

TERMS OF REFERENCE

SUMMARY

Type of Contract (tick the appropriate box)	Institutional Contractor	<i>Individual Consultant</i> ✓	Technical Assistance to IP (individual)
Title	National Consultant – Strengthening Health Facility Birth Notification		
Purpose	To develop guidelines for Health workers and registration officers for use on Health Facility based Birth registration and its costed 2020-24 work plan for the period 2020 to 2024 for full roll-out.		
Location	Lusaka based with field visits to selected districts		
Duration	60 non-consecutive working days over the course of 5 months		
Start Date	1 st July 2020 (until 30 November 2020)		
Reporting to	Child Protection Specialist (BR and LI) - UNICEF		

BACKGROUND

Following the 2012 UNICEF/GRZ Bottleneck Analysis that identified the health sector as a key platform to enhance birth registration, UNICEF has over the last 5 years been supporting the Government through the Department of National Registration Passport and Citizenship (DNRPC) and the Ministry of Health to establish birth registration desks in health facilities. With over 84% (2018 DHS) of births occurring in health facilities, the integration of birth registration into health services provides an opportunity to significantly increase birth registration in Zambia which currently stands at 14.3% (2018 DHS). With this support from UNICEF, Government has managed to establish about 806 birth registration desks in health facilities by December 2019 largely with EU funding under the 2016-19 birth registration programme. In order to learn lessons and ensure evidence-based planning, UNICEF in December 2019 supported an independent evaluation of the government's 3 -year EU/UNICEF supported birth supported programme. The evaluation revealed, among others, that while the health sector was playing a key role in promoting birth registration in Zambia, its sustainability and accountability was threatened due to the over reliance on community health volunteers. Among the key recommendations of the evaluations were the need to ensure that the leadership and ownership as well as clear mandate and accountability of the birth registration programme in health facilities. The other key recommendation was on the need to have a single birth registration procedure for both health purposes and for purposes of information authorities on a birth (birth record) and make sure that birth registration transitions away from being delegated to volunteers towards an integral part of the health system staff accountability in terms of record-keeping and data.

Building a credible Civil Registration and Vital Statistics (CRVS) system in Zambia is inevitable given the country's goal to realise 2030 Sustainable Development Goal Target 16.9 (legal identity for all including birth registration) and in the quest to leave no one behind in line with the AU's Agenda 2063. The Government of the Republic of Zambia has continued to improve the CRVS system through a multisectoral approach. The 2015 – 2019 National Strategic Action Plan (NSAP) – which is being revised into the second NSAP attests to the fact that achieving completeness in Civil Registration requires integration into other systems. In this regard, the Ministry of Home Affairs and the Ministry of health signed a Memorandum of Understanding in 2019 on improving

Birth and Death Registration. The MoU is a statement of the mutual intentions of the two Ministries with respect to it forming the basis of collaboration in the registration of the two vital events. This was an important step taken by the two Ministries as a starting point for realignment of business processes to improve birth and death registration in Zambia.

While the Ministry of Home Affairs in partnership with the Ministry of Health has continued conducting trainings for health workers and community volunteers on birth registration at district level, there are no standard guidelines for these front-line workers to use and apply practically in their day to day operations. Previous studies and programme field visits have all revealed that despite having received trainings from MoHA, different health facilities apply different rules to similar situations resulting in some parents being excluded and denied the right to register their children. This consultancy therefore is intended to support government in putting in place standard guidelines for all health facility-based birth registrations in order to contribute and ensure the attainment of universal birth registration through the registration of all children born in a health facility or accessing Under 5 health services.

Through these TORs, Child Protection seeks to hire a national consultant to support the two ministries in the development and implementation of guidelines for improved health facility-based birth and death registration in Zambia.

JUSTIFICATION

In order to strengthen health facility-based birth registration delivery systems, the Ministry of Home Affairs has requested UNICEF to support them with the development of guidelines for health workers and civil registration officers on health facility-based birth registration (see attached request letter from government). This will require the hiring of a dedicated person for 60 days over a 5 months period consultancy to undertake the assignment due to the amount of work, travel and time involved. The proposed national consultant will work closely with a technical team of staff from MoHA, MoH and UNICEF to ensure that the planned results are achieved.

OBJECTIVES / TARGET

The core objective of the assignment is to support Government to come up with Guidelines for health workers and civil registration officers which are intended to promote birth registration in health facilities in a coordinated, systematic, coherent and sustainable manner.

DESCRIPTION OF THE ASSIGNMENT (SCOPE OF WORK) / SPECIFIC TASKS

The Consultant will support the development process for guidelines on birth registration in health facilities for health workers and civil registration officers. Specifically, the tasks will include the following:

Consolidate Evidence base	Consolidate all evidence available on health facility-based birth registration delivery systems from previous programme implementations and studies, desk reviews and data collected by MoHA, MoH, UNICEF and other stakeholders into a comprehensive situation analysis, which will serve as baseline for the consultative and guideline drafting process.
Stakeholder consultations	Conduct consultative meetings with key stakeholders to understand context and challenges in the current birth registration system in health facilities

	including the engaging and management of volunteers, incentives offered or preferred, existing or required legislative/MoU provisions.
Guidelines drafting and finalization	Drafting and finalization of the guidelines based on both primary and secondary data gathered; and inputs from the guideline validation process. The consultant should also provide a costed 2020-24 workplan for the implementation of the guidelines as part of the final product.

