



15/02/2021

RFP RFP/SCI/BDCO/FY-21/00006

PR No# PR-BGD-DHK-2021-00132

To

**Subject** Request for Proposal

Save the Children is hereby inviting Sealed Quotation/Price offer with your best price for supplying following item(s)/Services. The quoted price should meet the specification given below. Please enclose this letter with your offer in organization's/ company's letter head pad. Offer should be specified with your terms and conditions. Acceptance of quotation is subject to fulfillment of the following terms and conditions:

SL No	Description	Specification	Unit	Req. Quantity	Unit Price	Amount
1	Consultant/Outsourcing Firm - Activity Monitoring/Evaluation	Mid-term Review - MaMoni- MNCSP	Package	1.00		

## Terms & Condition

- 1 All suppliers/vendors must accept the child safeguarding policy of Save the Children.
- 2 Anti-Bribery & Corruption: Save the Children suppliers/consultants must immediately report any suspicions of fraud or dishonesty in confidence to Risk and Compliance Director (abdullah.faruque@savethechildren.org) / Country Director through email.
- 3 Sealed Quotation should be submitted in the Bid Box -1 Kept in Gr.floor(Reception) located at Save the Children office, House- CWN (A) 35, Road- 43, Gulshan-2 ,Dhaka-1212 addressing: Sr. Manager- Procurement & Supply Chain, Envelop should be marked "Midterm Review - MaMoni- MNCSP (REF# RFP/SCI/BDCO/FY-21/00006)." Soft copy of the technical proposal is needed to be submitted in a CD/DVD with hard copy of the proposal.
- 4 Deadline for Proposal Submission: On or before 03/03/2021 by 2:00 PM sharp.
- 5 Completion Time: As specified in the ToR.
- 6 Copyright: Only Save the Children will reserve the right of this software/research data/findings/manual resource even the awarded firm cannot use/share this resources with anyone both internally/externally.
- 7 Vendor/supplier with employee/group insurance will be preferred.
- 8 SCI may deal with COVID-19 patients and shall not be liable for vendor staff and their wellbeing. Vendor must ensure adequate quality of PPE and take necessary safety measure for the wellbeing of their staff(s).
- 9 Eligibility Criteria :The Proposer shall possess the following qualification: Organizations must provide information and documentary evidences to establish that they have a) legal establishment for a minimum of Two years overall experience in similar service/job b) Copy of updated Trade License c) Company profile with customer list, preferably Govt. / Semi Govt. / INGO. d) Up-to-date VAT and Tax Certificate. For Individual copy of TIN and BIN and certificate of other relevant professional degree.
- 10 Evaluation (Technical & Financial): Procurement committee will evaluate the proposal as per ToR.
- 11 Scope of Work/Deliverables: As specified in the TOR.
- 12 Please enclose this letter (RFP template) with your offer in organization's/ company's letter head pad, for individual led team or those do not have their own letter head pad are requested to print and sign this template in white paper.
- 13 Proposal: Technical & Financial Proposal should be submitted separately in sealed Envelope.
- 14 Technical Criteria: As specified in the ToR
- 15 Technical Queries: For technical queries , Interested firms may contact with (before February 25, 2021): Name of the Person: Bal Ram Bhui, Designation: Monitoring, Evaluation & Learning Advisor, Program/Department name: MaMoni - MNCSP, E-mail: bal.bhui@savethechildren.org
- 16 Payment will be made as per TOR through A/C Payee cheque/EFT within 45 days or as per payment terms mentioned in existing FWA/Contract, upon satisfactory goods received/completion of work and submission of invoice with necessary documents. Delivery challan or service receipt acknowledgement received by Save the Children staff or their designated representative with name & signature is a mandatory document for payment.
- 17 VAT and Tax shall be deducted as per rules of GoB.
- 18 This procurement will be conducted under USAID, So VAT Coupon will be provided. VAT & TAX shall be applicable as per GoB rules.
- 19 SCI reserves the right to accept or reject in part or full/one or all quotations/offers/proposals without assigning any reason whatsoever.

If you have any queries feel free to ask.

Thank You  
For Save the Children

Prasenjit Acharjee  
Procurement & Supply Chain

# **Terms of Reference for Midterm Review**

[MaMoni Maternal and Newborn Care Strengthening Project]

[February 17, 2021]

# I. PROJECT SUMMARY

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<b>Type of review</b>	Mid-term Process Review
<b>Name of the project</b>	MaMoni Maternal and Newborn Care Strengthening Project (MaMoni- MNCSP)
<b>Project Start and End dates</b>	April 26, 2018 to April 25, 2023
<b>Project duration</b>	Five years
<b>Project locations:</b>	Ten original districts: Brahmanbaria, Chandpur, Lakshimpur, Feni, Noakhali, Faridpur, Manikganj, Madaripur, Kushtia, Habiganj and 7 new districts (Cox's Bazar, Netrakona, Sunamganj, Sylhet, Bandarban, Mymensingh, Shariatpur) and Chattogram Sandwip Island)
<b>Thematic areas</b>	Health- Nutrition- HIV/AIDS
<b>Sub themes</b>	Maternal and Child Health
<b>Donor</b>	USAID Bangladesh
<b>Estimated beneficiaries</b>	Ten districts: 21.5 million population, 579,122 estimated annual pregnant women population. Total 17 districts: 34.8 million and 944,100 estimated annual pregnant women population.
<b>Overall objective of the project</b>	Increased Equitable Utilization of Quality MNC Services

