PHD and Concern Worldwide will have the copyright for all the documents prepared by the consultant(s) including questionnaires, case studies if any, and the final report with due acknowledgment. No part of the document should be reproduced or published in any manner without prior written approval from the PHD and Concern Worldwide. The consultant will maintain the confidentiality of the stated assignment.
- F. **PHD and Concern Worldwide's policies and guidelines:** The consultant will have to comply the organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy of PHD or Concern Worldwide. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.
- G. **Breach of Code of Conduct and Sharing of Information:** We are required to share details of certain breaches of PHD Code of Conduct, specifically those related to fraud, sexual exploitation, abuse and harassment and trafficking in persons, with external organisations such as institutional donors, regulatory bodies and future employers.

In the event where you have been found to be in breach of these aspects of PHD's Code of Conduct, your personal details (e.g. name, date of birth, address and nationality) and details of these breaches will be shared with these external bodies. Organisations may retain this data and use it to inform future decisions about you.

In addition, where we are working in partnership with another organisation and where there are allegations of breaches in the above areas against you, we will cooperate with any investigation being undertaken and will share your personal details with investigation teams.

H. **Responsibility:** The Consultant will report to the Senior Deputy Programme Director, PHD and liaise with the Project Manager to receive technical guidance, feedback and support to organized local level consultations and data collection. Concern World Wide's MEAL unit will provide support on field works and analysis as required.

I. **Project synopsis:** <https://www.phd-bd.com/arcive-common-view/54/development-projects>

J. **Annual report:**

<https://docs.google.com/document/d/1IraZi3sYHPM4fP189H2CKZlgF5bEOZKm/edit?usp=sharing&ouid=100888818348683732149&rtpof=true&sd=true>

K. **Last Date of Proposal Submission: 13 February 2024 (COB)**