

**Save the Children**  
**USAID's MaMoni MNCSP COVID-19 Response Project**

**Terms of References (ToR) of Rapid Response Team Consultant for Health Facility Assessment**

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**Preamble**

Bangladesh has developed a National Preparedness and Response Plan and technical guidelines on COVID-19 with the support from WHO and Centers for Disease Control and Prevention (CDC). The goal of the national response plan is to prevent and control COVID-19 in Bangladesh to reduce impact on the health, wellbeing and economy of the country. The government has also strengthened its preparedness efforts, and has set up the national preparedness and response coordination mechanism through a COVID-19 Emergency Operation Center (EOC) under the Directorate General of Health Services (DGHS). The national response plan has identified several areas for priority actions including surveillance of the emerging issues aiming to improve coordination and capacity of national and sub-national health systems to rapidly respond to the changing COVID-19 epidemiology and implement appropriate response plans. In collaboration with different development partners and international NGOs, DGHS has already conducted an assessment of facility preparedness and readiness for COVID-19 that identified some gaps in the facilities. But, in the changing context of the pandemic, further assessment is required to address the needs and new emerging issues.

USAID's MaMoni COVID-19 Response Project of Save the Children will form Rapid Response Teams (RRTs) to support the DGHS and other partners to undertake rapid analysis and develop appropriate response plans for current and new emerging epicenters and hotspots. These RRTs consisted of specialists in communicable diseases and outbreak management will be equipped to move quickly and work closely with divisional/district and local leadership to analyze the situation and respond immediately. In the urban areas, the RRTs will work in close coordination with the City Corporations/Municipalities and the institutions of the local government bodies.

SCI plans to engage consultant/s under a lead one who will help forming the Rapid Response Teams, engage them to undertake prompt actions for surveillance at national and subnational level facilities and recommend government and stakeholders to take necessary actions against emerging issues and changing COVID-19 epidemiology. The consultant/s will conduct assessment on some listed facilities, prepare report and recommendations as per guidance of lead consultant.

**Project Details:**

**Overall Goal:** The overall goal is to strengthen the health system response to community transmission of COVID-19 and to minimize health risks to individuals and avoid adverse health outcomes.

**Objectives 1:** To enhance the national health system's capacity to prevent transmission and to improve management of COVID-19 cases in health care facilities and at community level.

**Objective 2:** To support the subnational health systems to rapidly analyze and respond to the changing distribution of the burden of the epidemic.

### **Expected Outcomes**

- Improved readiness of public and private sector health facilities designated for COVID-19 case management at national and subnational levels
- Improved access to digital and in-person health services by suspected and confirmed COVID-19 cases based on the categorization of the severity of symptoms
- Improved coordination and capacity of national and sub-national health systems to rapidly respond to the changing COVID-19 epidemiology and implement appropriate response plans
- Improved national and sub-national capacity to engage the non-health sectors to enhance safety at workplace and to minimize the economic impact to vulnerable families
- Contribute to nationally harmonized national eHealth platform to provide coordinated response across the various pillars of the national response plan

### **Geographical coverage:**

- Dhaka City**
  - All Covid Hospitals (total 19)
  - Urban Slums (to be selected)
- Narayanganj**
  - 300 Bed Narayanganj DH
  - Sajeda Foundation Hospitals
- Gazipur**
  - 500 Bed Shaheed Tazuddin MCH
  - MCWC, Meghdubi (20 beds)
- Narsinghdi**
  - 100 Bed Narsingdi DH

**Three potential districts to be intensively assessed by the consultants/specialists:** The COVID -19 dedicated facilities at district and upazila level of the following three districts will be intensively assessed by the consultants and RRTs.

- Brahmon Baria
- Noakhali
- Faridpur

**Project duration:** The project has been started on 01 May 2020 – 31 December 2020.

**Objective of the Consultants' Assignment:** The overall objective of the consultants' assessment is to support the lead consultant to prepare an individual facility based report on the gaps and shortfalls so that proper measures could be taken for making the facility prepared and ready for COVID-19 services.

- Support lead consultant to provide technical assistance to the Rapid Response Teams (RRTs) of DGHS to strengthen the response in new and emerging epicenters of the pandemic
- Conduct a rapid national stock-taking of existing national COVID-19 related capacity building resources and identification of gaps as per guidance of the lead consultant.

**Methodology:**

After selection by SCI and signing of agreement for the assignment, the consultant/s will develop detail implementation plan (DIP) with deliverables within the timeframe and that DIP need to be agreed up with SCI COVID-19 Response team. Then the consultant will intensively work with lead consultant who will facilitate forming the Rapid Response Teams (RRTs) in collaboration and endorsement of DGHS. The specialist consultant/s will visit the COVID-19 dedicated facilities at division, district and upazila level to assess the gaps and come up with recommendations for addressing the gaps or issues they found in the facilities. The assessment report on individual facility will be developed through physical visits to the facilities, observance of the health system by using checklist, consultation with facility management, service providers. The assignment will include reviewing of documents and data, observation on service provision, behavior and practices as per guideline, interview with clients and service providers. The selected consultant will share the methodology and it should be agreed by Save the Children.

