**Request for Proposal (RfP)**

for Mid-Term Review of ASTHA II

This Request for Proposal (RfP) describes **Part I:** Information of the project implementation agency, Swisscontact, the project’s background, and the Terms of Reference (ToR) of future cooperation between the Consultants/Firms

 and the project and **Part II:** the content, evaluation and submission of the proposal.

PART I

**Organizational profile:**

Swisscontact is a business-oriented independent foundation for international development cooperation. Represented in 38 countries with over 1,400 employees, it promotes - since 1959 - economic, social and environmental development. The focus of systemic interventions in the private sector is strengthening of local and global value chains. The organization is based in Zurich. Swisscontact Bangladesh is registered as an International NGO under NGO Affairs Bureau of Bangladesh. For more information, please refer to <https://www.swisscontact.org/en/countries/bangladesh>.

**Project overview:**

# Project overview:

ASTHA facilitates the development of these frontline health workers who connect the locals to proper health services. Phase II is the latest phase of ASTHA which is a four-year project (2019 – 2022) designed to facilitate the improvement and retention of Community Paramedic services in rural communities of Bangladesh.

ASHTA focuses on the following four major intervention areas:

**Intervention Area 1**: Strengthen Community Paramedic (CP) Programme and capacity of Community Paramedic Training Institutes (CPTIs)

**Intervention Area 2**: Enhance the capacity and service provision of Community Paramedics

**Intervention Area 3:** Sensitising and involving public and private scale agents in promoting CP service nationwide

**Intervention Area 4**: Mobilise communities to create awareness:

* to change their healthcare service seeking behaviour
* to promote Community Paramedic-based healthcare services

**Objective and scope of the assignment:**

The overall objective of the assignment is to assess the attributable changes made by ASTHA in the lives of community members and Community Paramedics in the 7 project districts: Nilphamari, Patukhali, Sunamganj, Sylhet, Rangpur, Lalmonirhat and Barguna.

Some of the more specific objectives of the assignment will be, but not limited to are:

* Evaluate the extent to which the project has established Community Paramedics in project locations in comparison to the neighbouring non-project districts.
* Gather information on the level of quality/confidence/capability of Community Paramedics and their improvements due to project interventions.
* Understand the current challenges caused due to the COVID-19 crisis and persistent difficulties faced by CPs. Understand steps taken by CPs to overcome these challenges.
* Evaluate any changes in perception on CP services and the level of awareness that CPs have created about COVID-19 among their patients after emergence of the pandemic.
* Assess the contributions made by the project in awareness raising/changing the behaviour of the rural communities in seeking proper healthcare.
* Assess Community Paramedic income trends/income categories/fees/patient referral trends/referral destinations etc. in project and non-project locations.
* Develop an efficient methodology and ascertain appropriate study population for the assessment to cover all the bases based on the reflections made upon the methodologies followed for preparing earlier project related reports.
* Appraise project progress achieved to date in comparison with the performance indicators outlined in the project Monitoring, Results Measurement framework.
* Evaluate the impacts/effects that the project had to cope up with due to the current Covid-19 pandemic.
* Draw lessons realizing the challenges caused due to COVID-19 crisis and make recommendations for enhancing project implementation and performance to further impact on the lives of people living in the rural communities.

**Roles and responsibilities:**

This RfP provides the main roles and responsibilities only. Tasks of the consultant/Firm and the role of Swisscontact’s ASTHA Project Team have been mentioned in below-

1. Tasks of the Consultant/Firm

The suggested, but not limited to, specific tasks of the consultant/firm are:

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| Tasks |
| Develop proposals and study design to meet the assessment objectives |
| Prepare assessment tools |
| Conduct formal assessments using qualitative and quantitative surveys |
| Transcription/Analysis of data |
| Preparation of draft report for feedback |
| Preparation of final report  |

1. Role of Swisscontact (ASTHA Project Team)
* Assist in study planning activities and provide technical assistance (as required)
* Provide list of the Community Paramedics and their locations
* Share relevant project documents
* Provide support in enumerator and supervisor training
* Bear all costs (as per approved budget)
* Provide overall guidance

PART II

**Guideline for submission of the RfP:**

This guideline shall ensure uniformity of applications submitted by all Consultants/Firms and transparency of the evaluation process.

