Terms of Reference for Public Health Expert

For emergency COVID-19 response

A. Background

Swisscontact, Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by Swiss private sector and academia for sustainable development cooperation. Swisscontact promotes economic, social and ecological development by supporting people to successfully integrate into local commercial life. We create opportunities for people to improve their living conditions as a result of their own efforts. The focus of our systemic interventions in the private sector is the strengthening of local and global value chains. Through its projects, Swisscontact enables access to professional training, promotes local entrepreneurship, creates access to local financial service providers and supports the efficient use of resources with the goal of successfully promoting employment and income generation.

As an initiative to support Bangladesh in reaching the target of ensuring quality healthcare services at rural level communities, Swisscontact, in association with Novartis, Swiss Agency for Development and Cooperation (SDC) and Julius Baer Foundation, is implementing the ASTHA (Achieving Sustainability Towards Healthcare Access) project. The project facilitates the development and integration of Community Paramedic services in rural Bangladesh. Its focus is to increase healthcare outreach in the rural inaccessible pocket areas, with special attention to Maternal and Child Health (MCH), Family Planning (FP) and Basic Primary Healthcare Services.

‘Community Paramedic’ is a two-year full-time course, designed by the Ministry of Health and Family Welfare (MoH&FW) where students acquire and develop skills on Maternal and Child Health, Reproductive Health, Family Planning and Primary Healthcare services. Training institutes affiliated with the Bangladesh Nursing and Midwifery Council (BNMC) are conducting this course to develop trained Community Paramedics for rural communities of Bangladesh. After completion of 2 years’ training, students must sit for a final exam organized by BNMC and BNMC also provides practice registration among qualified Community Paramedics. Qualified Community Paramedics are eligible to do self-practice at the grassroots.

ASTHA is currently in its Phase II (January 2019 to December 2022) which will emphasise on business viability of Community Paramedic Training Institutes (CPTIs) and Community Paramedics (CPs) and on acquiring important partnerships for nationwide scaling up and sustainability. The project operates in seven districts, namely, Sylhet, Sunamganj, Barguna, Lalonirhat, Rangpur, Nilphamari and Patuakhali.

The project is working in the following strategic areas:

1. Strengthening CP Programme
2. Enhancing the capacity and service provision of CPs
3. Sensitising and involving public and private scale agents to promote CP service nationwide
4. Creating mass awareness about CP profession and quality CP services
With an aim to prevent the spread, stigma of COVID-19, and raise awareness of required behavioral change ASTHA has planned new intervention activities as emergency response to the pandemic. The main activities are as following:

- Conduction of Training Sessions for CPs through online and onsite platform
- Upskilling CPs on Digital Referral System
- Distribution of PPEs and other Medical Equipment to CPs
- Community mobilisation activities

**B. Objective**

The objective of the contract is to provide technical assistance and supervision to train CP for emergency response to COVID-19, support the Partnership and Grant Management team in establishing linkages with e-healthcare providers for better service provision and referral.

**C. Scope & Activities**

**I. Scope of the Work**

The scope of work under the cooperation agreement would be mainly focused on providing technical support to the team in developing training contents, establishing an e-referral system and designing and developing BCC materials.

**II. Tasks of the Consultant**

The consultant has to -

- Assist the team in selecting required topics or issues need to be addressed for better knowledge enhancement of CPs
- Review and finalise training contents and methodology that are to be developed by partner organisation
- Monitor and co-facilitate the training session that are to be conducted by partner organisation
- Provide technical support and knowledge in preparing communication materiel on creating awareness on COVID-19.
- Facilitate communication agency in preparing communication tools and materials including images, charts etc with proper citation and references.
- Supervise e-health service provider onboarding process and provide technical support to ensure proper referral and follow-up.
- Training field facilitators for effective community mobilisation.
- Represent the project in quality assurance visit in the field and provide onsite TA when necessary

**III. Role of Swisscontact (ASTHA)**

- Provide logistic support directions when necessary
- Bear cost as per approved budget (Including accommodation, travel cost and daily allowance as per the provision of Swisscontact)
D. Duration of the contract

Six (06) months upon signing the contract

E. Required Qualifications

All bidding consultants are required to have following qualifications:

- A bachelor’s degree in Medical Science along with master’s degree in Public Health
- Minimum work experience of three years in development sector/NGO, public health projects, incumbents with experience in Covid-19 project preferable.
- Availability to work immediately
- Good command in English, both written and verbal
- Understanding capacity of donor’s visibility obligations and milestones
- Excellent competency in Microsoft suite
- Ability to work under stressful conditions and situation.

F. Required Documents

All bidding consultants are required to submit the following:

- A proposal (Maximum 10 pages) showing understanding of the assignment; Detailed CV along with previous experiences
- A separate financial proposal (a sample attached in section G) setting out a detailed budget for the assignment
- It is mandatory for the bidders to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:
  - Tax identification number (TIN)
  - VAT registration number (if applicable)
  - A signed statement testifying that all information contained within the proposal is correct and true.

G. Budget Template

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<th>Sf#</th>
<th>Particular</th>
<th>Rate in BDT (1 day = 8 hours)</th>
<th>Number of days (60)</th>
<th>Total in BDT</th>
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<tr>
<td>A.</td>
<td>Consultation fee (monthly basis, 21 days in a month)</td>
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<tr>
<td>B.</td>
<td>Other cost (Please specify)</td>
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Note: TAX will be deducted from the original amount as per the government law
H. Assessment Criteria:

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<td>2.</td>
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<td>3.</td>
<td>Relevant experiences</td>
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<td>4.</td>
<td>Value for Money</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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I. Submission Details

The potential consultant is to submit the technical and financial proposals and other necessary documents by 15th July **2020 before 4:00 pm** to **bd.procurement@swisscontact.org** with the subject line: “Public Health Expert - ASTHA”.

For more information please e-mail: **tamiz.mullick@swisscontact.org**

*N.B.: Swisscontact reserves the right to reject or cancel any offer*