The following methods are suggested to complete this assignment (note that these are indicative only):

- Review existing document, guidelines, manuals, tools etc.
- Observation with checklist
- In-depth Interviews and Focus Group Discussions (FGD) with facility manager, service providers, store keepers, patients,
- Data analysis

**Scope of work:**

The consultant/s will support the lead consultant of RRT and COVID-19 response team to facility readiness, conduct assessment, visit to facilities, analyze data and prepare report of each facilities. The consultant/s will carry out of the following tasks:

- Support lead consultant to prepare field action plan for rapid assessment of facilities
- Conduct an assessment of the Triage, IPC and case management in COVID-19 designated facilities across the country.
- Collecting and updating data on Triage, IPC and case management including their suitability to meet needs and how they can be accessed. Data capture will utilise online surveys and/or structured face to face or telephone interviews where required.
- Identify the gaps from the assessment and develop a plan for supporting the health facilities with other COVID-19 team members.
- Act as a member of rapid response team and travel to health facilities of epi center district.
- Guide and assist in the appropriate response to COVID-19 outbreaks, including further investigation, disease control, and feedback to all levels involved in data collection
- Liaison with COVID-19 health facilities to take part in the SCI's assessment and project.
- Develop data collection tool to assess Triage and IPC in COVID-19 designated facilities across the country.

- Support analysis of facility readiness assessment and prepare a facility-specific summary of gaps/ support if required
- Integrating additional data on organizational readiness related to COVID-19 and capacity to support COVID-19 patient in the health facility

**Responsibilities of Save the Children:**

Save the Children project team has the following responsibilities;

- Facilitate agreements and payments with the consultant per the policy of Save the Children
- Provide technical inputs throughout the process of this assignment
- Arrange vehicle support to the RRTs and provide honorarium/fees to the RRTs members (involved from government side)
- Provide comments on document and other framework of the assessment and deliverables.
- Organize local and national workshops/meetings with stakeholders where data or report will be shared

**Time Frame:**

The assignment should be completed within 30 working days in three months' period of time effective from signing of the contract.

**Activity and Deliverables:**

Activities	Timeline	Deliverables
Consultant engagement and orientation on COVID-19 Response Project	25 Sep 2020	Agreement signed and consultant oriented by COVID-19 Team
Develop detail action plan that has to be approved by SCI COVID-19 Response Project	27 Sep 2020	Action plan developed and approved by COVID-19 team
Review project documents and approaches	28 Sep 2020	Document reviewed by consultant
Rapid Response Team (RRT) formation in coordination with DGHS	30 Sep 2020	RRT formed
Tools finalization and detailed plan for facility assessment	01 Oct 2020	Tools finalized and approved by SCI
Field visit and consultation with facility manager/director	05-20 Oct 2020	Facility assessment conducted at field
Data verification	21-30 Nov 2020	Data verified
Prepare draft report	05 Dec 2020	Draft report submitted
Share the report with SCI team and other consultants	10 Dec 2020	Feedback incorporated
Submit reports	15 Dec 2020	Final report submitted

Note: as per need and unavoidable situation timeline of assignment may be adjustable.

**Key Deliverables:**

- Detailed work plan.
- RRT Formation
- Action plan of RRTs
- Data collection tools (in both English and Bangla),
- Facility assessment report (both electronic and hard copy)

- Final reports of Assessment

**Utilization of Assessment and Plan for Dissemination:**

Save the Children will share the findings to the national stakeholders including GoB, USAID, UNICEF, other NGOs and Save the Children/partner staff. Save the Children will develop plan to address the gaps through coordination and collaboration with government and other stakeholders.

**Required qualifications of the consultant:**

The consultant/s will have the following essential qualifications:

- Education: Essential: Bachelor's degree in Medicine (MBBS) or equivalent from an accredited academic institution.
- Desirable: Master's in Public Health (MPH), Epidemiology or any relevant field would be an advantage
- At least three years' hands-on experience on working with hospital management.
- Experiences in applying both qualitative and quantitative research methodology
- Data analysis and report writing
- Good knowledge and understanding of the existing Bangladesh health systems and its functions, GOB structure and good access/acceptance to MoFHW
- Willingness to comply with Save the Children's Child Safeguarding Policy

**Ethical considerations:**

The assignment will make clear to all participating stakeholders that they are under no obligation to participate in assignment process. All participants will be assured that there will be no negative consequences if they choose not to participate. The consultant will obtain informed consent from the participants in relevant methods. The consultant will have to receive prior permission for recording visual stills/videos for specific purposes.

**Reporting to:** Deputy Director- MaMoni COVID-19 Response Project, Save the Children.

**Authority:**

A draft and final guideline including related data should be submitted to Save the Children in Bangladesh in both hard and soft copy. The ownership of the report for publication rests with Save the Children in Bangladesh. All the data and reports including the findings and recommendations will remain the property of Save the Children in Bangladesh and must not be published or shared with a third party.

Save the Children will hire '03 individual consultants' for the role. Interested individual consultant, may submit their technical and financial proposal along with updated CV, TIN & VAT registration certificate copy to the following email address: [prosanta.roy@savethechildren.org](mailto:prosanta.roy@savethechildren.org). [VAT registration is mandatory for consultant to obtain consultancy service under USAID funded project](#), application closing date: [September 23, 2020](#).

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