

United Nations Children's Fund (UNICEF)

Vientiane, Lao PDR

Individual Consultancy: Individual Contract to Support Development of Primary Health Care Law based on the National Health Laws, and Primary Health Care (PHC) Policy of Government of Lao PDR

Terms of Reference

1. Background:

Under the current Country Program and Action Plan 2022-2026, UNICEF revitalized the commitment to support the Ministry of Health in drafting policies, strengthen coordination mechanisms at national, provincial and district level expedite programme execution, and strengthen monitoring, supervision, and evaluation systems.

The Government of Lao PDR developed the law of health care in 2005 and the law on hygiene and health promotion 2019. The Law on Health Care and hygiene and health promotion determine the principles, regulations, and different measures relating to the organization, activities, management, and control of health care activities to ensure that all citizens, families, and communities have access to equal, equitable, and quality health care services, and to protect the rights and interests of health care workers, with the aim of increasingly developing modern health care services to enable all citizens to have good health and to be able to contribute to the protection and development of the nation effectively.

Ministry of Health (MOH) developed the first Primary Health Care (PHC) Policy in 2000. It then revised the policy in 2019 based on the 2018 Astana Declaration, in which primary health care (PHC) includes three inter-related components (i. Primary care and essential public health functions as the core of integrated health services; ii. Multi-sectoral policies and actions; and iii. Empowered people and communities). Primary Health Care is a strategy to provide basic health care with a scientific basis to the entire population and all ethnic groups, appropriate for actual needs and acceptable to all the people. Primary Health Care expands the health network to remote areas based upon the principles of self-reliance and self-sufficiency to enable everyone, including family and community, to access health services and participate in their delivery to ensure their sustainability.

To translate and implement the above government policies and directives into practice, the Ministry of Health has developed the Community Health System Strengthening Action Plan for Primary Health Care, 2021-2025. This action plan outlines the strategy and implementation plan framework to strengthen the community health system and improve the integrated health care at the community level in Lao PDR. Village health volunteers (VHV) play a crucial role in delivering and strengthening community PHC. Therefore, the MoH has standardized the roles and responsibilities of the VHVs and reviewed recruitment criteria and procedures for registration, incentives, supplies, and training. In participation with key stakeholders, a VHV Guideline outlining the frequency and purpose of home visits was developed along with a standard set of key RMNCAH messages that VHVs are expected to convey during home visits.

As per the MOH request, UNICEF is planning to support hiring of national consultant who will technically support the development of PHC law as indicated in this ToRs.

2. Purpose:

- To support and facilitate the Department of Hygiene and Health Promotion, Ministry of Health, in development of PHC Law based on existing health laws on health care, hygiene and health promotion, and PHC policy that will adopt PHC as an approach towards the design, development and implementation of programs focusing on improving health status of its population through improved service delivery at health facility and community level in Lao PDR

3. Work Assignments:

The national consultant will work closely with Department of Hygiene and Health Promotion, Ministry of Health, UNICEF Health team, national counterparts/partners for completion of the following assignments:

1. Conduct desk review/analysis of existing regulations, policies, strategies, and guidelines related to PHC, community-based health care, and community platforms (Village Health Volunteer and Village Health Committee) documents to gather required information.
2. Develop/review the roadmap to develop the PHC law in consultation with MOH.
3. Provide technical assistance to the National Taskforce on PHC Law development and coordinate with relevant MOH departments and development partners to develop the first draft of PHC law.
4. Organize and facilitate the consultative meetings with stakeholders (Govt. and DPs) at the national and sub-national levels (divided in 3 regional meetings) to get feedback and comments on the first draft of PHC law.
5. Prepare a comprehensive report of the consultative meeting reflections by gathering feedback from stakeholders (including community representatives, VHV and VHC) and revise the first draft of PHC Law.
6. Revise the first draft of the law and the guideline based on the feedback of consultative meetings at national and sub-national levels and prepare second draft of PHC law.
7. Organize and facilitate consultative meetings with Ministry of Justice, Prime Ministry Office, and National Assembly Office to review the second draft of PHC law. Make revisions as required based on feedback from these consultative meetings and prepare final draft for presentation to National Assembly meeting for review and endorsement.
8. Consultant will be responsible for drafting and make revisions as many as required and present at appropriate forums when and wherever required during consultancy period.

4. Qualifications or Specialized Knowledge/Experience Required:

Qualifications and Experience

- Degree in law, social sciences, public health, or other related field to the above duties.
- At least 10 years' experience in Primary Health Care, developing policies, laws, strategies, facilitation of trainings and consultative meetings at the provincial, and district levels.

Knowledge and Skills

- Good knowledge of Lao PDR, national Government law of health care, law on hygiene and health promotion, PHC policy, health sector reform strategy, health sector development plan and other health strategies.
- Previous experience working in development of policies, laws, and strategic planning with ministry of Health at national and sub-national levels, UNICEF/ UN is an asset
- Interpersonal communication skills.
- Expertise in use of Ms office applications including word, Excel, PowerPoint, etc.

