

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

National Individual Consultancy: Individual contract to provide support to the Ministry of Health on the implementation of the community RMNCAH service delivery

Terms of Reference

1. Background

The UN Joint Programme (UNJP) for Reproductive, Maternal, Newborn, Child and Adolescent Health (RMNCAH) 2022-2025 supports the Ministry of Health of Lao PDR to implement the national RMNCAH Strategy and Action Plan 2016-2025. UNJP support includes capacity development of the national RMNCAH Secretariat to coordinate the implementation of the national RMNCAH Strategy and Action Plan as well as capacity development of selected provinces to implement the RMNCAH Strategy and Action Plan at sub-national level.

The UNJP RMNCAH aims to contribute to improving the health status of women, newborns, children and young people in Lao PDR. The joint programme supports RMNCAH policy advice, knowledge transfer at the national level, and sub-national support is critical to put policies, guidelines, tools and approaches into practice and to generate results and lessons that can be used to inform national scale-up.

2. Purpose

The role of the RMNCAH support staff to be based within the Primary Health Care Division within Department of Hygiene and Health promotion at the Ministry of Health (and supported by UNJP) is to provide support for the coordination and implementation of the RMNCAH Strategy and Action Plan at community level.

3. Work Assignments

Specific responsibilities include the following tasks:

- Support the PHC Division, Ministry of Health, in coordinated planning, implementation, monitoring and reporting on RMNCAH Strategy implementation with focus on community RMNCAH in collaboration with all relevant units in Provincial and District Health Offices and hospitals and UNJP partners.
- Provide support for the coordination with relevant Health Departments and Centres and various Strategic Objective (SO) sub-committees for community-level RMNCAH and assist the PHC Division in convening quarterly technical meetings of community RMNCAH with various SOs.
- Facilitate linkages, strengthen coordination and communication between Central and sub-national level work on community based RMNCAH interventions.
- Coordinate with LuxDev project to ensure synergy between UNJP and LuxDev project on community RMNCAH.
- Conduct visits to provincial health departments and discuss with the authorities progress made towards implementation of UNJP supported RMNCAH activities at the community level and facilitate acceleration of implementation.
- Provide support to RMNCAH and PHC provincial focal points in UNJP focus provinces (Bokeo, Bolikhamxay and Savannakhet) in the implementation of community RMNCAH service delivery.

- Facilitate collaboration between local authorities and the health sector to strengthen local health governance and community engagement, including building enabling environment for village health volunteers (VHVs) to function as expected by MoH, including support for establishing regular monitoring visits to VHVs. Coordination and technical support for community-based activities with ongoing CONNECT (Community Network Engagement for Essential health services and COVID-19 responses through Trust) Initiative for coherent approach to local health governance and community engagement.

4. Qualifications or Specialized Knowledge/Experience Required

Qualifications and Experience

- An advanced degree in Public Health, Social Sciences, International Development or another relevant area.
- At least three years of relevant experience in planning and coordinating health programmes at provincial, district or community level, with a specific focus on RMNCAH.

Knowledge and Skills

- Familiarity with the UN's procedures on the Harmonized Approach to Cash Transfers (HACT) is considered an asset.
- Previous work experience in the Ministry of Health, provincial health administration, UN agency or INGO in the health sector is considered an asset.

Competencies

- The ability to work and collaborate with Government, UN agencies and NGOs.
- A team player with excellent interpersonal communication skills.
- A hands-on, practical approach.

Languages

- A good command of English (speaking and writing) is required.
- Proficiency in local ethnic languages is considered an asset.

5. Location

Ministry of Health, Vientiane Capital, Lao PDR

6. Duration

The contract start date is 1 December 2022. The contract will be for 11.5 months with the possibility of renewal depending on satisfactory performance and extension of the programme.

7. Deliverables

- Support provided to the PHC Division, Ministry of Health in coordinated planning, implementation, monitoring and reporting on RMNCAH Strategy implementation with focus on community RMNCAH in collaboration with all relevant units in Provincial and District Health Offices and hospitals and UNJP partners.
- Participation in RMNCAH coordination, planning and review meetings at Ministry of Health and provision of technical inputs.
- Support provided for the coordination of the Ministry of Health with relevant Health Departments and Centres and various Strategic Objective (SO) sub-committees for community-level RMNCAH and assist the PHC Division in

convening quarterly technical meetings of community RMNCAH with various SOs.

- Facilitated linkages, strengthened coordination and communication between Central and sub-national level work on community based RMNCAH interventions.
- Support provided to RMNCAH and PHC provincial focal points in UNJP focus provinces (Bokeo, Bolikhamxay and Savannakhet) in the implementation of community RMNCAH service delivery.
- Visits undertaken to provincial health departments, including discussion with the authorities on implementation of UNJP supported RMNCAH activities and facilitating acceleration of implementation.
- Meetings conducted with local authorities and the health sector to strengthen local health governance and community engagement, including building enabling environment for village health volunteers (VHVs) to function as expected by MoH, including support for establishing regular monitoring visits to VHVs.
- Monthly requests and reports for the implementation of UNJP-supported RMNCAH activities focusing on community level interventions and lessons learned between national and sub-national level work on community RMNCAH.
- Coordination and technical support provided for community-based activities with ongoing CONNECT (Community Network Engagement for Essential health services and COVID-19 responses through Trust) Initiative for coherent approach to local health governance and community engagement.

