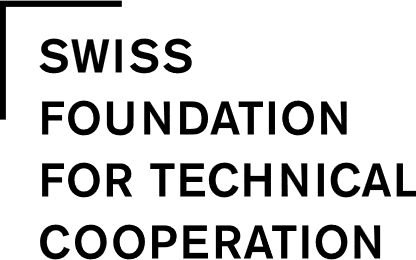


**Terms of Reference (ToR)**

**To Conduct Annual Assessment of ASTHA III**



We are a leading organisation for the implementation of international development   
projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.







**Background**

Swisscontact, Swiss Foundation for Technical Cooperation, headquartered in Zurich was founded in 1959 by the 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 in rural communities, Swisscontact is implementing the ASTHA (Achieving Sustainability Towards Healthcare Access) project.

ASTHA has recently completed its Phase II (January 2019 to December 2022) which proved the business viability of Community Paramedic Training Institutes (CPTIs) and Community Paramedics (CPs). The project has started its Phase III in January 2023 and will continue till December 2026. In Phase III, ASTHA will be working in 12 districts of Bangladesh.

‘Community Paramedic’ (CP) 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. 44 Community Paramedic Training Institutes (CPTIs) affiliated with the Bangladesh Nursing and Midwifery Council (BNMC) are providing this course in 26 districts of Bangladesh to develop trained Community Paramedics for rural communities of Bangladesh. After completion of 2 years’ training, the graduates obtain certificates and practice licenses and provide services at the grassroots.

For further information, please visit: <https://www.swisscontact.org/en/projects/astha>

**Objective** **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 twelve project districts**.** To specify:

* Evaluate the project’s performance by assessing the results against the project’s outcome and impact level indicators
* Document key lessons for enhancing project implementation and performance

**Geographic location**

Bogura, Lalmonirhat, Nilphamari, Rangpur in the north, Dinajpur and Gaibandha in the north-west, Moulvibajar, Sunamganj and Sylhet in the north-east, and Barguna, Barisal, and Patuakhali in the south.

**Duration of Assignment**

15th October 2023 to 10th December 2023

**Scope of the assignment**

**Rural community**

* Conduct a comparative analysis of the existing primary healthcare service-seeking behaviour/attitudes, and constraints of rural communities between the project and surrounding non-project locations.
* Assess the contributions made by the project in awareness raising/changing the behaviour of the rural communities in seeking quality healthcare.
* Assess which particularly vulnerable or excluded groupssuch as LNOB communitiesthe project reached and their benefits from project activities.
* Asses the perception of patients and communities regarding Community Paramedic services and their level of satisfaction.
* Measure the percentage increase of child delivery/ANC/PNC by skilled providers in project districts.

**Community Paramedic (CP) and CPTIs**

* 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.
* Measure to what extent each newly introduced service/product contributed to solving previously identified problems/constraints in the market system, and how this has helped the target group(s) to improve their performance.
* Evaluate the quality of training provided by CPTIs and the support they receive from private sector entities in their efforts to modernise the training programme.
* Assess Community Paramedic’s graduation and employment rate, income trends/income categories/fees/patient referral trends/referral destinations etc. in project locations, followed by measuring the abovementioned factors for the year of 2023.

**Local government officials**

* Compare the perception of local government health authorities and officials regarding Community Paramedics between project and non-project areas

**Project’s progress**

* Appraise project progress achieved to date in comparison with the performance indicators outlined in the project Monitoring and results measurement framework.
* Measure the systemic change of the market system to realise the project’s attribution to date.
* Collect a minimum of four success stories from the field to encapsulate how the project has impacted the target groups (community patients and community paramedics).

**Specific Tasks, Roles, and Deliverables**

1. **Roles of the Firm**

* The consultant/firm will be responsible for conducting the annual assessment of the phase III of ASTHA project.

