

## TERMS OF REFERENCE

### A consultant to develop a national costed midwifery strategic action plan

<b>Requesting Office:</b>	<b>UNFPA LAO PDR</b>
<b>Purpose of Consultancy:</b>	The primary objective of this consultancy is to develop a National Midwifery Improvement Plan that aligns with national health priorities, includes a detailed costed operational action plan, and outlines clear strategies for implementation and evaluation over five years.
<b>Scope of work: (Description of services, activities, or outputs)</b>	<p><b><u>Context/Background</u></b></p> <p>The Midwifery Improvement Plan (MIP) 2016-2020, launched by the Ministry of Health (MoH) in 2015, aimed to improve maternal and newborn health in Lao PDR by strengthening midwifery services. The MIP focused on five key areas: 1) Strengthened planning and management of the midwifery profession; 2) improved regulatory framework for midwifery; 3) Strengthened midwifery education; 4) Strengthened enabling working environment for midwives; and 5) Strengthened community supply for and utilization of professional midwifery services.</p> <p>The focus on midwifery education led to the successful accreditation of three centers of excellence for midwifery education (College of Health in Champasak, Xiengkhoung and Luangprabang) by the International Confederation of Midwives (ICM) in early 2023. However, some MIP objectives were not fully met, and the program is now shifting its focus toward improving the quality of existing midwifery services through deployment, retention, quality improvement, and Continuing Professional Development (CPD).</p> <p>As the midwifery program enters a new phase, it is essential to revisit previous strategic plans and develop a comprehensive action plan that aligns with current priorities and national strategies and goals beyond 2025.</p> <p><b><u>Scope of work</u></b></p> <p>The consultant will work in close collaboration with UNFPA and MOH as well as other stakeholders to develop the new strategic action plans to improve the midwifery programme.</p> <p>The following is a list of indicative but not exhaustive tasks that the Consultant may have to undertake to achieve the desired objectives:</p> <p><b><i>Desk Review:</i></b> Conduct a comprehensive review of relevant documents and strategies, including (but not limited to) the MIP 2016-2020, the Human Resources for Health strategy, Midwifery Scope of Practice, Midwifery Education curriculum, National strategy and Action Plan for Integrated Services on RMNCAH, and the Health Sector Reform.</p> <p><b><i>Stakeholder Consultations:</i></b> Lead multiple consultation workshops with key stakeholders, including (but not limited to):</p> <ul style="list-style-type: none"><li>● Relevant MoH departments and affiliated institutions and centers</li><li>● Educational and training institutions</li><li>● Central/provincial hospitals</li></ul>

	<ul style="list-style-type: none"> <li>• Provincial health departments</li> <li>• Professional associations (Midwives, OBGYN, Pediatrics)</li> <li>• Midwifery graduates</li> <li>• Bilateral, multilateral, and NGO development partners involved in RMNCAH in Lao PDR</li> </ul> <p><b>Develop a Comprehensive Cost Strategic Midwifery Action Plan:</b> Create a detailed and costed action plan for future directions of the midwifery program.</p> <p><b>Present and Validate the Plan:</b> Present the draft plan to stakeholders, incorporate feedback, and finalize the plan.</p> <p><b>Report Writing:</b> Prepare a comprehensive consultancy report summarizing the work.</p>																																
<p><b>Duration and working schedule</b></p>	<p>The total duration of the consultancy is estimated at 30 working days, spanning from July to November 2024. The consultant may be required to present the final report and action plan in key meetings with partners, as determined by the MoH and UNFPA.</p> <table border="1" data-bbox="464 772 1490 1646"> <thead> <tr> <th>Phase</th> <th>Activity</th> <th>Est. Days</th> <th>Deliverables</th> </tr> </thead> <tbody> <tr> <td rowspan="2"><b>Phase 1: Inception and Preparation</b></td> <td>Kick-off meeting and work plan finalization</td> <td>1</td> <td>Finalized work plan and communication schedule</td> </tr> <tr> <td>In-depth desk review of relevant documents and strategies</td> <td>4</td> <td>Inception report outlining the consultant's understanding of the assignment, methodology, and initial findings</td> </tr> <tr> <td rowspan="2"><b>Phase 2: Stakeholder Engagement</b></td> <td>Prepare materials for stakeholder consultation workshops</td> <td>3</td> <td>Agendas, presentations, discussion guides, and any necessary background materials</td> </tr> <tr> <td>Facilitate stakeholder consultations/workshops</td> <td>2</td> <td>Summary reports of consultations, capturing key themes, concerns, and recommendations</td> </tr> <tr> <td><b>Phase 3: Plan Development</b></td> <td>Compile and analyze inputs from stakeholder consultations</td> <td>6</td> <td>First draft of the costed National Midwifery Improvement Plan, including operational action plan</td> </tr> <tr> <td rowspan="3"><b>Phase 4: Validation and Finalization, Dissemination</b></td> <td>Prepare and conduct validation meeting(s) with key stakeholders</td> <td>4</td> <td>Revised draft of the plan incorporating feedback from the validation meeting</td> </tr> <tr> <td>Finalize the National Midwifery Improvement Plan and Operational Action Plan</td> <td>9</td> <td>Final costed National Midwifery Improvement Plan and Operational Action Plan, ready for dissemination</td> </tr> <tr> <td>Present final plan in key stakeholder meetings</td> <td>1</td> <td>Presentation slides and summary materials</td> </tr> </tbody> </table>	Phase	Activity	Est. Days	Deliverables	<b>Phase 1: Inception and Preparation</b>	Kick-off meeting and work plan finalization	1	Finalized work plan and communication schedule	In-depth desk review of relevant documents and strategies	4	Inception report outlining the consultant's understanding of the assignment, methodology, and initial findings	<b>Phase 2: Stakeholder Engagement</b>	Prepare materials for stakeholder consultation workshops	3	Agendas, presentations, discussion guides, and any necessary background materials	Facilitate stakeholder consultations/workshops	2	Summary reports of consultations, capturing key themes, concerns, and recommendations	<b>Phase 3: Plan Development</b>	Compile and analyze inputs from stakeholder consultations	6	First draft of the costed National Midwifery Improvement Plan, including operational action plan	<b>Phase 4: Validation and Finalization, Dissemination</b>	Prepare and conduct validation meeting(s) with key stakeholders	4	Revised draft of the plan incorporating feedback from the validation meeting	Finalize the National Midwifery Improvement Plan and Operational Action Plan	9	Final costed National Midwifery Improvement Plan and Operational Action Plan, ready for dissemination	Present final plan in key stakeholder meetings	1	Presentation slides and summary materials
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<p><b>Place where services are to be delivered</b></p>	<p>A consultant can work remotely during desk review and preparing drafts but may be required to work in-person during the in-person workshops/meetings in Vientiane Capital and at the UNFPA Laos Country Office.</p>																																
<p><b>Delivery dates and how work will be delivered (e.g.</b></p>	<p>The Consultant will work closely under the supervision of the SRH Programme Coordinator, with regular calls and meetings to agree on a specific format for the report and to revise and validate its content with these key deliverables and the tentative time frame:</p>																																