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## 2. INTRODUCTION

The MaMoni Maternal and Newborn Care Strengthening Project (MNCSP) is a five-year activity designed to contribute to the Bangladesh Health Population Nutrition Sector Program (HPNSP, 2017-22) goals to reduce maternal and neonatal deaths by increasing equitable utilization of quality maternal and newborn care services in Bangladesh. The activity is awarded by USAID Bangladesh for the activity period of April 26, 2018 to April 25 2023. A consortium led by Save the Children has been implementing the project. The partners of the consortium include: Institute for Healthcare Improvement (IHI), Jhpiego, Council for Health Services Accreditation for Southern Africa (COHSASA), icddr,b, Dnet, Bangabandhu Sheikh Mujib Medical University (BSMMU), and Partners in Health Development (PHD). The project supports the MOH&FW to improve the utilization of quality maternal and newborn services by strengthening the health systems in 10 districts, and supports at national level to scale up proven maternal and newborn health (MNH) interventions nationwide.

MaMoni MNCSP was implemented in project area with phase in approach of geographic areas. In first half years of project life, MaMoni MNCSP was implemented in 44 upazila of 10 districts that included 3 old districts from its predecessor project, MaMoni HSS, and 7 new districts. In 2020, MaMoni had planned to phase in an additional 27 upazilas to the existing 44 but this was postponed due to the emergence of COVID-19 pandemic. The expansion to the 27 upazilas was initiated from October 2020.

The MaMoni MNCSP has undergone a modification at the end of 2020. In line with project scope modification, MaMoni is planning for scaling down from four districts – Habiganj, Noakhali, Lakshmipur and Kushtia of original ten districts. On the other hand, the project will expand to 7 new districts. So, beginning in year 4 of the project (October 2020), the project will work on a total of 17 districts plus Sandwip Island with estimated population of 34.8 million.

The project is conducting an internal midterm review in original 10 districts to assess its progress to date, identify key lessons learned and opportunities to make appropriate mid-course project adjustments. The midterm review will also review the project's transition activities for 4 of 10 districts (Habiganj, Noakhali, Lakshmipur, and Kushtia) from where the project will scale down. This Terms of Reference (ToR) outlines the scope of the midterm review, the methodology and timeframe, and the midterm Review Team and their roles and responsibilities.

## 3. PROJECT BACKGROUND

Save the Children has been working to assist the children of Bangladesh since 1970. The SC program works across five thematic sectors: Child Rights Governance and Child Protection, Health-Nutrition-HIV/AIDS, Child Poverty, Humanitarian and Education. Save the Children directly reaches more than 12 million children and adults in Bangladesh through implementation of over 90 projects in all 64 districts of Bangladesh.