## Minimum Eligibility Criteria for the Consultants/Firms:

1. Minimum 5 years of proven experience in development project evolution.
2. Preferably he/she should have a broad understanding of Bangladesh’s health care system and prior working experiences in Healthcare sector.
3. Expected to maintain a strong level and flow of communication with the project stakeholders for better assessment of the project.
4. Demonstrated ability to produce high quality study, review and analytical reports.
5. Should Demonstrate multidisciplinary expertise and skills necessary for monitoring and evaluation of project implementation.
6. 3 years working experience with relevant industry will be preferred.
7. Work experience with international organization will be a plus point.
8. Adequate resource pool (human and financial), ability to mobilize additional resources.
9. Established networks relevant to the assignment.
10. Value for money.

## Evaluation process

1. **a)** Shortlisting of Consultants/firms will be done according to the following criteria:
2. • Completeness of the RfP provided
3. • Evidence of legal status of the organization and affiliation/approval from relevant authority to carry out the mid-term review
4. **b)** Only consultants/firms that meet the minimum eligibility criteria will be shortlisted.
5. **c)** Sharing Swisscontact’s budget template with initially shortlisted consultants/firms
6. **d)** Evaluation of financial proposal
7. **e)** Swisscontact has no obligation to provide any further information to the applicants or any other third party about the evaluation process and its results other than that contained in this paragraph.

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| --- | --- | --- |
|  | Criteria | Score |
| Technical Proposal | Understanding of the assignment | 5 |
| Efficiency of the proposed work plan | 5 |
| Sample tools for assessment  | 10 |
| Methodology | 25 |
| Professional capacity and qualifications to carry out the assignment (relevant skills, knowledge, resources) | 20 |
| Relevant experience in similar projects and/or in the sector | 5 |
| Presentation (top three) | 10 |
| **Sub-total** | **80** |
| Financial Proposal | Value for money  | 20 |
|  | **Total** | **100** |

## Tentative Timeline

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| Sl.# | Event | From | To |
| 1. | Request for MTR Proposal out by ASTHA | 12-May-2021 | 12-May-2021 |
| 2. | Submission of technical and financial proposal | 13-May-2021 | 30-May-2021 |
| 3. | Evaluation and shortlisting of proposals  | 31-May-2021 | 07-Jun-2021 |
| 4. | Communicate with the primarily shortlisted consultants/firms | 08-Jun-2021 | 09-Jun-2021 |
| 5. | Proposal presentation and discussion (top three) | 10-Jun-2021 | 14-Jun-2021 |
| 6. | Proposal and Budget negotiation and finalization | 15-Jun-2021 | 17-Jun-2021 |
| 7. | Contract signing  | 20-Jun-2021 | 20-Jun-2021 |
| 8. | Submission of inception report and preparation of assessment tools | 21-Jun-2021 | 04-Jul-2021 |
| 9. | Data collection | 05-Jul-2021 | 25-Jul-2021 |
| 10. | Sharing of MTR findings | 26-Jul-2021 | 05-Aug-2021 |
| 11. | Submission of draft report | 06-Aug-2021 | 12-Aug-2021 |
| 12. | Submission of final report | 13-Aug-2021 | 17-Aug-2021 |

## Submission of the proposal

All bidding consultants/firms are required to submit the following:

* A technical proposal (Maximum 12 pages) showing understanding of the assignment, proposed methodology, timeline (activity plan), key staff profiles, roles and individual time to be spent in the assignment;
* A separate financial proposal setting out a detailed budget for the assignment;
* A summary of relevant services (particularly healthcare related project interventions to be evaluated) provided during the last 2 years;
* Submission of an organizational profile, with the CVs of key personnel who will be involved in the assignment;
* A list of the existing clientele of the organization;
* It is mandatory for the bidding organisations to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:
* A certificate of incorporation (for individual companies, a trade license);
* NGO bureau registration (if applicable);
* An organizational organogram of key personnel, inclusive of the names of such personnel;
* Tax identification number (TIN);
* VAT registration number;
* 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. Submission Guideline

Interested Consultant/firm should submit a technical proposal and a financial proposal with other necessary documents by **30th May 2021 before 04:00 pm** to [bd.procurement@swisscontact.org](file:///%5C%5CFile_server%5CSwisscontact-Bangladesh%5CASTHA%5C03%20Management_New%5C04.%20Contract_ToR%5CToR%5Ctamiz.mullick%40swisscontact.org) with the subject line: “Consultant for Mid Term Review of ASTHA ” **.**

For more information, please e-mail: samaun.bhuiyan@swisscontact.org ***N.B.: Swisscontact reserves the right to reject or cancel any offer.***