**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS**

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| **Title of Assignment** | National Consultancy: Technical Assistance to develop a Comprehensive Costed New-born Care Strategy and Action Plan for MALAWI | |
| **Requesting Section** | MOH Reproductive Health Directorate. UNICEF is providing support with advertising for the Ministry of Health | |
| **Location** | Place of assignment: Lilongwe | |
| Home Based  Office Based: | |
| **Contract Duration** | December 2021 to March 2022 |  |
| **Number of working days** | 65 working days |  |
| **Planned Start and End Date** | **From: 01 December 2021** | **To: 4 March 2022** |

**BACKGROUND**

The Reproductive Health Directorate under the Malawi Ministry of Health aims at providing quality Maternal and Newborn Health services amongst its several core responsibilities. The Neonatal mortality rate dropped from 37 per 1000 live births to 27 per 1000 live births in 1990-2016. Despite this development, there are still gaps in delivering quality neonatal services such that 40% of child mortality is due to deaths occuring in the neonatal period.

Since 2015, Malawi has been implementing Every Newborn Action Plan (ENAP) which was developed in response to the global ENAP that was launched at the global World Health Assembly in 2014. It is perceived that slow progress in the implementation of the plan results from problems in health financing, accountability issues, inadequate supervision, staff shortages and inadequate equipment and essential drugs and supplies, including poor community engagement.

It is in the view of this that the Malawi Ministry of Health, represented by the Reproductive Health Directorate, and with financial support from partners such as UNICEF and Management for Health Sciences–ONSE, conducted this workshop to develop terms of reference for a consultant who will do the review and write the final document.

The contract holder for this consultancy is Ministry of Health within the Reproductive Health Directorate (RHD),who will be responsible for managing the assignment. UNICEF will only support with hiring of the consultant and will have no contractual obligations towards the consultant.

**JUSTIFICATION**

This is an activity that is conducted in cycles. The last cycle ENAP has ended and a new five years plan needs to be set, which would also inform HSSP III. In order to support the Ministry of Health in documenting gaps within current interventions on newborns, and with the development a comprehensive action plan to reduce neonatal deaths, strong technical assistance is necessary. Support to the national and regional health teams and development partners will ensure a costed Result Based Country level Every Newborn Action Plan is in place.

**PURPOSE OF THE ASSIGNMENT**

The purpose of this consultancy is to conduct a situation analysis on newborn care nationally, through the provision of technical support to MoH within the Reproductive Health Directorate (RHD) and its partners working on the MNCH programme, and use the results to inform the development of a Comprehensive Newborn Action Plan for 2022 to 2030, in line with the Global Newborn Care Action Plan (GNAP) and the child survival strategy (CSS) key actions for the Malawi context. UNICEF will only facilitate the recruitment process.

**SCOPE OF WORK/OBJECTIVES**

**The consultant will be responsible for achieving the following objectives during the consultancy assignment:**

* Review and analyze major bottle necks and key barriers to effective coverage, (reach & quality), of evidence-based newborn care interventions.
* Review and document gaps in routine health management information systems as they relate to childbirth and newborn care provision and outcomes.
* Document feasible solutions through consultations and recommend interventions aimed at accelerating the scale up of quality newborn programmes as per CSS; as well as indicators to measure and periodically track progress.
* Develop a national level comprehensive costed newborn action plan based on the results from the situation analysis, informed by a wider stakeholder consultation, global and regional level best practices, and evidence based newborn programming.

**SCOPE OF WORK**

* Review the relevant neonatal and strategic documents (including neonatal standards).
* Stakeholders meeting: share experience in relation to ENAP implementation. (MOH QMD and Community Health, DHMT, UNICEF, WHO, UNFPA, NEST, Save the Children, PACHA, Maikhanda Trust, USAID-ONSE), that are currently implementing the newborn care projects.
* Review the defined Global/ National Neonatal targets as well as other strategic documents: HSSP, Child Health Strategy, Community Health Strategy, SRHR strategy, IMCI, FP.
* Review data sources / register and identify gaps: CMEED newborn. Verificate whether the data tools collect neonatal data.
* Identify existing structures and human resources for neonatal care that can be included in ENAP document: Nursery, KMC, Neonatal Intensive care unit.

**REPORTING REQUIREMENTS**

**Supervisory and any other reporting/communication lines**

The consultant will be directly supervised by, and report to, the Director Reproductive Health Directorate (RHD). The communication lines for the consultant will include working in liaison with key stakeholders, including UNICEF, WHO, USAID-ONSE, NEST, Save the Children, and CHAI.

**Reporting expected from the consultant and in format/style in which the submissions of reports/outputs be done**

* Presentation of the Inception Report to the stakeholders in two weeks after commencement of the assignment.
* Bi-weekly reports to the supervisor (RHD) through written and oral presentations.
* Convene a stakeholders’ meeting to present the preliminary report two weeks prior to the consultancy deadline and before submission of the final report

**How the consultant consult and deliver work and when reporting will be done:**

* Stakeholders will make available the necessary documents to the consultant upon request.

**EXPECTED DELIVERABLES**

The Newborn Care Action plan will involve a desk review, analysis of available data, field visits to different levels of health facilities, and interviews with relevant authorities, health care providers and programme officers.