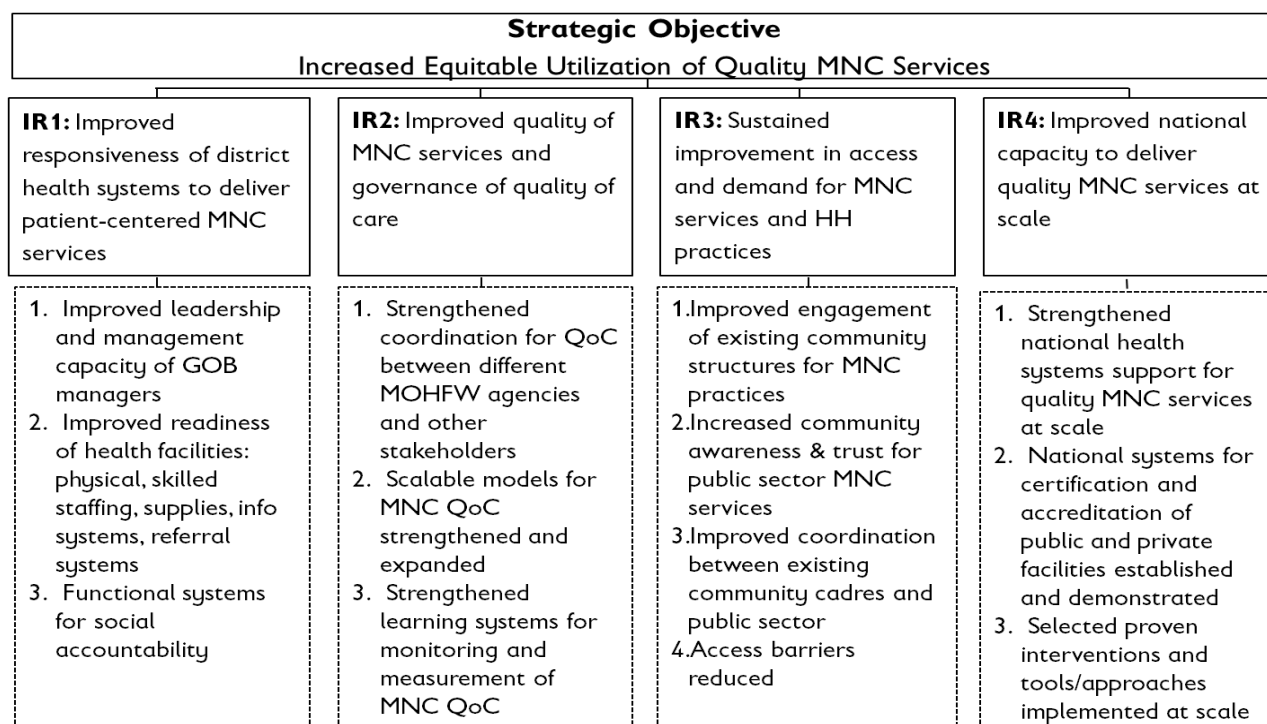
Save the Children is prime on the USAID award to MaMoni Maternal and Newborn Care Strengthening Project (MaMoni MNCSP) leading a consortium of technical and implementation partners. The project has a life period for April 26, 2018 to April 25 2023. The project supports the MOH&FW to improve the utilization of quality maternal and newborn services by strengthening the health systems in project districts and supports at national level to scale up proven maternal and newborn health (MNH) interventions nationwide. The technical partners of the consortium include: Institute for Healthcare Improvement (IHI), Jhpiego, Council for Health Services Accreditation for Southern Africa (COHSASA), icddr,b, Dnet, Bangabandhu Sheikh Mujib Medical University (BSMMU), and Partners in Health Development (PHD). Four local NGO partners are DASCOH

Foundation, Palashipara Samaj Kallyan Samiti (PSKS), Resource Integration Centre (RIC) and Shimantik that support the implementation in project districts.

The MaMoni MNCSP is designed to contribute to the Bangladesh Health Population Nutrition Sector Program (HPNSP, 2017-22) goals to reduce maternal and neonatal deaths by increasing equitable utilization of quality maternal and newborn care services in Bangladesh. The project is being implemented in 10 districts since April 2018. The original results framework of MaMoni MNCSP is given in Figure 1. MaMoni-MNCSP works through four intermediate results on improved district health system, improved quality of care, improved access and demand to health care and improved national capacity to deliver MNC at scale to achieve the result of increased equitable utilization of quality MNH services. This will eventually contribute to national health and population sector goal of reducing maternal and neonatal mortality.

The MaMoni MNCSP has undergone a modification at the end of 2020. In line with project scope modification, MaMoni is planning for scaling down from four districts – Habiganj, Noakhali, Lakshmipur and Kushtia from original ten districts where current and the predecessor projects have done work for a quite long time. On the other hand, the project will expand to 7 new districts (Cox's Bazar, Netrakona, Sunamganj, Sylhet, Bandarban, Mymensingh, Shariatpur) and Chattogram Sandwip Island. So, beginning in year 4 of the project (October 2020), the project will work on a total of 17 districts plus Sandwip Island with estimated population of 34.8 million.

**Figure 1: MaMoni MNCSP Results Framework**



## 4. SCOPE OF MIDTERM REVIEW

### 4.1 Purpose and key questions

The midterm review is an internal review, and the primary purpose/objectives are to review MaMoni MNCSP implementation strategies and process, identify lessons learned and make recommendation for program improvements. It will review project implementation in 10 original districts including the reviewing of scale down approach in 4 old districts. The review will identify lessons learned and key opportunities to catalyze on in the latter half of the project to accelerate the roll out of activities in original and new districts to ensure the project is able to achieve its set goal and four defined intermediate result area by the end of the project.

The midterm review will utilize the formative/implementation/process evaluation methods and will attempt to answer the following key questions.

Primary review questions:

- *How well the project implemented?*
- *Did the project reach its intended target populations?*
- *Did project stakeholders and beneficiaries have a positive experience with the project?*
- *What programmatic adjustment will be needed to ensure the project is able to achieve its four defined intermediate results and contribute to goals by the end of the project?.*
- *How can MaMoni MNCSP scale down from 4 old districts and will ensure sustained improvement in MNH quality and coverage*

The Review Team will develop and use detailed secondary/specific review questions in consultation with MaMoni review oversight team.

### 4.2 Project Review Organization

MaMoni MNCSP will manage the midterm review by forming an internal senior level project midterm review oversight team and independent review team. The MaMoni MNCSP midterm review oversight team under the leadership of the Chief of Party will provide all support the Independent Review Team would need including clarification of the ToR, orientation on the project, review of questions, facilitation of data collection, meetings and workshops related to the review and signing off on the final review report. The MEL Adviser as the member of the midterm review oversight team will serve as the focal point for the independent Midterm Review Team. The oversight team will provide full independence to the external Review Team in its conduct of work as per the agreed upon ToR.

