

United Nations Children's Fund (UNICEF)
Vientiane, Lao PDR

**Individual International Consultancy: Individual contract to provide technical assistance in
Communication for Development within the Community Health System context in Lao PDR**
Terms of Reference

1. Background

The Ministry of Health (MOH) Lao PDR developed a Community Health System Strengthening (CHSS) Action Plan as a way forward towards the implementation of the Primary Health Care Policy. The strengthening capacity of community health providers to communicate within a variety of ethnic groups and equipping them with the right tools is salient. There is a need for significant investment in strengthening communication, social mobilization, advocacy, and support to community service providers to establish a resilient and responsive system for health. Reaching out to communities requires enhancement of advocacy at sub-national levels, communicating to integrate and not alienate, and harnessing social mobilization. Development partners have been actively promoting and advocating for policy changes and supporting the implementation of community primary health care and have been providing technical assistance. It is a crucial moment for stakeholders to integrate GAVI HSS communication for development (C4D) activities with the United Nations Joint Program district and community-based activities. In this regard, the provision of technical guidance at the national and sub-national levels and set the implementation process right is required. The meaningful participation of the key stakeholders implies a contribution to the methodology and process design and support to the processes.

The government and other key stakeholders are embarking on the country's health system expansion to the community level. It will imply a consolidation of public health programs deploying its health workers at the community level. The need for technical assistance exists to consolidate and support the implementation of the current fragment practice of different C4D projects. The government and stakeholders have unique momentum to capitalize on the lessons learned in building a community health system using different approaches and combine the practical experiences into respective guidelines.

- 2. Purpose:** Provide technical guidance MoH and stakeholders in development of C4D materials and guideline for community health providers and guide the implementation of C4D activities in selected districts.

3. Specific objectives

1. Assist in revision of guidelines and training modules for VHVs, training materials community influencers, development of multi-language video materials for communities;
2. Guide implementation of C4D packages in selected districts, build the capacity of national and sub-national level (ToT) on C4D and document the best practices;
3. Development of accountability framework and tool for communities
4. Suggest mechanism of implementation of integrated C4D package at community level including roll out plan for parenting package.

4. Work Assignments

Working assignment Contribute to the Community Health System design stage	1 month	2 month	3 month	4 month	5 month	6 month
1. Mid Media: Provide technical assistance for the development and production of multi-language videos on MCH and EPI, including for parenting package	12 working days					
2. Facilitate Training of Trainers of Health Workers & MCH promoters on C4D for MCH/EPI, including on parenting package			7 working days			
3. Prepare training materials for community influencers (including VHV, MCH Promoter) on C4D for MCH/EPI.		12 working days	5 working days			
4. Facilitation for 'fully immunisation village model (FIVM)' in ethnic minority/high risk areas				10 working Days	10 working days	7 working days
5. Assist in revision and development of VHV guidelines and training modules on certain topics and skills, including training aids, and facilitator guidelines			10 working days	6 working days		
6. Reassess VHVs capacity and mapping of village health workforce	5 working days	5 working days				
7. Assist to develop community accountability tool				6 working days	12 working days	
8. Develop and finalize training modules for HC staff in inter-personal and communication	5 working days	5 working days				
9. Review the community mobilization job aide for HC						5 working days
10. Document a coordination and implementation mechanism for Immunization, MCH, Nutrition and the Parenting Programme at sub-national level						10 working days

5. Qualifications or Specialized Knowledge/Experience Required

- Master's degree in public health, international health, health economics, or health policy or other related field relevant to the above duties.
- Experience of sub-national approach and development of plans, community planning, C4D planning at community level.
- Experience in implementation C4D at community level, establishing community health system including development of training materials, guidelines, concepts;
- Experience in facilitation of trainings and monitoring Community Health and C4D programs;

- Good knowledge of WHO/UNICEF recommended tools and methodologies in Community Health and C4D programs;
- Previous working experience with UN organizations is an asset, as well as experience to work with MoH and Health institutions;
- Proven interpersonal communication skills;
- Fluency in English written and spoken, and skills in use of the relevant software required for scope of work eg. Excel, etc.

6. Location

When in country, the consultant will be based in the Department of PHC of DHHP in Vientiane Capital with some travel to selected provinces and districts.

7. Duration

Start January 2020 and completed by end July 2020.

8. Deliverables

Summary of key deliverables, timeline and payment schedule

Deliverables	Timeline
Draft multi-language videos on MCH and EPI, including for parenting package; VHVs capacity and mapping of village health workforce completed; Training modules for HC staff in inter-personal and communication adapted;	Two months
Training of Trainers of Health Workers & MCH promoters on C4D for MCH/EPI, including on parenting package completed; draft VHV guideline and job aides; draft training materials for community influencers (including VHV, MCH Promoter) on C4D for MCH/EPI	Two months
Draft community mobilization job aide for HC; Report on Parenting package roll out in selected districts and communities; draft accountability framework social accountability tool; Report on facilitation for 'fully immunisation village model (FIVM)' in ethnic minority/high risk areas	Two months

9. Reporting Requirements

The consultant will report to UNICEF Health and Nutrition Section. The consultant will be working closely with Communication section. He/she will be working on day-to-day basis with PHC and MCH of Department of Health and Hygiene Promotion.

10. Payment Schedule linked to 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 linked with satisfactory deliverables	Reporting Requirements for each deliverable
Completion of # 1, 6 and 8 deliverables	30% (end of Feb 2020)	Submission of deliverables as attachment with one pager summary
Completion of # 2, 3 and 5 deliverables	30% (end of April 2020)	Submission of deliverables as attachment with one pager summary
Completion of #4, 7, 9 and 10 deliverables	40% (end of July 2020)	Submission of deliverables as attachment with one pager summary

11. Administrative Issues

UNICEF will provide administrative support to the consultant based on its' rules and regulations.

12. Contract supervisor

Under direct supervision of Health and Immunization System Strengthening Specialist with overall guidance of Chief of Health and Nutrition Section.

13. 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.

14. Submission of applications

- CV or Resume
- Performance evaluation reports or references of similar consultancy assignments (if available)
- Financial proposal: All-inclusive lump-sum cost including travel and accommodation cost for this assignment as per work assignment.
- The deadline for applications is 05.11.2019.