1. **Tasks or deliverables of the Firm**

*The suggested, but not limited to, specific tasks or deliverables of the Consultant/firm are:*

* Develop proposals and study design to meet the assessment objectives, based on suitable methodology.
* Prepare assessment tools (e.g., questionnaire, sampling framework, field plan)
* Pilot test the questionnaire and adjust assessment tools as per the observations.
* Organise the training for the enumerator.
* Conduct formal assessments using qualitative and quantitative surveys.
* Transcription/Analysis of data.
* Preparation of draft report for feedback.
* Incorporating feedback and preparing a final report and PPT.

1. **Roles of Swisscontact**

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

**Payment Schedule**

The payment schedule will be decided in consultation with the selected firm/consultant before issuing the contract.

**Required Qualification**

This guideline shall ensure uniformity of applications submitted by all Consultants and transparency of the evaluation process. However, the minimum eligibility criteria are:

* Minimum 5 years of proven experience in development project evaluation.
* Preferably the firm should have a broad understanding of Bangladesh’s healthcare system and prior evaluation experiences in the healthcare sector.
* Expected to maintain a strong level and flow of communication with the project stakeholders for better assessment of the project.
* Demonstrated ability to produce high-quality study, review, and analytical reports.
* Should demonstrate multidisciplinary expertise and skills necessary for monitoring and evaluation of project implementation.
* Work experience with international organisations will be a plus point.
* Adequate resource pool (human and financial), ability to mobilize additional resources.

**Evaluation Criteria**

|  |  |  |
| --- | --- | --- |
|  | Criteria | Score |
| Technical Proposal | Understanding of the assignment | 5 |
| Proposed methodology | 20 |
| Professional capacity and qualifications to carry out the assignment (relevant skills, knowledge, resources) | 20 |
| Efficiency of the proposed work plan | 10 |
| Relevant experience in similar projects and/or in the sector | 10 |
|  |  |
| **Sub-total** | **65** |
| Financial Proposal | Value for money | 20 |
|  | Presentation (top three proposals only) | 15 |
|  | **Total** | **100** |

*N.B.: Swisscontact will open the financial quotation of those bidders who achieve at least 70% marks in the technical evaluation. Again, top 3 bidders (Technical + Financial) will be considered for giving a short presentation where the overall assignment will be discussed in detail including budget negotiation.*

The following method will be applicable for the evaluation of the potential firm[[1]](#footnote-1):

* Quality and cost-based evaluation will be conducted by an evaluation team.
* The bidder achieving the highest score out of 100 will be awarded the contract, provided both parties reach an agreement on the final budget. If there is no agreement on the final budget, then the bidder with the second-highest score will be considered.

**Submission of the proposal**

All competitive tenders require submitting the following:

* A technical proposal (Maximum 10-12 pages) showing understanding of the assignment, proposed methodology, timeline (activity plan), key staff profiles, roles, and individual time to be spent on the assignment;
* A separate financial proposal setting out a detailed budget for the assignment;
* A summary of relevant assignments that took place during the last 5 years;
* Submission of an organisational profile, with the CVs of key personnel who will be involved in the assignment;
* A list of the existing clientele of the organisation;
* 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)
* PSR (Proof of submission of return)

A signed statement testifying that all information contained within the proposal is correct and true.

**Submission Details**

* **Technical Proposal:** Interested consultants/firms should submit the technical proposal via email [bd.procurement@swisscontact.org](mailto:bd.procurement@swisscontact.org)
* **Financial Proposal:** Interested consultants/firms required to submit the sealed envelope containing hard copy of financial proposal.

Hard copies should be submitted to the address below:

**Sr. Officer – Procurement**

Swisscontact Bangladesh

House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh

The subject line: **“*To Conduct Annual Assessment of ASTHA III*”** must be mentioned on the envelopeand e-mail.

The deadline for submission is ***3rd October 2023*** before ***05:00 pm***.

1. *a) Swisscontact has no obligation to award the contract to any applicant if the proposals submitted do not match the quality and/or the budget requirements of Swisscontact*

   *b) Swisscontact has no obligation to provide any further information to bidders or any other third party about the evaluation process and its results* [↑](#footnote-ref-1)