The midterm Review Team will be led by an independent review expert and will comprise members who together will have the requisite experience in the project review and subject matter expertise in the areas covered by the review.

The Review Team will be required to undertake consultation with the SC MaMoni Midterm Review Oversight team and Monitoring, Evaluation and Learning (MEL) Adviser at the commencement of the project in order to further refine the review questions and design.

### 4.3 Scope

The review will be conducted in 10 districts with focus on the initial 44 project supported upazilas. MaMoni MNCSP's primary objectives are to strengthen public sector facilities management and quality of care and leverage support of local government institutions so that the population receives quality health care that will contribute to improved health care utilization of public sector facilities and eventually to reduce maternal and neonatal mortality. In line with the objectives of the project, the project has worked intensively with district health offices of 10 districts including the Civil Surgeon office and the district family planning office. In addition, the project has worked extensively in district hospitals, maternal and child welfare centre (MCWC), 44 upazila health complexes and union level facilities in those 44 upazila. The project has worked toward improving quality of care, readiness of health facilities to provide quality services, and strengthening the district health management. The project has also worked intensively with local government institutions in support of MNH services in public sector facilities. MaMoni- MNCSP worked with MNCAH, MCRAH, QIS, Hospital Services, MIS units of MOH&FW at the central level.

The review will particularly focus on the following key program results and strategies:

1. Assess progress to-date of the MaMoni MNCSP toward the achievement of the project's four intermediate results areas and in achieving the performance monitoring indicator targets
2. Assess the engagement and satisfaction of the MOH&FW, the District Health Offices, and other partners with the progress of the project
3. Assess the experience of providers at public sector facilities with MaMoni support
4. Assess how effectively the project is using data and learning to drive project implementation and adjustment
5. Review the implementation strengths, result and challenges/issues for key project implementation strategies:
  - a. MNH quality improvement approach with focus on health facility readiness, quality management and clinical quality.
  - b. Local government mobilization for health facility improvement
  - c. Expansion and improvement of 24/7 UH&FWC
  - d. Digital health information supports for MNH care
6. Review MaMoni MNCSP activities to scale down from 4 districts (Habiganj, Noakhali, Lakshmipur, Kushtia) that will ensure sustained improvement in MNH quality and coverage

### 4.4 Stakeholders/audiences

The key stakeholders/audiences for this review are:

Stakeholder	Further information
Project donor	USAID Bangladesh
Primary implementing organisation	Save the Children MaMoni MNCSP
Technical partners	Institute for Healthcare Improvement (IHI), Jhpiego, Bangabandhu Sheikh Mujib Medical University (BSMMU), Council for Health Services Accreditation for Southern Africa (COHSASA), icddr,b, Dnet, and Partners in Health Development (PHD)
Implementing partners	DASCOH Foundation, Palashipara Samaj Kallyan Samiti (PSKS), Resource Integration Centre (RIC) and Shimantik



Government stakeholders	MCRAH, MNCAH, PMMU, QIS, MIS, Hospital Services, MOHFW at district and upazila level
Other partners	UNFPA, UNICEF, WHO
Local government institution	Union Parishad, Upazila Parishad, Zilla Parishad, DDLG
Beneficiaries	Health care providers involved in the project

## 4.5 Secondary Questions

Below are some sample secondary or specific review questions. The Review Team will be required to propose and finalize a set of secondary questions in consultation with MaMoni MNCSP Review Oversight Team.

Criteria	Secondary Questions
Relevance	<ul style="list-style-type: none"> <li>▪ Are we doing the right thing?</li> <li>▪ How important is the relevance or significance of the intervention regarding local and national requirements and priorities?</li> <li>▪ Are the activities and outputs of the project consistent with the intended impacts and effects?</li> </ul>
Acceptable and appropriate	<ul style="list-style-type: none"> <li>▪ Is the intended project acceptable to the local beneficiary and stakeholders? Will they be willing to participate and engage?</li> <li>▪ Is the intended project appropriate to this particular context?</li> </ul>
Fidelity	<ul style="list-style-type: none"> <li>▪ Was the project implemented as intended?</li> <li>▪ Did implementation meet quality standards / best practice?</li> <li>▪ What were the barriers and facilitators to implementation?</li> </ul>
Process	<ul style="list-style-type: none"> <li>▪ How well did staff/partnerships work together?</li> <li>▪ How can implementation of the project be improved in terms of coordination?</li> </ul>
Reach and uptake	<ul style="list-style-type: none"> <li>▪ Did the project reach its intended target populations?</li> <li>▪ To what extent beneficiary developed their capacity that has improved their behaviour and performance?</li> </ul>
Satisfaction and experience of beneficiary	<ul style="list-style-type: none"> <li>▪ How satisfied were the project beneficiaries?</li> <li>▪ Did project beneficiaries feel the services they received were acceptable, appropriate, and suited to their needs?</li> </ul>
Experience of Stakeholders	<ul style="list-style-type: none"> <li>▪ How well the project worked with MOHFW at central, district and upazila level, lessons learned and what changes are needed to strengthen these relationships</li> </ul>
Equity and equality	<ul style="list-style-type: none"> <li>▪ What are the strategies the project is using to ensure equity and equality, and how can these be improved?</li> </ul>

## 4.6 Dissemination and Use of review findings

MaMoni MNCSP puts strong emphasis on sharing and using findings. The project will require the Review Team to present and discuss findings of the review with the project team. The project will require a dissemination meeting with stakeholders in Dhaka. After the completion of the review, the project will share the review findings at district and below levels.