EXPECTED DELIVERABLES

Tasks	Deliverables	Timeframe (Tentative)	Payment Schedule
1.	Inception report which should include timelines, activities and methodology.	10 Working Days	30%
2. Situation Analysis Report	Following data collection of existing delivery systems regarding health facility-based birth registration by government agencies and community volunteers, provide a report detailing the nature and context of the current system, impact on service delivery, challenges and opportunities.	20 Working Days	
3. Draft Guidelines for health facility-based birth registration for health workers and civil registration officers and presented to the technical team for validation	Submission of Draft Guidelines & costed implementation plan; Hold Stakeholder meeting (s) to provide feedback on draft guidelines & implementation plan	20 Working Days	50%
4. Final Report	Final report on the assignment which reflects processes undertaken during the assignment and recommendations for the way forward and next steps as the Ministry embarks on strengthening health facility -	10 Working Days	20%

Tasks	Deliverables	Timeframe (Tentative)	Payment Schedule
	based birth registration as well as the submission of the final guidelines.		
TOTAL		60 Working Days	100%

REPORTING REQUIREMENTS

The Consultant will report to the UNICEF Child Protection Specialist responsible for Birth Registration and Legal Identity who will be supported by a technical team from the MoHA and MoH.

- In general, reports should have an executive summary, background, analysis, recommendations and an appendix with tools used in data collection, sources including key informants or focus groups and other relevant documentation.
- The Situation Analysis report on the status of health facility based birth registration in Zambia should include the following: Literature review; Review of current relevant programme including community volunteer programmes and documents; any existing incentive and monitoring systems in place; review of the effectiveness of such systems and identification of gaps / recommendations;
- Workshops, consultation meetings, focus group discussions, quality assurance (validation) activities and field trips conducted should have a section clarifying objectives, implementation, outcomes and conclusions (incl. recommendations).
- The final guidelines consultancy report should reflect the status of health facility-based birth registration in Zambia including volunteerism and the required change towards a more formalized system with ownership and accountability in the hands of the government health staff.

PROJECT MANAGEMENT

The assignment will be implemented through a contract with UNICEF. The Child Protection Specialist (BR/LI) in UNICEF Zambia will be the contract supervisor in close collaboration with the Principal Registrar at the Department of National Registration Passport and Citizenship (DNRPC) and the M&E Specialist at Ministry of Health. Additionally, the Government will establish a small technical team from the two Ministries that will collaborate and work closely with the consultant during the drafting of the guidelines.

LOCATION AND DURATION

The Assignment is expected to commence on 01 July 2020 for a duration of 60 working days over the course of 5 months (not full time). This assignment is home based (Lusaka) with field visits to selected/agreed districts as well as attendance/facilitation of relevant meetings and consultations.

PAYMENT SCHEDULE

Payments will be made as per the deliverables table outlined above. The total cost will comprise of the professional fees and other related costs such as DSA and transport costs for data collection.

If the quality of the submitted reports is poor payment will be withheld and if the quality of reports is not addressed the contract will be terminated

ESTIMATED BUDGET BREAK DOWN (FINANCIAL PROPOSAL COULD BE AS PER BELOW TABLE)

<i>Line Item</i>	<i>Unit Cost (ZMW)</i>	<i>QTY</i>	<i>Total (ZMW)</i>
<i>Professional Fees</i>	<i>xxx</i>	<i>60 working days</i>	<i>ZMW xxx</i>
<i>DSA</i>	<i>xxx</i>	<i>20 working days</i>	<i>ZMW xxx</i>
<i>Vehicle hire + fuel</i>	<i>xxx</i>	<i>20 working days</i>	<i>ZMW xxx</i>
<i>Stationary, FGDs etc</i>			<i>ZMW xxx</i>
GRAND TOTAL			ZMW xxx

QUALIFICATION/SPECIALIZED KNOWLEDGE AND EXPERIENCE

The Consultant will be expected to possess the following core qualifications:

- Advanced degree in social policy, public administration, development studies, or a related field.
- At least 5 years of demonstrated experience of relevant work on strategy development, policy formulation or similar assignments.
- Knowledge and understanding of government's community service delivery systems.
- Knowledge and understanding of child protection and its linkages with birth registration
- Experience in development of Standard Operating Procedures (SoPs)
- Strong people and communication skills and ability to engage communities and work with various stakeholders.
- Fluency in English is required.

EVALUATION PROCESS AND METHODS

Item	Evaluation Criteria	Points
1.	Advanced Degree in social policy, public administration, development, or a related field.	15
2.	At least 5 years of demonstrated experience of relevant work on strategy development, policy formulation or similar assignments.	25
3.	Knowledge and understanding of government's community service delivery systems.	20
4.	Knowledge and understanding of child protection and its linkages with birth registration	25
5.	Strong Communication skills and ability to engage communities and work with various stakeholders.	15

Item	Evaluation Criteria	Points
	Grand Total	100

ADMINISTRATIVE ISSUES

- UNICEF will meet the DSA and transport costs related to all out of town data collection travels including meetings or consultations subject to appropriate approvals as may be required due to the fluid situation around the Covid-19 epidemic.
- This assignment does not entail any access to UNICEF equipment, property or other services. The consultant is required to ensure his/her own access to laptop, printing facilities, etc.

POLICY BOTH PARTIES SHOULD BE AWARE OF

- Under the consultancy agreements, a month is defined as 21 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email.
- No consultant may travel without a signed contract and authorization to travel prior to the commencement of the journey to the duty station.
- Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the selected consultant.