

TERMS OF REFERENCE

Mobile COVID-19 Vaccination Service (MoCoVs): Effectiveness of model approach during emergency	
Hiring Office:	ADRA-Nepal Country Office, Kathmandu
Purpose of consultancy:	The objective of the consultancy is to document the Mobile COVID-19 Vaccination Service (MoCoVs) and impact of these services for delivering care to difficult-to-reach populations. The document will explore and suggest the possibility of replicating the MoCoVs model in various health services in and outside emergency scenario and document the success, challenge and lessons learned from the MoCoVs model.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The document will explore and suggest the possibility of replicating the MoCoVs model in various health services in and outside emergency scenario.</p> <p>The general approaches will be as follows:</p> <ul style="list-style-type: none"> • Based on the documents and data available from the MoCoVs, conduct a literature review and desk review of relevant documents to outline the process of MoCoVs model. • Design data collection tools, sampling, and data analysis methodologies to capture the MoCoVs implementation in project sites. • Data analysis and reporting • Review and identify the key requirements to support the documentation of MoCoVs through available documents. • Review the program documents and identify assessment methodology required for each of the indicators to be measured. • Review the results of the MoCoVs implementation, as well as the relevant data collected through this approach; identify the data gaps and develop necessary recommendations. • Develop a full technical document discussing the assessment instruments including sampling methodology, stratification details, and statistical assessment criteria. • Prepare the questionnaires (for survey and beneficiary interviews), other survey tools, and the database system for data entry. • Prepare an outline for the final report for the outcomes of the survey and the FGDs. • Conduct field visits and manage the necessary processes for data collection and audio/video recording of beneficiary interviews. Coordinate data collection work and ensure full compliance with the data entry protocols, data privacy and protection rules, and the transcripts; the assessment process should respect ethical best practices in terms of obtaining consent from interviewees and respecting their right to privacy. • Analyse and interpret the data/information collected from the MoCoVs and provide recommendations <p>The documentation will capture the process of MoCoVs implementation including the coordination with government stakeholders and factors necessary for the implementation of MoCoVs model.</p> <p>The documentation process will also consider having a representative sample from beneficiaries, attribution of impact through interviewing both beneficiaries and non-beneficiaries and provide results.</p> <p>The sample selection will consider beneficiary/non- beneficiary and the project target areas including the targeted provinces, districts, and communities. Both quantitative and qualitative methods will be used to assess the impact of the MoCoVs.</p> <p>A statistically sound sampling methodology will be designed as well as prepare a technical document outlining the survey sampling methodology.</p>

	<p>The documentation will be undertaken in close collaboration with the relevant staff of the project from Bagmati Welfare Society Nepal (BWSN) and Adventist Development Relief Agency (ADRA).</p> <p>FINAL WORKSHOP The Impact Assessment results should be presented to the relevant representatives of different partners and stakeholders.</p> <p>DELIVERABLES</p> <ul style="list-style-type: none"> • Final report and abstract of the report. • Final tools used, data, resource document, photographs or videos collected during the compilation of report. • Results of the report to be presented to representative of different partners and stakeholders. <p>The Final Impact Assessment Report will be submitted in English languages. All reports and data collected must be provided to the project, together with copies of all questionnaires, audio/video recordings (if any), transcripts and all other relevant material and information collected or generated during the survey.</p>
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.)	The organization/agency will provide a detail breakdown of timeline (Gantt Chart) to ADRA Nepal with final report of deadline by 15 th November 2022.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work in close coordination and collaboration with ADRA Nepal, health team and Bagmati Welfare Society Nepal (BWSN) team.
Supervisory arrangements:	The consultant will work under supervision of Technical Advisor of ADRA Nepal.
Expected travel:	<ul style="list-style-type: none"> • Expected to travel as necessary to at least 4 districts of Madhesh Province. (The sites can be finalized in discussion with ADRA)
Required expertise, qualifications, and competencies, including language requirements:	<ul style="list-style-type: none"> • Minimum 2 years' experience in documenting and presenting reports related with health sector of Nepal. • Experience working with government and with sound understanding of the government reporting system. • Experience working in community focused in collecting data from the community through various relevant tools. • Experience of presenting papers in government and stakeholder community.
Evaluation Criteria	<p>The procurement committee will score the proposals received based on a pre-determined criterion using weighted scoring method. Technical and Financial Criteria will be provided with the following weightage.</p> <p>Technical Criteria: 70% Relevant Research experience: 10% Financial: 20%</p>
Signature	

Date:

Signature of Representative

Date:

How to Apply:

Interested and eligible individual are requested to apply for the call. The Financial and Technical proposal should be submitted to tenders@adranepal.org located at Sanepa, **The deadline for submitting the RFP is 17:00 of 20th October 2022.**

Cover letter of Confirmation of Interest and Availability.

Brief description of why the individual/organization considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.

Financial Proposal that indicates the all-inclusive fixed total contract price.