MaMoni MNCSP will use the review findings and recommendation to improve its strategy, implementation, quality, reach and impact to ensure that the project will be able to meet the set intermediate results and contribute to goals. Based on the findings, the project will develop a response plan that will inform the project focus and workplan during the remaining project period.

# 5. REVIEW METHODOLOGY

## 5.1 Review design

The Review Team will use secondary data and project documents such as baseline and midterm survey reports, project periodic performance reports, project proposal, performance monitoring indicator data as well as other data and reports required by the review team.

The Review Team will interview stakeholders and beneficiaries as well as observe activities as needed. The review will be basically qualitative and purposive in nature, but efforts will be made as to include a representative sample of diverse study subjects. The Review Team will visit in select project health facilities (district hospitals, MCWC, UHC, and UH&FWCs) in 3 districts to get feedback from district health office and health facilities. They will also interact with service providers to find out about their experience working with MaMoni MNCSP project.

The Review Team will develop indicators, an analysis plan and tools for data and information collection and management that will help answer the review questions.

### *Pause and reflect approach*

MaMoni MNCSP will use pause and reflect meeting where the Review Team will share their preliminary findings. The pause and reflect meeting will help address if review would need improvement in review questions, changes in choice of stakeholder and beneficiaries, the process, and the tools. The meeting will help ensure that the remaining review work will be completed more efficiently and effectively. This pause and reflect meeting will be organized midway through data collection and synthesis.

## 5.2 Data

The project documents such as approved project description, workplans, MEL plan, project annual and quarterly performance reports, performance indicators, program strategy papers will be available for review. In addition, the review team can access government HMIS, project MIS data, household survey data, health facility survey data and quality of care survey data that were undertaken at baseline and midterm. These documents will be made available to the review team. In addition, the Review Team can seek other project documents and data as needed.

The Review Team will develop in-depth interview/key information interview checklist and observation checklist as needed to collect qualitative data from field observation and interactions with health managers and service providers from health facility staff. The Review Team will interview select stakeholders and partners at central level. Review Team is expected to include equitable representation of informants and stakeholder as gender, location, level and type of stakeholder and beneficiaries to understand their experience working with the project.

The Review Team may include some enumerators/interviewers to assist with note taking, interviews, transcribing, and translating and compilation of data/information if needed. Data triangulation is expected for this review. It will be a requirement of the Review Team to source additional external data sources to add value to the review, such as national policies, contextual and relevant development data.

The Review Team is required to adhere to the Save the Children Child Safeguarding, Data protection and Privacy policies throughout all project activities.

Given the COVID-19 situation, the Review Team may have limitations in terms of field visits in which case the Review Team may utilize other methods to collect the data.

### 5.3 Ethical considerations

It is expected that this review will be ethical: The review must be guided by the following ethical considerations:

- Child safeguarding – demonstrating the highest standards of behavior towards children
- Sensitive – to child rights, gender, inclusion and cultural contexts
- Openness - of information given, to the highest possible degree to all involved parties
- Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
- Public access - to the results when there are not special considerations against this
- Broad participation - the relevant parties should be involved where possible
- Reliability and independence - the review should be conducted so that findings and conclusions are correct and trustworthy
- Review activities will provide a safe, creative space where beneficiaries feel that their thoughts and ideas are important
- Informed consent will be used where possible
- The Review Team will explore any personal and professional influence or potential bias in data collection or analysis of data and address them ethically.

## 6. EXPECTED DELIVERABLES

The review deliverables and due dates are outlined below which is **subject to be revised based on the commencement date of the review**. The Review team lead will advise SC MaMoni MEL Adviser immediately of any risks or issues that may impact on their ability to provide the deliverables by these due dates.

