

SCOPE OF WORK
for
conducting accreditation of DNC
and developing holistic career paths for nurses
The Project for Capacity Building of Nursing Services (CBNS)

1. Background and Objective of Work

Japan International Cooperation Agency (JICA) is providing technical assistance to the Ministry of Health and Family Welfare of Bangladesh (MoHFW) for improvement of BSc nursing education in Bangladesh through the Project for Capacity Building of Nursing Services (CBNS).

Conducting the first college-level accreditation practice at Dhaka Nursing College and the development of holistic nursing career paths are the immediate key tasks of CBNS project. For accomplishing the tasks, CBNS Project plans to place a consultancy service order to a Nursing Administration Specialist (Consultant) to undertake the following Terms of Reference (TOR) for 4.0 Months from 10th December 2019 to 31st March 2020.

2. TOR and Deliverables

Work for the Nursing Admin. Specialist (Consultant)	Deliverables
<p>1. To provide technical support to conduct the accreditation process for nursing colleges</p> <ul style="list-style-type: none"> a) Support BNMC and DGNM for their implementation of accreditation for nursing colleges. b) To provide technical input/information for the working group discussions and draft a working plan of conducting accreditation at DNC c) Explanation of the Accreditation Guideline (hand book) to the teaching staff of DNC for the implementation of the accreditation. d) Provision of man-to- man advise to the teaching staff for their self-assessment work on the accreditation e) Assist and advice for the collection, setting and analysis of the collected data. <p>2. To make a draft proposal of the standard regulations for establishing public nursing college</p> <ul style="list-style-type: none"> a) Collect reference regulations for making the draft proposal. b) Collect references on updated nursing colleges situation in both public and private and make a comparative study on them. c) Draft a possible standard regulation for public nursing colleges <p>3. To collect the references and basic information for the development of holistic career paths</p>	<p>1. Deliverables on Accreditation</p> <ul style="list-style-type: none"> 1) References needed for the discussion on implementing accreditation. 2) Draft document of the assessment result of the accreditation on DNC (partial) 3) Review report of the accreditation work to DNC (partial) including recommendations of revisions in procedures and formats used for the accreditation system. <p>2. Deliverables on standard regulations</p> <ul style="list-style-type: none"> 1) References needed for the preparation for drafting regulations. 2) Report on the analysis of the present situation of nursing colleges in both public and private sectors. 3) Draft proposal of the standard for public nursing colleges <p>3. Deliverables for the holistic career path development</p> <ul style="list-style-type: none"> 1) References needed for the discussions on developing holistic career paths. 2) Analytical report including recommendations on the development of the

<ul style="list-style-type: none"> a) Collect and analyze a basic information on career paths. b) Present the analytical information on the career path development and facilitate the discussions. 	<p>holistic career paths based on the discussions in the working group (partial).</p> <p>4. Other deliverables</p> <p>1) work plan (entire period and monthly) and work report (entire period and monthly)</p>
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3. Schedule of the Work

Contract period: From 10th December 2019 to 31st March 2020 (Tentative)

Submission of Final Deliverables and Report: On or before 19th March 2020

4. Expected Work Volume: 4.0 Months (Tentative)

5. Focal Person(s)

He/she shall work closely with Program Officers (Nursing Administration and Nursing Education) and the Project Coordinator under the supervision of the Chief Advisor of CBNS project.

7. Qualification of Consultants

- Master's Degree in nursing or public health from any recognized University.
- Working experience on nursing education and administration, especially on the accreditation of nursing institutions.
- Working experiences with development partners and Government bodies especially with Ministry of Health and Family Welfare (MoHFW)
- Excellent leadership and instant decision making ability for the coordination of workshops and working group discussions.
- Excellent knowledge on drafting administrative documents and reports.
- Knowledge in Photoshop, Illustrator, Flash, CSS, div based development are needed
- Ability to create custom design website, logo, corporate identity, flash animations, CD Presentation etc.

8. Duty of the Consultants

The consultant should not disclose any information, which will be obtained during this work without the permission of CBNS project in writing, both during the survey and after the termination of the agreement on the work.

9. Provision by CBNS

CBNS will provide the office machinery, such as copier and internet connection and stationery in the project offices at DNC and DGNM, and partial official transportation only if the CBNS project car is available.

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