<p><b>electronic, hard copy, etc.)</b></p>	<ol style="list-style-type: none"> <li>1. Phase 1 Inception and Preparation: July 2024</li> <li>2. Phase 2 Stakeholder Engagement: August 2024</li> <li>3. Phase 3 Plan Development: August-September 2024</li> <li>4. Phase 4 Validation, Finalization and Dissemination: October-November 2024</li> </ol>
<p><b>Monitoring and progress control, including reporting requirements, periodicity format and deadline</b></p>	<p>The Consultant will be briefed by UNFPA and is expected to keep in close contact. The Consultant will be responsible for the quality and timeliness (subject to receiving the required inputs from UNFPA) of the report.</p>
<p><b>Supervisory arrangements</b></p>	<p>The consultant will work under the supervision of the SRH Programme Coordinator of UNFPA CO Lao PDR and in close collaboration with relevant UNFPA Programme Officers and government partners.</p>
<p><b>Expected travel</b></p>	<p>N/A. Travel outside of Vientiane will be covered by UNFPA Laos</p>
<p><b>Required expertise, qualifications, and competencies, including language requirements</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Advanced degree in Midwifery, Sexual and Reproductive Health, Population and/or Epidemiology, Public Health</li> <li>• Demonstrated capacity for conducting programme analysis/research</li> <li>• Previous experience with the development of national tools and strategic plans is a requirement</li> </ul> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Five to ten years of professional experience in the field of SRH, Midwifery, development, and/or population activities</li> <li>• Experience in developing strategic documents, policy analysis</li> <li>• Extensive experience of RH in South and Southeast Asia context</li> <li>• Experience in monitoring and evaluation</li> <li>• Extensive experience in reviewing and/or implementing Maternal, Newborn Child Health programmes in low-income settings</li> <li>• Extensive knowledge of up to date WHO/UNFPA/ICM guidelines and recommendations regarding midwifery scope of practice, education and regulation</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>• Fluency in English is required, especially in writing</li> <li>• Working knowledge of Lao, however, if necessary, the consultant will be assigned an interpreter.</li> </ul>
<p><b>Inputs/services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</b></p>	<p>The consultant is expected to use their personal computer.</p> <p>UNFPA will provide administrative support in terms of liaising with relevant partners and providing logistics support for workshops/meetings.</p> <p>UNFPA will review drafts and share comments as necessary.</p>

<b>Other relevant information or special conditions, if any:</b>	<b>COA: B6190-PU0074-LAO07RHS-CAPDEV-UCJ30</b> Payment will be made upon successful completion of the task below: <ul style="list-style-type: none"><li>● 20% upon delivery of Phase 1</li><li>● 20% upon delivery of Phase 2</li><li>● 20% upon delivery of Phase 3</li><li>● 40% upon delivery of Phase 4</li></ul>