### Deliverables and Due Dates

Deliverable	Due Date
The Review Team is contracted and commences work	March 5, 2021
The Review Team will facilitate a workshop with the relevant stakeholders at the commencement of the project to develop the <b>Inception report</b> : The inception report will include: <ul style="list-style-type: none"> <li>▪ review objectives and key review questions</li> <li>▪ description of the methodology, data sources, draft data collection tools (preferably against the key review questions) and sampling considerations</li> </ul>	March 10, 2021

<ul style="list-style-type: none"> <li>▪ caveats and limitations of review</li> <li>▪ key deliverables, milestones and timelines</li> <li>▪ risk and issue management plan</li> <li>▪ a stakeholder communication and engagement plan</li> <li>▪ consultation protocols for consulting with children and other vulnerable groups (if applicable)</li> <li>▪ Logistical or other support required from Save the Children</li> </ul> <p>Once the report is finalised and accepted, the evaluator/ Review Team must submit a request for any change in strategy or approach to the review manager or the steering committee.</p>	
<p><b>Data collection tool:</b></p> <ul style="list-style-type: none"> <li>▪ Qualitative data collection tools</li> <li>▪ Analysis tool for qualitative and quantitative data</li> <li>▪ Data collection mechanism</li> </ul>	March 10, 2021
<p>A concise 1-page <b>Progress Report</b> is to be submitted every week documenting progress against the review plan including:</p> <ul style="list-style-type: none"> <li>▪ progress over the last period</li> <li>▪ risks and issues management report</li> <li>▪ key scheduled activities and deliverables for the next period</li> </ul>	Every week
<p>An <b>Interim Report*</b> including a summary of formative findings from the sample initial review work. The Review Team will spend first 1 week collecting primary data, analysing secondary data, drawing findings for review of documents and preparing the interim report. The interim findings will be shared with the project midterm review oversight team and stakeholders in a <b>Pause and Reflect format</b>. The focus will be on:</p> <ul style="list-style-type: none"> <li>▪ Summary of interim findings</li> <li>▪ Any emerging program issues or risks (if applicable)</li> <li>▪ Key tasks for the next stage of the review and any proposed refinements or changes to methodology (if applicable)</li> </ul>	Mar 29, 2021
<p>A <b>Review Report*</b> (Draft Version) including the following elements:</p> <ul style="list-style-type: none"> <li>▪ Executive summary</li> <li>▪ Background description of the project and context relevant to the review</li> <li>▪ Scope and focus of the review</li> <li>▪ Overview of the review methodology and data collection methods, including a review matrix</li> <li>▪ Findings aligned to each of the key review questions</li> <li>▪ Specific caveats or methodological limitations of the review</li> <li>▪ Conclusions outlining implications of the findings or learnings</li> <li>▪ Recommendations</li> <li>▪ Annexes (Project log frame, Review TOR, Inception Report, Study schedule, List of people involved)</li> </ul> <p>A consolidated set of feedback from key stakeholders will be provided by Save The Children within one week of the submission of the draft report.</p>	April 25 2021
<p><b>Data and analyses</b> including all raw data, databases and analysis outputs</p>	April 25 2021
<p><b>Final Review Report*</b> incorporating feedback from consultation on the Draft Review Report</p>	May 10, 2021
<p><b>Dissemination workshop</b></p>	May 15, 2021

<b>Knowledge translation materials:</b> <ul style="list-style-type: none"> <li>▪ PowerPoint presentation of review findings</li> <li>▪ Evidence to Action Brief**</li> </ul>	May 15, 2021
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\*All reports are to use the Save the Children Evaluation report. The template will be made available to the Review Team.

\*\* The Evidence to Action Brief is a 2-4 pages summary of the full report and will be created using the Save the Children Evidence to Action Brief template. The template will be made available to the Review Team.

All documents are to be produced in MS Word format and provided electronically by email to the SC MaMoni MNCSP MEL Adviser. Copies of all PowerPoint presentations used to facilitate briefings for the project should also be provided to Save the Children in editable digital format.

## 7. REPORTING AND REVIEW MANAGEMENT

The Review Team lead is to provide reporting against the project review plan. The following regular reporting and quality review processes will also be used:

- Verbal reporting each week to the Midterm Review Oversight Team by outlining progress made over the past week.
- A written Progress Report (1-page) by email to the Save the Children MEL adviser every week, documenting progress, any emerging issues to be resolved and planned activities for the next month.

The Midterm Review Oversight Team will be accountable for approving the Final Review Report.

**Review Timeline with key deliverables in bold**

What	Who is responsible	By when	Who else is involved
<b>Solicitation of applications</b>	SCI Procurement	Feb 17, 2021	
Review tender submissions due	SC MaMoni MEL Adviser	March 03, 2021	
Tender review and selection of Review Team	SC MaMoni Midterm Review Oversight Team	March 04, 2021	
Documentation review, desk research	Review Team Lead	March 4	
<b>Consultation</b>	Review team Lead	March 5	SC MaMoni Midterm Review Oversight Team
Development of <b>Data collection tools</b>	Review team lead	March 10	MEL adviser SC MaMoni Midterm Review Oversight Team