**Main Deliverables**

1. Inception Report with Work Implementation Plan within 2 weeks of commencement of task
2. Biweekly briefing and update to the Director of the Reproductive Health Directorate.
3. A costed ENAP document and its detailed monitoring and evaluation framework
4. Finalized ENAP document

**The consultant will specifically:**

1. Prepare an Inception Report which should include the following

i) I A demonstration of theclear understanding of the assignment

1. The proposed work schedule with timelines and methodology
2. List of material or resources required for the consultancy
3. Review and research of relevant literature to support the development of suitable content for the ENAP
4. Activities (proposed) for inclusion in the ENAP with guidance and input from relevant stakeholders

2. Conduct a comprehensive situational analysis of newborn services in Malawi through:

i. Stakeholder mapping and consultations

ii. Review of implementation progress of the 2014-2020 ENAP

iii. Review of existing guidance, documents, SOPs, global and national policies related to newborn care, emerging issues on MNCAH and newborn care and strategic goals for newborn health. Identify bottle necks and current performance

3. Stakeholder engagement and consultation on the development of the strategic outlook of the ENAP document focusing on vision, mission, strategic interventions, Survive to Thrive interventions and actionable activities.

4. Adaptation of existing Monitoring, Evaluation, Accountability and Learning Framework

5. Coordinate with relevant departments in MOH, and developmental stakeholders in costing the ENAP

6. Conduct validation meetings with all stakeholders on the developed ENAP

7. Engage relevant MNCAH experts on the use of digital conversion methods of the layout and production of the template

8. Develop relevant and sufficient content for the ENAP

9. After interviews with key informants, propose a minimum package of interventions interventions for the ENAP.

**The main duties are summarized in the table below:**

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| **Task/Milestone** | **Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)** | **Estimated # of days** | **Planned Completion date** |
| Review and analyze strategies, reports, policies, guidelines and standards, training materials and other documents (global and Malawi) related to Child Survival, MNCH and HIV programmes focusing on reduction on newborn morbidity and mortality | Conceptual framework of newborn care action plan on global best practices | 6 | 08.12.2021 |
| Develop the methodology and tools for the situation analysis and newborn scale up plan | Draft methodology and tools shared for validation | 4 | 14.12.2021 |
| Validate the methodology and tools through stakeholders’ bilateral and multilateral meetings/inputs | Finalized and validated methodology and tools | 2 | 16.12.2021 |
| Conduct trainings of key staff on ENC (for local capacity building – those to assist during assessment) | Completed training sessions for Local capacity on ENC assessment | 4 | 22.12.2021 |
| Lead and conduct field work on situation analysis | Data and information collected, compiled and analyzed | 20 | 21.01.2022 |
| Develop recommendations for action plan | Recommendations for action plan | 4 | 27.01.2022 |
| Support training institutions review and integrate Essential Newborn Care package into their training curriculums | At least two training institutions curriculums reviewed, and has a strong viable package on Essential Newborn Care at facility and community level | 4 | 02.02.2022 |
| Debriefing with stakeholders | Debriefing reports and Power Point slides | 2 | 04.02.2022 |
| Develop draft Situation Analysis Report | Draft Situation Analysis report on Newborn care available | 4 | 10.02.2022 |
| Develop the draft Action Plan and share with key stakeholders for comments | Draft Action Plan Report available | 5 | 17.02.2022 |
| Finalize and submit the final version of the Situation Analysis | Final version of the Newborn Situation Analysis in the country Report submitted | 4 | 23.02.2022 |
| Finalize and submit the final version of Newborn Care Action | Final version of the scale up Action Plan submitted | 6 | 04.03.2022 |
| **Grand Total** | **USD30,000** | **65** |  |

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

**PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS**

The performance of work will be evaluated based on the following indicators:

* Completion of tasks specified in TOR
* Compliance with the established deadlines for submission of deliverables
* Quality of work
* Demonstration of high standards in cooperation and communication with RHD, UNICEF, WHO, and other counterparts

**PAYMENT SCHEDULE**

The consultancy is for a period of 3 months starting from 1th December 2021 to 4th March 2022. All payments, without exception, will be made by Ministry of Health Reproductive Health Directorate (RHD) upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

Payment will be made in phases linked to deliverables and in line with government rates for consultants. UNICEF will only be involved in getting the consultant on board and will not be involved with handling any payments.

**DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE**

**Desired Qualifications, Experience and Skills:**

* + - Advanced University degree (At least a Masters Level) in one of the disciplines relevant to the following areas: Medicine, Public Health, Maternal and Child Health, Pediatric Health, Newborn Health, Health Research, International Health, Health Policy and Management, Environmental Health Sciences, Biostatistics, Socio-medical Sciences, Epidemiology, or related field.
    - A minimum of five years of professional experience in strategic programme development, monitoring and evaluation in the field of MNCH
    - Good understanding of the Malawi MNCH situation and the current response in line with the country’s key and programme documents.
    - Ability to manage assignments effectively, ensuring timeliness and quality with minimum supervision.
    - Demonstrated knowledge and skills in facilitation of stakeholder consultations.
    - Analytical, research and conceptual ability, skills in communication, presentation and documentation is an added advantage.

**ADMINISTRATIVE ISSUES**

The consultant will be based in Reproductive Health Directorate (RHD), of Malawi Ministry of Health. The consultant will be reporting to RHD and all Administrative and Financial oversight and obligations will be provided by RHD.

**CONDITIONS**

* The consultant will work in collaboration with the New-born Health Program Manager within RHD with frequent travel (not more than 40% of the consultancy period) to the districts and communities within Malawi.
* The candidate selected will be governed by, and subject to, Malawi Ministry of Health General Terms and Conditions for individual contracts.
* No contract may commence unless the contract is signed by both parties.
* The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
* The consultant is not entitled to payment for overtime, weekends or public holidays.
* Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.

**HOW TO APPLY**

Interested consultants should provide the following:

Qualified and interested candidates are requested to submit their technical and Financial Proposals, CVs, Reference Details, and letters of interest no later than 17 November, 2021. UNICEF will support with the hiring process.

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant’s understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



1. References details