

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

Terms of References (ToR) for Consultant for Facility Readiness

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 identifying of the emerging issues and gaps 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. To identify the gaps in specific facilities and make them prepared and ready for providing COVID services, USAID's MaMoni COVID-19 Response Project of Save the Children plans to conduct assessment on some listed facilities and intends to engage consultant/s with specialty on public health.

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 Narayangonj 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 assess and support the individual facility so the gaps could be minimized and service are smoothened. Based report on the gaps and shortfalls proper measures could be taken for making the facility prepared and ready for COVID-19 services.

- Support facility readiness for Covid-19 case management in designated COVID-19 facilities in the public and private sector
- Support facility readiness in designated COVID-19 facilities in the private sector

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 will be agreed with SCI COVID-19 Response team. Then the consultant will frequently undertake visit the project sites and assess the gaps and recommend COVID-19 team, other consultants and stakeholders to fill up the gaps. 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 consultant will support to gap management. The consultant will share the methodology and it should be agreed by DGHS and Save the Children.

Scope of work:

The consultant will carry out the following tasks:

- Periodic rapid facility readiness assessment to identify gaps and undertake necessary actions to continue COVID and non-COVID essential health services (public & private) in project supported facilities
- Support analysis of facility readiness assessment and prepare a facility-specific action plan encompassing summary of gaps/ support required
- Coordinate with MOH&FW (Director Hospitals & Clinics, CMSD and DGHS Coordination Cell) and other relevant DPs for ensuring support to fill up the gaps identified from the facility readiness assessments of project supported facilities (Mobilize resources from national level for facility readiness)
- Support the health facilities to establish functional triage system

- Provide emergency gap management support in collaboration with MOH&FW (ensure adequate HRs, supplies for Oxygen, Oxygen-equipment, consumables/selected logistics/equipment's for Covid-19 case management, IPC and waste management) in selected facilities.
- Provide logistic and technical support to the DGHS Quality Monitoring Teams to monitor and support the COVID-19 case management facilities (public & private)
- Coordinate with other SC activities (SNMP, Momta, MaMoni MNCSP) to support triage and IPC in health facilities
- Facilitate regular coordination meetings between private hospitals and Director Hospitals & Clinics
- In Collaboration with professional society orient the health care providers of private health facilities in the national and epicenter districts on national case management, IPC, waste management and triage protocols.
- Coordinate with SHIMANTIK team to distribute equipment's.

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 consultant
- 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
Coordination with SHIMANTIK, other consultant and DGHS	05 Oct 2020	Equipment distribution plan made in coordination
Field visit and consultation with facility	11-30 Oct 2020	Gap identified

Activities	Timeline	Deliverables
manager/director and conduct assessment		
Support the facilities	01-20 Nov 2020	Material, HR and equipment delivered to facilities
Prepare report on delivery of logistics and capacity building of staff	25 Nov 2020	Report prepared
Further assessment if needed	26 Nov-05 Dec 2020	Assessment report
Support to facilities	06-12 Dec	Support provision report
Submit final report on assignment	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
- Periodic assessment conducted in COVID-19 designated facilities in Dhaka city, three epicentre districts and other emerging epicentre districts.
- Facility specific plan developed at project supported facilities.
- Designated COVID-19 facilities reporting adequate supply of essential drugs, PPE and logistics every month
- Mechanisms for coordination, communication and data sharing with private sector established and functional
- Private facilities oriented on Case management and IPC in project supported EPIC center districts
- 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.
