Terms of Reference (ToR)

**For a consultant to strengthen Community Paramedic authority for preparation of appropriate medicine list for Community Paramedics**

1. **Background**

Swisscontact, Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by Swiss private sector and academia for sustainable development cooperation. Swisscontact promotes economic, social and ecological development by supporting people to successfully integrate into local commercial life. We create opportunities for people to improve their living conditions as a result of their own efforts. The focus of our systemic interventions in the private sector is the strengthening of local and global value chains. Through its projects, Swisscontact enables access to professional training, promotes local entrepreneurship, creates access to local financial service providers and supports the efficient use of resources with the goal of successfully promoting employment and income generation.

As an initiative to support Bangladesh in reaching the target of ensuring quality healthcare services at rural level communities, Swisscontact, in association with Novartis, Swiss Agency for Development and Cooperation (SDC) and Julius Baer Foundation, is implementing the ASTHA (Achieving Sustainability Towards Healthcare Access) project. The project facilitates the development and integration of Community Paramedic services in rural Bangladesh. Its focus is to increase healthcare outreach in the rural inaccessible pocket areas, with special attention to Maternal and Child Health (MCH), Family Planning (FP) and Basic Primary Healthcare Services.

ASTHA is currently in its Phase II (January 2019 to December 2022) which will emphasise on business viability of Community Paramedic Training Institutes (CPTIs) and Community Paramedics (CPs) and on acquiring important partnerships for nationwide scaling up and sustainability. The project operates in seven districts, namely, Sylhet, Sunamganj, Barguna, Lalmonirhat, Rangpur, Nilphamari and Patuakhali.

The project is working in the following strategic areas:

1. Strengthening CP Programme
2. Enhancing the capacity and service provision of CPs
3. Sensitising and involving public and private scale agents to promote CP service nationwide
4. Creating mass awareness about CP profession and quality CP services

Community Paramedic is a two-year full-time course, designed by the Ministry of Health and Family Welfare (MoH&FW) where students acquire and develop skills on Maternal and Child Health, Reproductive Health, Family Planning and Primary Healthcare services. Training institutes affiliated with the Bangladesh Nursing and Midwifery Council (BNMC) are conducting this course to develop trained Community Paramedics for rural communities of Bangladesh.

As per the latest CP and CP service-related policy guide-line of the Ministry of Health and Family Welfare, March 2013, the pre-requisite qualification for the course is Secondary School Certificate (SSC). The outline of CP course is as follows:

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| **Semester**  **(6 months)** | **Sessions** |
| Semester-1 | 1: Anatomy & Physiology, Pharmacology, Microbiology and Pathology  2: BCC and Information Technology (IT) in Health  3: Family Planning and Gender & Development  4: Clinic Management and Skill Development (with Checklist) |
| Semester-2 | 5: Safe Motherhood and Midwifery  6: Reproductive Health  7: Communicable & Newly Emerging and Non-Communicable diseases  8: Limited Curative Care (LCC) |
| Semester-3 | 9: Child Health including IMCI  10: Entrepreneurship Development in Health  11: English  Annexure |
| Semester-4 | Hospital Attachment (6 months) |

After completion of 2 years training, students must sit for final exam organized by BNMC and BNMC also provides practice registration among qualified Community Paramedics. Qualified Community Paramedics are eligible to do self-practice and they are capable to provide basic primary health care services along with family planning, maternal & child health, and adolescent health to the rural communities. Though they are doing self-practice, they don’t have any designated drug list to prescribe the drug. In this situation, Community Paramedics are currently following the drug list that was prepared for Community Health Care Provider (CHCP). But their course outline indicates that they have the qualifications to prescribe more.

In this regard, the project is looking for a consultant to strengthen Community Paramedic authority for issuance an approved drug list for Community Paramedics considering the mentioned course outline.

It is noteworthy to mention that there is an approved drug/service list for community/union level health workers under latest (approved in 2016) Essential Health Service Package (ESP). The list can be considered while preparing a drug list for Community Paramedics.

1. **Objective**

The objective of the assignment is to prepare a dedicated drug list for Community Paramedics in consultation with relevant stakeholders.

1. **Tasks of the Consultant**

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| **No.** | **Tasks** | **Duration** |
| **1** | Review the detailed Community Paramedic course curriculum | 07 working days  (Step-1) |
| **2** | Review the drug list of CHCP |
| **3** | Review the drug/service list for the community/union level service provider under Essential Health Service Package (ESP). |
| **4** | Visit Community Paramedic service outlet to get practical idea |
| **5** | Prepare a draft drug list considering above |
| **6** | Share the draft drug list with the relevant authority and get feedback from them | 07 working days  (Step- 2) |
| **7** | Review and revised the draft drug list |
| **8** | Share the final draft with the relevant authority |
| **9** | Get approval from the relevant authority |

1. **Role of Swisscontact (ASTHA Project Team)**

A technical team of ASTHA will provide necessary assistance as and when required and will

* Provide the required documents needed for the assignment
* Organise the consensus building workshops (if required)
* Provide necessary feedback on the developed drug list for its quality improvement
* Bear all costs of the assignment as per approved budget

1. **Deliverables and Timeline**

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| **No.** | **Deliverables** | **Deadline** |
| **1** | Development of a work-plan | 3 days from contract signing |
| **2** | Sharing of the 1st draft of drug list | 15 days from development of the work-plan |
| **3** | Sharing the final draft of drug list | 3 days from the development of first draft |
| **4** | Submission of approved drug list | 30 days from the sharing the final draft |

1. **Required Documents**

All bidding consultants are required to submit the following:

* A technical proposal (Maximum 8 pages) showing understanding of the assignment, mentioning the appropriate stakeholders of approving the list, time-line (activity plan), self-profiles;
* A separate financial proposal setting out a detailed budget for the assignment;
* A summary of relevant services (if any) provided during the last 3 years;
* A list of the existing/previous clients
* It is mandatory to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:
* Tax identification number (TIN);
* Proof of a segregated account (providing the name and address of such account);
* A signed statement testifying that all information contained within the proposal is correct and true.

1. **Selection criteria**

While the exact set of criteria will usually vary based on the nature of the assignment, the following criteria are generally applicable for evaluation of the potential consultant:

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| **Sl#** | **Particular** | **Marks** |
| 1 | Academic and professional capacity to carry out the assignment | 35 |
| 2 | Relevant skills, knowledge and linkages with relevant stakeholders/similar tasks | 30 |
| 3 | Experience of working with Swisscontact or a similar donor funded projects | 05 |
| 4 | Value for money | 30 |
|  | **Total** | **100** |

1. **Submission Details**

Interested Consultant should submit the proposal (technical and financial) for the above-mentioned tasks by **Oct 21, 2019 before 4:00 pm** to the address mentioned below:

**Coordinator- Finance and procurement, Swisscontact, Bangladesh.**

House 19, Road 11, Baridhara, Dhaka-1212, Bangladesh

Potential consultant can also submit the proposal to: [bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org)

The subject line of the email/envelop must be marked with the title: **“Consultancy Support in strengthening Community Paramedic authority for preparation of appropriate medicine list for Community Paramedics”**

For more information please e-mail: [tamiz.mullick@swisscontact.org](mailto:tamiz.mullick@swisscontact.org)