			SC US Team
<b>Inception report</b>	Review team Lead	March 10	
Review of inception report	SC MaMoni MEL Adviser	March 15	SC MaMoni Midterm Review Oversight Team SC US Team
Logistical arrangements	SC MaMoni Deputy Director M&E	On going	SC MaMoni Logistical support
Data collection	Review team Lead and/or SC MaMoni DD M&E	Mar 21-25 Apr 4-15	SC MaMoni field team
<b>Data management and analysis</b> (coding, transcriptions, data cleaning, integration, interpretation and analysis)	Review team lead	On going	SC MaMoni R&L Adviser
<b>Pause and reflect meeting and Interim report</b>	Review Team Lead	March 29	SC MaMoni MEL Adviser
<b>First draft of the final review report</b>	Review team	Apr 25	
Review of first draft report	SC MaMoni MEL Adviser	April 28	SC MaMoni Midterm Review Oversight Team USAID Bangladesh SC US Team
Meeting with Review Team to finalize the report	SC MaMoni Midterm Review Oversight Team SC	May 4	SC MaMoni Midterm Review Oversight Team USAID Bangladesh
Validation of review findings and recommendations	SC MaMoni MEL Adviser	May 4	SC MaMoni M&E staff, Regional PI team
<b>Final review report and submission of data and analyses</b>	Review Team lead	May 10	
<b>Dissemination of review findings</b>	Review Team Lead	May 12	SC MaMoni Midterm Review Oversight Team

<b>Knowledge translation materials</b>	Review Team lead	May 15	
Project team meeting to develop Review Response Plan	SC MaMoni MEL Adviser	May 20	SC MaMoni Midterm Review Oversight Team  Technical and implementation team
Review final report (together with response plan) posted on OneNet and reviewed	SC MaMoni MEL Adviser	May 20	SC Peer reviewers

## 8. RESPONSIBILITIES OF REVIEW TEAM

The Review Team will comprise review experts led by a Team Lead who is an expert in evaluation methods and is experienced in health system. The Review Team members should be subject matter expert in maternal and newborn care program, quality of care, health systems and other relevant areas as per the scope of this review and project description. We expect no more than 3 persons in the team. The Review Team lead and members should have at least a master's degree level academic education/training and experience in relevant area. They will be required to provide a written disclosure of conflicts of interest (COI).

To be considered, the Review Team members together must have demonstrated skills, expertise and experience in:

- Designing and conducting formative and process reviews using qualitative research design and use of secondary data.
- Conducting research and/or review in the field of Maternal and Newborn Care program with focus on quality of care.
- Leading health research, reviews or consultancy work in Bangladesh that is sensitive to the local context and culture, particularly women and children.
- Conducting ethical and inclusive research and/or review involving health care providers, managers and women
- Managing and coordinating a range of government, non-government, community groups and academic stakeholders
- Experience in conducting reviews based on USAID Evaluation policy and practice.
- Extensive experience of theories of change and how they can be used to carry out reviews
- Project management skills
- Report writing and presentation skills

There is a high expectation that:

- Members (or a proportion) of the Review Team have a track record of working together.
- A team leader will be appointed who has the seniority and experience in leading complex review projects, and who has the ability and standing to lead a team toward a common goal.
- The team has the ability to commit to the terms of the project and has adequate and available skilled resources to dedicate to this review over the period.
- The team has a strong track record of working flexibly to accommodate changes as the review is implemented.

## 9. APPLICATION

MaMoni would like to solicit applications from qualified teams by March 3, 2021. It is open to individual led team as well as firms and companies. The applicants should have VAT/TIN registration. For firms, trade license is required.

Financial Application:

- Financial application should include information of level of efforts and daily rates for all team member
- It may include cost for use of assistants to help with interviews, note taking, data compilation and analysis
- It is estimated that review will require about 5 days of field work in each of 3 districts to be selected. All travel and field cost for about 15 days of field work should be budgeted. The cost should include in-district transportation. Save the Children will facilitate appointments and visit for the field work.
- The evaluation team will also have to interview national level stakeholders

Further Inquiries: If there are any question, clarification needed, please send inquiries to [bal.bhui@savethechildren.org](mailto:bal.bhui@savethechildren.org) before February 25, 2021. A response to inquiry will be sent in 48 hours by email. No telephone and in person inquiries will be entertained.

## 10. ACTIVITY PERIOD AND LEVEL OF EFFORT

The midterm review will be completed in March-May 2021. The estimated level effort for review consultant team will be 50-60 person-days. The interested applicant is requested to apply with a proposal and financial application as guided by proposal review criteria included at the end this ToR.

## 11. MODE OF PAYMENT

The payment will be made through the A/C Payee Cheque in favor of the contract holder, Save the Children in Bangladesh will deduct tax, according to the TAX and VAT Regulation of the Government of Bangladesh.

The payment schedule:

- 25% after completion of inception report and tools development and sharing of field plan with Save the Children.
- 45% after submission of draft report including filled up tools, database and guidelines.
- 30% after submitting the final report of the study and having this accepted by Save the Children in Bangladesh.

## 12. PROPOSAL REVIEW CRITERIA

The SC will form a selection committee to evaluate the proposals submitted by consulting individual team/firms. The selection committee will evaluate the bidders based on the criteria set below. The individually led team or consulting firm/firm is expected to provide detailed information based on the given framework to ensure fair and effective comparison. The key consideration for selection of



proposal will be the suitability of the team lead and members as per scope of review. If the selection committee finds that the team is not suitable, the committee reserves the right to request for a change or drop their application. The proposals submitted will be reviewed based on the set criteria.

