Terms of Reference for Consultancy Service

Baseline Study on
Profile of Health Workforce at District level

1. Background

UNFPA, the United Nations Population Fund, delivers a world where every pregnancy is wanted, every birth is safe, every young person’s potential is fulfilled. In cooperation with Government of Egypt, UNFPA Egypt Country Office (CO) is starting its 9th country program to assist Egypt to meet the goals of MDG 5 around maternal health. The programme seeks to accelerate the achievement of universal access to reproductive health services through the reduction of inequities in accessing safe deliveries, and family planning services. The program is composed of three outputs and will be implemented basically in Assiut and Sohag. Improved capacity of the national health system to provide quality maternal health services to women of reproductive age is one output, which will be achieved through optimizing the health workforce, and strengthening the monitoring system of service delivery.

In addition to the available service statistics and records, the study is required to establish the pre-intervention conditions to have accurate and up-to-date information on the state of the health facilities, and the monitoring mechanisms and capacity at the district level for effective delivery of health care services.

The CO is seeking to contract a suitably qualified and experienced consultant or firm to undertake the work associated with this study. The purpose of this Terms of Reference is to solicit competitive proposals for the consultancy advertised.

2. Objective

The objective of the consultancy is to compile a complete listing of Health facilities in Assiut and Sohag into a Master Health facility list, to provide a rapid assessment of the health workforce profile in the twenty four districts in the two governorates, and to develop a district ranking list based on selected reproductive health indicators to serve as baseline information on the availability and readiness of the facility-based health services.

3. Scope of Work

The consultant will be expected to undertake the following major undertakings:

3.1. Master Health Facility List— to fill attached table (annex I) with available data on identification items for each facility (612 in total) and basic information on the service capacity. Facilities to be grouped by district and Urban/Rural categorization.
**Existing Data Sources:** Health District records/MoHP – Central Health Information Unit/MoHP - National Population Council (NPC) – Governorate Information Unit – CAPMAS – Key informants interview

**Validation of data:** Sampling and field visits to selected facilities to validate the compiled data

### 3.2. Profile of the Health Workforce at District Level
- Rapid Assessment of the capacity and functionality of the workforce at the 24 districts with a focus on:
  - Capacity of supervisory role-data management/quality and automation of records - training received during the past two years, software used- availability of Global Positioning System (GPS) receivers- presence of international donors in their communities- status of referral system

What is the available cadre of health district personnel whom CO can further develop to:

- Help institutionalize a mechanism for ongoing quality improvement and assurance
- Ensure a system for collecting service statistics and auditing records to avoid double entry and errors
- Act as ToTs in case of scaling up trainings to facility staff
- Act as data collectors for future facility-based assessment

### 3.3. List of Key RH Indicators
- to develop a set of indicators with baselines based on available data per district. Those indicators will be utilized to demonstrate results at the end of the cycle

### 4. Geographical Location:

Assiut and Sohag Governorates – 24 health districts

### 5. Suggested Methodology

Generally, the exercise will be wide-ranging and participatory, entailing a combination of comprehensive desk reviews, interviews and document analysis. Based on the objective and scope mentioned above, the consultant will further elaborate the methodology and could propose additional methods that could bring further insight to the baseline survey, which will be approved by UNFPA country office. It will involve the following components: However, these methods being the minimum, the consultant
• Desk Review of Secondary Data: this will involve review of health districts records, NPC service statistics reports, & documents of governorates information unit
• District Key informant interviews: qualitative assessment will be done to complement and triangulate data of the desk review.
• Limited number of Field visits to sampled health facilities to validate compiled data
• Focus Group Discussions and Key informant interviews: This will be done with health staff at district level to develop their profile

6. Expected Deliverables

The Consultant will submit the following:

- Inception report containing a detailed work plan for the entire duration of the consultancy will be submitted in a week time following signing of the agreement;
- Weekly progress report (verbal) should be made by the consultancy firm to UNFPA CO
- Complete facility master list per district with GIS map
- Complete district ranking based on districts indicator
- Trip reports on the field visits of the selected facilities
- Draft report with recommendations in priority order
- Final report (not to exceed 25 pages plus annexes); and
- Summary/extract report for debriefing

The findings and recommendations of the assessment will be used by the MoHP and UNFPA CO to plan targeted interventions. The results will also be disseminated through workshops with different stakeholders.

7. Submission requirements

Proposal submissions are to include the following:
• Technical proposal not exceeding 10 pages in length with the proposed approach and activities to be taken for the implementation and management of the consultancy, including an operational work plan with timelines

• Breakdown of costs with man days, travel associated with the district & health care facility visits will be covered by UNFPA country office as per internal guidelines.

• Curriculum Vitae of consultant / firm

• Other supporting material deemed to be relevant to the proposal may be attached as an annex

8. Evaluation Criteria

Proposals will be evaluated on the basis of:

8.1.1. Cost effectiveness / price

8.1.2. Implementation methodology

8.1.3. Experience of consultant/firm

8.1.4. Engagement of implementing partners in the assessment process to ensure ownership, accountability and national capacity development

The applicants should have the following qualifications:

• The consultant(s)/firm expected to demonstrate that it has a track record of no less than five (5) years executing similar studies

• The consultant(s)/firm should also list the scale of similar projects worked on in the past & experience in development of RH indicators at sub-national level

• Experience in Human Resources for Health (HRH)

• Good interpersonal, administrative and management skills;

• High level of experience in research methods, data collection, GIS, analysis and report writing

• Excellent written, oral and interpersonal skills

9. Duration

The duration of the consultancy is scheduled to last no more than 50 days between December 2013 and February 2014
10. **Tentative Activities and Timeframe**

   10 days: Desk review and meeting with relevant stakeholders to complete the master facility list; (can be done remotely)
   30 days: Field work
   5 days: Write-up of draft report & a briefing session with UNFPA CO
   5 days: Finalisation and submission of the report & annexes (can be done remotely)

11. **Payment Schedule**

   • 20% on the submission of and acceptance of inception report
   • 50% upon submission of draft reports
   • 30% on submission final consultancy report

   NOTE: Timelines for submission of deliverables above will be agreed to and detailed in the final Inception Report.

12. **Key stakeholders**

   - UNFPA Country Office (CO)
   - Ministry of Health/ Family Planning Sector (MoH/FP)
   - PHC Sector

13. **Application:**

   Interested applicants are requested to submit their Proposal based on the Terms of Reference outlined above in sealed envelopes to contact below no later than close of business on **30th November 2013:**

   **UNFPA Egypt Country Office**

   **31 Palestine St., New Maadi, Cairo**

   **Attn. Ms. Dawlat Shaarawy**

14. **List of Documents to be consulted (not exhaustive)**

   - WHO Service Availability and Readiness Assessment/Creation of Master Health Facility http://www.who.int/healthinfo/systems/WHO_CreatingMFL_draft.pdf
- WHO Six Building Blocks of Health System

Online Resource:

NPC
http://www.npc.gov.eg/npcportal/Reports.aspx

Assiut & Sohag Governorates
http://assiut.gov.eg/Healthy.aspx

WHO