8. Reporting Requirements

Monthly progress reports submitted to the contract supervisor documenting activities, trainings, systems/standards, tools, and guidelines that were implemented/utilized and highlighting lessons learned, problems faced, and solutions put in place to mitigate them.

9. Payment Schedule linked to deliverables:

The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.

Deliverables	Reporting Requirements for each deliverable
<ul style="list-style-type: none"> • Support provided to the PHC Division, Ministry of Health in coordinated planning, implementation, monitoring and reporting on RMNCAH Strategy implementation with focus on community RMNCAH in collaboration with all relevant units in Provincial and District 	Monthly reports
	Monthly reports

<p>Health Offices and hospitals and UNJP partners.</p> <ul style="list-style-type: none"> • Participation in RMNCAH coordination, planning and review meetings at Ministry of Health and provision of technical inputs. • Support provided for the coordination of the Ministry of Health with relevant Health Departments and Centres and various Strategic Objective (SO) sub-committees for community-level RMNCAH and assist the PHC Division in convening quarterly technical meetings of community RMNCAH with various SOs. • Facilitated linkages, strengthened coordination and communication between Central and sub-national level work on community based RMNCAH interventions. • Support provided to RMNCAH and PHC provincial focal points in UNJP focus provinces (Bokeo, Bolikhamxay and Savannakhet) in the implementation of community RMNCAH service delivery. • Visits undertaken to provincial health departments, including discussion with the authorities on implementation of UNJP supported RMNCAH activities and facilitating acceleration of implementation. • Meetings conducted with local authorities and the health sector to strengthen local health governance and community engagement, including building enabling environment for village health volunteers (VHVs) to function as expected by MoH, including support for establishing regular monitoring visits to VHVs. • Monthly requests and reports for the implementation of UNJP-supported RMNCAH activities focusing on community level interventions and lessons 	Quarterly reports
	Monthly reports
	Monthly reports
	Quarterly reports
	Monthly reports
	Monthly reports
	Quarterly reports
	Monthly reports
	Final reports

<p>learned between national and sub-national level work on community RMNCAH.</p> <ul style="list-style-type: none"> • Coordination and technical support provided for community-based activities with ongoing CONNECT (Community Network Engagement for Essential health services and COVID-19 responses through Trust) Initiative for coherent approach to local health governance and community engagement. 	
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Monthly payment, based on monthly tasks and progress reports of the list of key deliverables, approved upon monthly review with supervisor. Any tax to be paid to the government should be covered by the consultant and UNICEF will not be responsible to cover any such costs.

10. Administrative Issues

The assignment will be based in Vientiane Capital. Frequent field visits may be required, and transport will be provided by UNICEF. The DSA for the field trips will be paid according to UNICEF guidelines. The cost will be calculated based on UN rate at the time of travel.

The consultant is required to obtain his/her own health insurance including medical evacuation for the whole duration of the assignment.

Resources and facilities to be provided by UNICEF and the Ministry of Health; e.g. access to printer, office space.

11. Contract supervisor

Health Specialist, UNICEF, will be the contract supervisor.

The position will also work closely with UN Joint Programme Coordinator, UNJP technical focal points from UNFPA and WHO, in close collaboration with the Ministry of Health, Primary Health Care Division, Centres, and RMNCAH SO sub-committees.

12. Nature of 'Penalty Clause' to be Stipulated in Contract:

Unsatisfactory performance: In case of unsatisfactory performance the contract will be terminated by notification letter sent five (5) business days prior to the termination date in the case of contracts for a total period of less than two (2) months, and ten (10) business days prior to the termination date in the case of contracts for a longer period

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Lao PDR.

13. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to:

<http://www.unicef.org/about/employ/>

- Letter of Interest (cover letter)
- CV or Resume

- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: monthly consultancy fee.

The deadline for applications is 16 November 2022.

14. Assessment Criteria

A two-stage procedure shall be utilized in evaluating proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared.

Applications shall therefore contain the following required documentation:

1. Technical Proposal: including a cover letter and updated CV
2. Financial Proposal: monthly consultancy fee.

No financial information should be contained in the technical proposal.

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment.

Technical Qualification (max. 100 points) weight 70%

- Relevant degree (10 points)
- Knowledge of national RMNCAH strategic framework (30 points)
- Experience in supporting the implementation of primary health care/ RMNCAH programmes at national/sub-national and community level in Lao PDR (40 points)
- Quality of past work (20 points)

b) Financial Proposal (max. 100 points) weight 30%

The maximum number of points shall be allotted to the lowest financial proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum 70 points score in the technical evaluation. Other financial proposals will receive points in inverse proportion to the lowest price.

The applicants should provide medical insurance covering medical evacuation for the whole duration of the assignment as part of the financial proposal submission.

The contract shall be awarded to the candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview if needed.

15. Programme Area, Outputs and Specific Key Results Areas in the Rolling Work Plan

Section Request: Health

Output: Government authorities have strengthened capacity to legislate, plan and budget to improve the quality, resilience, universality and sustainability of the health system

Included in approved AWP: Yes No