Criteria	Score
<b>Technical Proposal (Desk Review)</b>	<b>50</b>
Appropriateness of the study design and elaboration for choosing the specified study design	15
Data analysis plan, data collection methods (including the data collection tools), and data quality assurance plan for both primary and secondary data	15
Required expertise (skills) and experience of the proposed team lead and members to conduct the study. Testimonials will be considered while evaluating the firm.	10
Roles and responsibilities assigned in undertaking and managing the study	10
<b>Oral presentation</b>	<b>20</b>
<b>Financial Proposal</b>	<b>30</b>
<b>Total</b>	<b>100</b>

#### Benchmark scoring point:

Step 1: To be a potential candidate to conduct the assessment, the bidder must score at least 60% in technical proposal (at least 30 out of 50).

Step 2: Among proposals meeting step 1, the top Three will be selected for further screening through oral presentation for 60 min. Oral presentation will be assessed for a total of score 20.

Step 3: Financial proposal will be reviewed and scored out of 30 of Top three selected in step 2.

Step 4: The overall scoring will add scores obtained in step 1, 2 and 3 considering the technical proposal, the financial proposal, and oral presentation. Finally, Save the Children will award the Review with highest scorer team.

## 13. ANNEXES

To avail copy of these documents, please send an email with your expression of interest to apply to: [bal.bhui@savethechildren.org](mailto:bal.bhui@savethechildren.org)

Annex 1: Project description

Annex 2: List of project documents to be consulted

Annex 3: SCI Child safeguarding policy

TOR prepared by:	Bal Ram Bhui
TOR endorsed by:	Joseph Johnson
TOR approved by:	Dr Umme Salma Jahan Meena

# SELECTION CRITERIA GUIDANCE

## Essential criteria

### Understanding of requirements and proposal

- a. Demonstrate your understanding of the study requirements and provide your proposal for how you would approach the research/review. Your proposal will be assessed on whether the approach and methodology are robust, appropriate (actionable, sensitive, responsible) and indicates that it will achieve the study requirements.
- b. Demonstrate your understanding of the deliverables and activities to be implemented, by:
  - a) Describing your proposed approach to project management and track record of delivering on time and on budget.
  - b) Providing a project plan with indicative timeline and defined roles and responsibilities of team members.

## Capability criteria

### Demonstrated Experience

- a. Demonstrate your experience and track record in conducting large scale and multi-partner in formative or process review using mixed-methods (qualitative and quantitative data collection and analysis)
- b. Demonstrate your experience and track record in conducting review in the field of health system, particularly in relation to maternal and newborn care program
- c. Demonstrate your experience and track record of leading socio-economic research, reviews or consultancy work in Bangladesh that is sensitive to the local context and culture, particularly health system.
- d. Demonstrate your experience and track record in conducting ethical, inclusive and participatory research and/or reviews involving: a) women and children and b) marginalised, deprived and/or vulnerable groups

### Bidder capacity

- a. Describe the Project lead's coordination experience in leading consultancy work, research and/or reviews of similar scale, and managing a team of diverse team of specialists.
- b. Nominate the key personnel and resource pool who will perform the work in relation to this contract. Your response will be assessed on whether the skills and experience of key personnel adequately covers all areas of expertise and experience required, and your combined team resources (number of members) as required to implement the activities within the set timeframe. Please indicate the 'personnel type' for each key personnel using the types outlined in the table below for the next question.

## Financial criteria

This personnel profile, schedule of rates and cost elements will be used for the purposes of assessing cost effectiveness, as well as managing and negotiating the agreed cost of deliverables, or agreed scope variations if required.

## Personnel allocations

- c. Use and adapt the table below to outline how much time has been allocated for the proposed team members to complete the required activities and deliverables. Indicate the type and number of personnel allocated, for example 1x5 days (one individual for 12 days = 12 days) or 3x10 days (three individuals for 10 days each = 30 days).

Activity/ Deliverable	[Project personnel]	[Project personnel]	[Project personnel]	[Project personnel]	[Add columns as needed]
<b>Stage 1</b>					
<b>Sub Total</b>					
<b>Stage 2</b>					
<b>Sub Total</b>					
<b>Stage 3</b>					
<b>Sub Total</b>					
<b>TOTAL (All Stages)</b>					

## Personnel Rates

- d. Please detail the daily rates for key categories of project personnel in the schedule below.

	Expected number of days	Daily Rate	Taxes	TOTAL
[Project personnel]				
[Project personnel]				
[Project personnel]				
[Project personnel]				
[Add rows as needed]				
<b>TOTAL</b>				

## Cost elements

e. Please specify all non-personnel related cost-elements that are budgeted for in this proposal.

Element	Budget allocated	Taxes	TOTAL
Inputs (please specify)			
Outputs (please specify)			
Travel (please specify)			
Support costs (please specify)			
Other disbursements (please specify)			