Competencies

- Communication, Good interpersonal communication skills and ability to work collaboratively with multiple stakeholders, and drive to achieve results.

Languages

- Fluency in English and Lao written and spoken, with ability to translate.

5. Location:

85% Vientiane, MOH

15% Vientiane, Lao PDR UNICEF Country office

6. Duration:

9 months

7. Deliverables:

	Task	Deliverable
1	Desk review and prepare inception report with detailed plan/roadmap for PHC law development. Prepare background materials for consultative meetings	Inception report. Roadmap for PHC law development. Background materials for consultative meetings
2	Conduct/facilitate consultative meetings with health departments prepared and facilitated to develop zero draft of PHC law.	Zero draft of PHC Law
3	Conduct/facilitate consultative meetings with line ministries, National Taskforce on PHC Law development prepared and facilitated to develop 1 st draft of PHC law.	1 st draft of PHC law
4	Conduct/facilitate the consultative meetings with all provinces in three regions (north, central and south)	Minutes of three regional consultative meetings
5	Revise the 1 st draft PHC law based on feedback, prepare the 2 nd draft, present to the MOH management, and assist the MOH to post it in Government Gazette	2 nd draft PHC law
6	Prepare consultative meetings to present the 2 nd draft to MOH management, and Ministry of Justice	Background materials for consultative meetings to present the 2 nd draft to MOH management and Ministry of Justice
7	Revise the 2 nd draft based on feedback from meeting with MOH management and Ministry of Justice, prepare the 3 rd draft, and prepare for meeting to present it to Government.	3 rd draft PHC law and background materials prepared for MOH to present to the Government
8	Prepare background materials for MOH to present the 3 rd draft to NA members.	Background materials prepared for MOH to present draft PHC law to NA members

9	Prepare background materials for MOH to present to the NA conference/meeting. Final report	Final report
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8. Reporting Requirements:

Monthly reporting by the consultant and regular updates as per the activities to the direct supervisor.

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	Payment be directly linked with satisfactory deliverables (payment in Kip based on UN exchange rate of the month)	Reporting Requirements for each deliverable
Inception report with detailed plan/roadmap for PHC law development. Prepare background materials for consultative meetings	(16 Aug - 15 Sept 2022)	Inception report. Roadmap for PHC law development. Background materials for consultative meetings
Consultative meetings with health departments prepared and facilitated to develop zero draft of PHC law.	(16 Sept - 15 Oct 2022)	Zero draft of PHC Law
Consultative meetings with line ministries, National Taskforce on PHC Law development prepared and facilitated to develop 1 st draft of PHC law.	(16 Oct - 15 Nov 2022)	1 st draft of PHC law
Consultative meetings with all provinces in three regions (north, central and south)	(16 Nov – 15 Dec 2022)	Minutes of three regional consultative meetings
Revise the 1 st draft PHC law based on feedback, prepare the 2 nd draft, present to the MOH management, and assist the MOH to post it in Government Gazette	(16 Dec 2022-15 Jan 2023)	2 nd draft PHC law
Prepare consultative meetings to present the 2 nd draft to MOH management, and Ministry of Justice	(16 Jan-15 Feb 2023)	Background materials for consultative meetings to present the 2 nd draft to MOH management and Ministry of Justice
Revise the 2 nd draft based on feedback from meeting with MOH management and Ministry of Justice, prepare the 3 rd draft, and prepare for meeting to present it to Government.	(16 Feb-15 March 2023)	3 rd draft PHC law and background materials prepared for MOH to present to the Government

Prepare background materials for MOH to present the 3 rd draft to NA members.	(16 March-15 April 2023)	Background materials prepared for MOH to present draft PHC law to NA members
Prepare background materials for MOH to present to the NA conference/meeting. Final report	(16 April-15 May 2023)	Final report

10. Administrative Issues:

- Travel to provinces: the consultant will be entitled to get DSA, and transportation will be provided for official travels to provinces to conduct consultative meetings with central and provincial levels.
- **Medical Insurance:** the cost of medical insurance, including Medical Evacuation (required for consultants who are not working from their home) should be included in the proposal.
- Resources and facilities to be provided by UNICEF, access to laptop, printer, office space.

11. Contract supervisor:

Health Specialist

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 for consultancy fee for this assignment as per work assignment.

The deadline for applications is on 7th August 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, updated CV, and copies of 2 relevant evaluations performed earlier by the consultant.
2. Financial Proposal: 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:
For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification (max. 100 points) weight 70%

Degree Education in law, public health, social sciences, or other related field (30 points)
Knowledge of Lao PDR, national government health policy, health sector development plan and other strategies. (20 points)

Experience working in policies, laws, and strategic planning with ministry of Health at central and district level, UNICEF/ UN (30 points)

Quality of past work, positive past evaluation (e.g., understanding, methodology) (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 candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.]

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

Section Request: Health

Programme Area:

Output 1: 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