

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>Hiring Office</b>	UNFPA Lao PDR
<b>Purpose of consultancy:</b>	<p>UNFPA is looking for a local consultant in Lao PDR to support their collaborative efforts with the Ministry of Health, UNFPA APRO and Burnet Institute in reviewing the implementation and effectiveness of Emergency Obstetrics and Newborn Care (EmONC) training programs.</p> <p>The consultant's role will be instrumental in collecting information and data from health facilities, healthcare providers, and relevant programs to assess the training and identify areas for improvement. The assessment will enhance understanding of the scope, challenges, and outcomes of the EmONC training program in Lao PDR and the findings will inform future initiatives and improve the quality of care during obstetric and newborn emergencies.</p> <p>The assessment aims to:</p> <ol style="list-style-type: none"> <li>1. Conducting a desk review of national EmONC/BEmONC policies, training records, curriculum, and implementation reports.</li> <li>2. Documenting the implementation of BEmONC training and rollout through interviews, focus group discussions, and desk review.</li> <li>3. Identifying enablers and barriers to implementation through interviews with stakeholders and analysis of policy and program documents.</li> <li>4. Conducting semi-structured interviews and/or focus group discussions with key stakeholders and healthcare providers to gather insights and feedback.</li> <li>5. Assessing the current level of knowledge, skills, and confidence of healthcare workers who completed the training using an online survey.</li> <li>6. Measuring the potential impact of the training on maternal and newborn health outcomes through the analysis of facility-based data.</li> <li>7. Collecting information and data from health facilities, healthcare providers, programs, and other relevant sources identified in the project protocol.</li> </ol> <p>UNFPA country office is seeking local consultancy service to support the core team from UNFPA APRO and Country office, Burnet Institute and the Ministry of Health to collect information and data from the health facilities and health care providers, from programs and other relevant sources as identified in the project protocol.</p>
<b>Scope of Work: (Description of services, activities, or outputs):</b>	<p>In close collaboration with research partner (Burnet Institute), the consultant will be responsible for providing support in data collection and analysis of the study data on the implementation of the HMS EmONC training program in Lao PDR.</p> <p>The consultant is responsible for following standardized data collection procedures to ensure consistency and accuracy and to maintain data quality and reliability.</p> <p>The following activities included (but not limited to):</p> <ul style="list-style-type: none"> <li>● Coordinate all relevant desk review activities, including data gathering and analysis, under the direction of the research partner. The data may include a comprehensive analysis of National EmONC policies, training records, curriculum, contents/materials, and implementation reports related to Lao PDR's HMS EmONC training program.</li> <li>● Identify and recruit participants and conduct a series of semi-structured interviews with key informants involved in the roll-out of the HMS EmONC training program in Lao PDR.</li> </ul>

