

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

Terms of References (ToR) for Lead Consultant, Rapid Response Team

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 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.

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 consisting 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.

SC plans to engage a consultant 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.

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.

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 focused districts to be intensively assessed by the consultant: The COVID -19 dedicated facilities at district and upazila level of the following three districts will be intensively assessed by the consultant with help of RRTs.

- Brahmanbaria
- Noakhali
- Faridpur

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

Objective of the Consultant Assignment: The overall objective of the consultant's assessment is to form the Rapid Response Teams and effectively engage them to assess individual facility. Based report on the gaps and shortfalls proper measures could be taken for making the facility prepared and ready for COVID-19 services.

- 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

Methodology:

After selection by SCI and signing of agreement for the assignment, the consultant will develop detail implementation plan (DIP) with deliverables within the timeframe and that DIP need to be agreed with SCI COVID-19 Response team. Then the consultant will form the Rapid Response Teams (RRTs) in collaboration and endorsement of DGHS. The assessment of the selected facilities and new epic centers at national and sub-national levels by the Rapid Response Team will be done through systematic process using tools, checklists for interviews and observations, analyzing individual facility at national and districts levels. 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 RRTs will also review documents and data, observation on service provision, behavior and practices as per guideline, interview with clients and service providers. The lead consultant will share the methodology and it should be agreed by DGHS and Save the Children.

Scope of work:

The lead consultant will coordinate and liaison with DGHS and stakeholders to form the Rapid Response Teams and make them functional, develop tools for assessment, prepare planning for field visits at national, district and upzila level to assess the facilities by RRTs. Prepare reports on individual facilities, district health system requirement and government and private level facilities at national level. The lead consultant will also convene meeting with government

and stakeholders level to present and advocate for prompt actions on the changing COVID-19 epidemiology with specific recommendations. The consultant will carry out the following tasks:

- Conduct a rapid national stock-taking of existing national COVID-19 related capacity building resources and identification of gaps (e.g. MHPSS materials).
- Provide technical assistance to the Rapid Response Teams (RRTs) of DGHS to strengthen the response in new and emerging epicenters of the pandemic
- Analyze Community Support Team (CST) model for further customization to be used in home based care (in selected urban slums and other areas)
- Coordination and liaison with DGHS and stakeholders to form the RRTs
- Develop tools, set criteria and relevant checklist for RRTs for assessment and surveillance in consensus with stakeholders
- A team will be formed headed by the lead consultant, who will be responsible for coordinating the whole activity and will be responsible for the deliverables. The consultant will be assisted by 3 consultants assigned by SCI.
- The consultant will be responsible for monitoring the assessment work by RRTs.
- Then the consultant will analyze the data and will prepare a facility wise report.
- Develop action plan for RRTs to undertake field visits and coordinate SCI COVID-19 Response team for necessary support for RRTs.
- Lead and provide technical support to RRTs in conducting assessment and preparing reports
- The consultant and RRTs will develop scores against set criteria to determine the overall changing situation, readiness of each facility to provide service delivery.
- Based on the cumulative scores, specific needs for each facility will be identified.
- These needs will indicate the overall epidemiological change and readiness of the facilities to take further actions and provide services for COVID and the level of inputs required to make them fully ready.
- Convene advocacy meeting and seminars to share findings and recommendation for actions to address changing epidemiology and emerging issues at facilities.
- Guide and assist in the appropriate response to COVID-19 outbreaks, including further investigation, disease control, and feedback to all levels involved in the assessment.

Responsibilities of Save the Children:

Save the Children' MaMoni MNCSP COVID-19 Response 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 50 working days in two months of time effective from signing of the contract.

Deliverables:

Activities	Timeline	Deliverables
Consultant engagement and orientation on COVID-19 Response Project	25 Sep 2020	Agreement signed and consultant orientated
Develop detail action plan which will be agreed and approved by SCI	27 Sep 2020	Detail action plan developed by consultant and agreed by COVID-19 Team
Review project documents and approaches	30 Sep 2020	Reviewed project document
Rapid Response Team (RRT) formation in coordination with DGHS	05 Oct 2020	RRT Formed
Tools finalization and detailed plan for facility assessment	10 Oct 2020	Tools finalized and shared with SCI
Field visit and consultation with facility manager/director and conduct assessment	11-30 Oct 2020	Field assessment conducted
Prepare draft report	05 Nov 2020	Draft report prepared
Data verification at field and stakeholders level	06-20 Nov 2020	Data verified
Share the report with SCI team and other consultants	25 Nov 2020	Assessment report shared with SCI
Adjust feedback and comments on the draft	30 Nov 2020	Feedback incorporated
Share report findings and recommendations with stakeholders to take actions	05 Nov 2020	Report findings shared with stakeholders
Final submission	15 December 2020	Final report submitted to SCI

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

Deliverables:

- Detailed individual action plan developed and agreed by SCI
- Rapid Response Team (RRT) Formed and Functioning
- Action plan of RRTs developed
- Gaps in Covid-19 case management capacity building materials identified
- New and emerging EPIC centers supported by project are assessed by RRT
- Rapid assessment conducted in urban slum
- Facility assessment report (both electronic and hard copy)
- Advocacy Meeting with Meeting minutes
- A Power point presentation prepared on assessment findings
- Final reports of Facility Assessment submitted to SCI

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 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 five 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 reports 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.

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. VAT registration is mandatory for consultant to obtain consultancy service under USAID funded project, application closing date: September 23, 2020.
