

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

Terms of References (ToR) for Senior National Consultant on Community Services

Preamble

Bangladesh developed a National Preparedness and Response Plan and recently was approved by World Bank. Bangladesh also developed 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 develop a model that will help identify and support the vulnerable communities at urban slums and working people at readymade garments who are at risk of COVID-19 pandemic. The consultant will develop tool to analyze communities at urban slum and RMG workers through appropriate tools and techniques and develop a model to support them getting easy access to facilities for seeking COVID-19 related health issues. To do this, the consultant will work in close coordination with the City Corporations/Municipalities and the institutions of the local government bodies and private sectors.

SC plans to engage a senior national consultant who will develop comprehensive community based approach in targeted urban and rural areas on home based care at facilities.

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.

- Narayanganj
- Gazipur
- Narsinghdi
- 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 Community Consultant:

1. Engage communities and establish models for financial risk protection of the most vulnerable populations from the impact of the pandemic
2. Mobilize support of community members, community health workers and local leadership to effectively implement home-based care and prevention interventions

Methodology:

COVID-19 Response Project is a supplementary program of Save the Children MaMoni MNCSP, donated by USAID, conceived and adopted by Save the Children in order to support the government in COVID-19 situation.

The overall purpose of the Consultant, COVID-19 Response Project to support the MaMoni MNCSP COVID-19 Response team’s interventions in engaging communities and establish models for financial risk protection of the most vulnerable populations from the impact of the pandemic in community on behalf of the organization. Major responsibilities to implement MaMoni MNCSP COVID-19 Response interventions in coordination with Save the Children’s COVID-19 Reponse team following core strategies, principle, values of the organization. The position will consult with SCI’s COVID-19 response team, liaison with Government and other district and rural community leaders and other relevant stakeholders. The incumbent will play the role as consultant to design and implement the community intervention model for home based care including referral mechanism according to the approved work plan, budget including other technical support to hospital facilities, ensure quality in program implementation, coordination with stakeholders and programmatic reporting on time.

Scope of work:

- Establish a comprehensive community based approach in targetted urban and rural areas on home based care
- Mobilize support of community members, community health workers and local leadership to effectively implement home-based care and prevention interventions

- Analyze Community Support Team (CST) model for further customization to be used in home based care (in selected urban slums and other areas)
- Collaborate with professional Society and support establishing and training of District/ Divisional Resource Pool on case management, including home-based management of mild/moderate cases
- Collaborate with professional bodies, CBHC-DGHS and urban health authority develop/update orientation package for community level provider for management of mild/moderate cases, including home-based follow up and referral when needed
- Select and support facilitators and participants for the orientation for community level provider
- Maintain liaison to organize the training/orientation at community clinic/community centers
- Regular Communication with SCI COVID-19 team to establish Community Support Team (CST)
- Reporting to project lead about community model and its service delivery
- Maintain a database of Community leaders, community health workers, community target beneficiaries for home-based care and referral in coordination with Depuyu Manager MEAL.
- Reporting on community level providers for home based care
- Maintain regular communication and liaison with the line Director CBHC-DGHS and urban health authority and arrange coordination meeting
- Ensure necessary GOB approvals and support letters for the project activities
- Attend all city corporation and and rural community meeting
- Undertake effective monitoring and supervision initiatives of community activities to ensure quality implementation of project activities
- Conduct periodic on-site and virtual supervision and monitoring of the target beneficiaries about home based care.
- Contribute to weekly updates and inputs to various SitReps

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 55 working days in three months of time effective from signing of the contract.

Activity and Deliverables:

Activities	Timeline	Deliverables
Sign agreement and orientation on COVID-19 response	01 October, 2020	Agreement signed
Develop detail implementation (DIP) on the task of assignment	03 October 2020	DIP developed and agreed by COVID-19 team
Develop concept note and framework on the community health services	07 October 2020	Framework developed

Activities	Timeline	Deliverables
Develop tools to analyze the community and situation of COVID-19 services at the public and private facilities	10 October 2020	Tools developed and shared with SCI and agreed
Comprehensive analysis on existing Community health services for home based care: <ul style="list-style-type: none"> - Comprehensive analysis of community health facilities/services - Reporting on community level providers for home based care - Select and support facilitators and participants for the orientation for community level provide - Collaborate with professional bodies, CBHC-DGHS and urban health authority develop/update orientation package for community level provider for management of mild/moderate cases, including home-based follow up and referral when needed 	11-20 October 2020	Analysis Report developed
Share the community analysis report and recommendations with SCI COVID-19 team and get feedback on it	25 October 2020	Draft report shared with SCI
Develop tools and guidelines to facilitate community health services	05 November 2020	Tools and guidelines developed
Shared the tools with SCI COVID-19 Response team and get feedback	10 November 2020	Draft model shared with SCI COVID-19 team
Finalize guidelines and orient health workers on the tools and guidelines: Continue training in the field on community based care	15 November 2020	Orientation conducted
Report on training on Community level providers	10 December 2020	Report on orientation
Submit Final report on the assignment	15 December 2020	Report submitted

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

Key Deliverables:

- Detail Implementation Plan (DIP)
- Situation analysis report on community health services
- Comprehensive report on Community Health Service Model
- Tools and guidelines on capacity building/orientation of service providers
- Report of orientation for service providers

- A final report on the assignment (hard and soft copy)

Utilization of Assessment and Plan for Dissemination: Save the Children will share the findings to the national stakeholders including GoB, USAID, FAO, Digital Health and 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: Academic: A recognized University Degree, preferably MPH. Qualification in urban and rural studies will be an added advantage
- At least 3-5 years of experience of working in development sector, preferably in community program or public health
- At least two years of experience in a program management capacity, involving monitoring, supervision, supporting administrative and operational functions
- Demonstrated expertise in coordination and technical support to MOHFW
- Excellent understanding of MOHFW structures, systems and procedures
- Experience of working in community health or humanitarian emergency settings
- Good communication and liaising skills
- Ability and willing to take the risks involved in supporting a pandemic response
- Self-driven, pro-active and innovative. Excellent networking, negotiation and communication skills and ability to work in a multi-sectoral platform. An excellent team player.

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.