	<ul style="list-style-type: none"> <li>● Undertake transcription and translation of the interviews as necessary.</li> <li>● Ensure data quality and confidentiality</li> <li>● Lead the administration of an online survey designed by the research partner to assess the knowledge, skills, and confidence of individuals who have undergone the HMS EmONC training.</li> <li>● Site selection and facilitation of data collection on key identified indicators</li> </ul> <p>The consultant will work closely with the UNFPA APRO, UNFPA CO, the Burnet Institute as the research partner, and the Ministry of Health to ensure the successful completion of the assigned tasks.</p> <p>The consultant will adhere to ethical guidelines and maintain confidentiality throughout the data collection process.</p> <p>Regular communication and reporting with the project team will be required to provide updates on the progress of the assigned activities.</p> <p><b>Note:</b> The scope of work may be adjusted or refined based on the specific requirements and guidance provided by the project team.</p>
<b>Duration and working schedule:</b>	<p><b>An estimated of 21 working days during September to November 2023</b></p> <ul style="list-style-type: none"> <li>● Consultation and work on the tools with UNFPA, Burnet Institute (2 days)</li> <li>● Data collection in Vientiane (4 days) and outside duty station (6 days)</li> <li>● Transcription of data (3 days)</li> <li>● Report writing (5 days)</li> </ul>
<b>Place where services are to be delivered:</b>	<p>Consultant will be working remotely and meet with UNFPA Lao team in UNFPA's office, Vientiane Capital, Lao PDR</p>
<b>Delivery dates and how work will be delivered (e.g. electronic, hardcopy etc):</b>	<p>The delivery dates of the task will be in accordance with the duration of consultancy and working schedule, approximately 20 working days. The following are the deliverables:</p> <ul style="list-style-type: none"> <li>● The consultant will deliver a final report at the conclusion of the consultancy. The final report encompasses a summary of the following key activities: <ul style="list-style-type: none"> <li>○ Desk-top review</li> <li>○ Semi structured interviews</li> <li>○ Online survey</li> <li>○ Facility-based secondary data analysis</li> </ul> </li> </ul>
<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	<p>Consultant will be working closely with UNFPA country office, Burnet Institute and the Ministry of Health in Laos, and provide regular updates on the progress of the work and any associated challenges encountered.</p> <p>He/She will be collaborating with focal persons at the Ministry of Health to collect information and data from the health facilities and health care providers, relevant policymakers and planners.</p>
<b>Supervisory arrangements:</b>	<p>The consultant will work under the direct supervision of the Programme Coordinator at UNFPA Lao CO, and work closely with the programme officers in UNFPA Lao CO.</p> <p>He/she will periodically work with Burnet Institute directly</p>
<b>Expected travel:</b>	<p>Travel to selected health facilities in the implemented provinces</p>
<b>Required expertise, qualifications and competencies, including language requirements:</b>	<ul style="list-style-type: none"> <li>● Advanced University degree in nursing/midwifery/health sciences/public health/international development</li> <li>● Five (5) years of relevant experience of work in providing RMNCH/midwifery/Public Health services</li> <li>● Experience and sound understanding of ICM competency based midwifery training curriculum, skills based capacity development of health care providers and continuing professional development related to MCH services.</li> </ul>

	<ul style="list-style-type: none"> <li>● Familiarity with the 'Helping Mothers Survive' (HMS) and 'Helping Babies Breathe' (HBB) curriculum, methodology, and the 'low dose high frequency' approach' would be an asset</li> <li>● Proficiency in using data collection tools, including online/virtual platforms</li> <li>● Fluency in English and Lao</li> <li>● Be available for working full-time during assignments.</li> <li>● Be able to travel to and meet with relevant stakeholders, and service providers to gather information related to the assignment.</li> </ul>
<b>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</b>	<p><b>The UNFPA Lao and focal at MoH will support the consultant to:</b></p> <ul style="list-style-type: none"> <li>● Liaise between the consultant and government agencies and stakeholders.</li> <li>● Provide access to relevant strategies, reports, policies document useful to the assignment</li> <li>● Facilitate and coordinate meeting and any other required interactions with stakeholders, health facility visits and health care providers interviews</li> </ul> <p><b>UNFPA and Burnet Institute will provide technical support to the consultant by:</b></p> <ul style="list-style-type: none"> <li>● Granting access to all necessary data collection tools and formats. Offering guidance and assistance throughout the data collection process, ensuring a smooth and effective compilation of data.</li> </ul>
<b>Other relevant information or special conditions, if any:</b>	<p>Travel outside duty station will be covered by UNFPA Lao CO</p>
<b>Payments</b>	<p>A lump sum amount of fee will be paid in two phases upon certification of the completed tasks satisfactorily, as per the following payment schedule:</p> <ul style="list-style-type: none"> <li>● First Installment: <b>2 working days</b> will be paid upon completion of discussion and preparation with UNFPA and Burnet Institute</li> <li>● Second installment: <b>10 working days</b> will be paid when field data collection and record completed</li> <li>● Third installment: <b>8 working days</b> will be paid upon completion of data analysis and report is produced</li> </ul> <p><b>COA: UNFPA.R60.ZZT06.16000.ZZT06APR-EMOCLATDEV.0.PU0074.0</b></p>