

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - Consultancy for Training Need Assessment and Training Site capacity Assessment	
Hiring Office:	ADRA-Nepal Country Office, Kathmandu
Purpose of consultancy:	ADRA, with support from the United Nations Population Fund (UNFPA), is implementing a project to increase access to sexual and reproductive health for all, including marginalized and vulnerable populations, and during humanitarian settings. The initial project design used a health system strengthening approach that targeted specific bottlenecks or weaknesses that limit access to quality Sexual and Reproductive Health services and the realization of broader sexual and reproductive health and rights (SRHR). Identified bottlenecks include the limited availability of reproductive health commodities; weak logistics systems; inadequate capacity of health service providers; and low support and commitment of relevant stakeholders towards SRHR, and dedicated budget allocation. The project also focused on investing in knowledge management and ensuring access to evidence, tools, best practices, etc on SRH. The National and Provincial Health Training Center managed the training and development for the Government of Nepal. UNFPA and other development partners provide support to training centres and ensure the capacity and quality of health services providers to provide services at service delivery points. UNFPA also supports capacity building for key stakeholders from the National and Provincial Health Training Centres and at government health facilities including support on the development of the capacity of health service providers to provide quality and continuous services.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The overall objective is to assess and build the capacity of the national and Provincial health training sites in managing the development of the capacity of human resources in Nepal. In addition to this the ToR suggests ‘to support the training and development component of the HRH strategic plan and other organization and development initiatives’ aimed at improving ‘the effectiveness’ of the ‘health workforce across the health sector’.</p> <p><u>Specific Assignment Objectives</u></p> <ol style="list-style-type: none"> 1. Develop a strategic framework for ensuring continual professional development through the provision of appropriate training and development activities. 2. Review the capacity and ability of the National and Provincial Health Training Centre to deliver the estimated training and development activities required. 3. Review the capacity and ability of current regulatory mechanisms to ensure adequate quality and training and development from eligible providers. 4. Recommend a broad set of steps for NHTC/PHTC/MoHP to further develop and implement a strategic framework for training and development. <p><u>Geographical area and Scope of the Assignment</u></p> <p>The assessment and capacity building will cover Nepal, with a focus on national-level actors at the training centres, selected regional training centres and service delivery points in Nepal.</p> <p><u>Supervisory and Administrative Arrangements</u></p> <p>The consultant will technically report to Program Director and Project Manager- Health, who will be the focal person for day-to day technical support. For administrative and contractual matters, the consultant(s) will work closely with the ADRA Operations Unit.</p> <p><u>Methodology</u></p> <ul style="list-style-type: none"> • Desk reviews using checklists on overall capacity of training sites, paying special attention to review of existing and proposed plans for in service training, as well as relevance of this for MOHP, staffs and ultimately to clients (but not limited to the specific areas mentioned). The desk review will also consider on training planning and implementation process. • The assessment will review relevant policies, plans, reports, and other literature to

	<p>generate evidence. ADRA Nepal will gather and share with the consultant the needed documents for his/her review.</p> <ul style="list-style-type: none"> • Interviews - The consultant will develop and send tools for conducting the different types of discussions in the country. Consultant will set up interviews with relevant staff of NHTC/PHTC and related government departments, development partners, CSOs, etc. Where it is required, the ADRA Nepal will support the consultant by conducting in-person interviews and provide the data for analysis and write-up. • The interviews may take the forms of Key Informant, Group Interviews, Focus Group Discussions, and In-depth Interviews as will be determined and will use questionnaires and focus group discussion guides developed by the consultant. • The consultant will propose additional methodologies to be agreed upon during the initial meetings and included in the inception report. Data Analysis - this is a qualitative assessment of the capacity of NHTC/PHTC. The consultant will determine the best approach for data analysis. 																				
Duration and working schedule:	The duration of the assignment will be 25 working days starting from 10 October – 30 November 2023																				
Place where services are to be delivered:	<ul style="list-style-type: none"> • Kathmandu and as per the need of consultancy to travel to provinces. • Consultant will work in coordination with UNFPA and ADRA Nepal Personnel. 																				
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<table border="1" data-bbox="331 925 1528 1382"> <thead> <tr> <th data-bbox="331 925 1046 965">Proposed number of days</th> <th data-bbox="1046 925 1265 965">Days</th> <th data-bbox="1265 925 1528 965">Timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 965 1046 1050">Desk review for inception report and tools development</td> <td data-bbox="1046 965 1265 1050">3 Days</td> <td data-bbox="1265 965 1528 1382" rowspan="8" style="text-align: center; vertical-align: middle;"><u>10 November – 31 December 2023</u></td> </tr> <tr> <td data-bbox="331 1050 1046 1093">Submit and present inception Report and work plans</td> <td data-bbox="1046 1050 1265 1093">1 Days</td> </tr> <tr> <td data-bbox="331 1093 1046 1135">Finalized guidelines, templates, and tools (1 day)</td> <td data-bbox="1046 1093 1265 1135">1 Days</td> </tr> <tr> <td data-bbox="331 1135 1046 1178">Field mobilization and Data Collection</td> <td data-bbox="1046 1135 1265 1178">12 Days</td> </tr> <tr> <td data-bbox="331 1178 1046 1220">Data Cleaning, entry, and analysis (2 days)</td> <td data-bbox="1046 1178 1265 1220">2 Days</td> </tr> <tr> <td data-bbox="331 1220 1046 1263">Report Writing</td> <td data-bbox="1046 1220 1265 1263">3 Days</td> </tr> <tr> <td data-bbox="331 1263 1046 1348">Presentation of findings to NHTC, UNFPA and ADRA</td> <td data-bbox="1046 1263 1265 1348">1 Days</td> </tr> <tr> <td data-bbox="331 1348 1046 1382">Submission of Final Report with recommendation</td> <td data-bbox="1046 1348 1265 1382">2 Days</td> </tr> </tbody> </table> <p data-bbox="331 1382 568 1417"><u>Key Deliverables</u></p> <ul style="list-style-type: none"> • Inception report submitted outlining the methodology, tools, and timelines. • Draft report with key findings and recommendations for review by training centre, ADRA Nepal and UNFPA. • Present key findings and recommendations to NHTC/PHTC/FWD and stakeholders. • Submit a final report with all quantitative and qualitative components and tools included. • Capacity Building Implementation Plan developed and approved. 	Proposed number of days	Days	Timeline	Desk review for inception report and tools development	3 Days	<u>10 November – 31 December 2023</u>	Submit and present inception Report and work plans	1 Days	Finalized guidelines, templates, and tools (1 day)	1 Days	Field mobilization and Data Collection	12 Days	Data Cleaning, entry, and analysis (2 days)	2 Days	Report Writing	3 Days	Presentation of findings to NHTC, UNFPA and ADRA	1 Days	Submission of Final Report with recommendation	2 Days
Proposed number of days	Days	Timeline																			
Desk review for inception report and tools development	3 Days	<u>10 November – 31 December 2023</u>																			
Submit and present inception Report and work plans	1 Days																				
Finalized guidelines, templates, and tools (1 day)	1 Days																				
Field mobilization and Data Collection	12 Days																				
Data Cleaning, entry, and analysis (2 days)	2 Days																				
Report Writing	3 Days																				
Presentation of findings to NHTC, UNFPA and ADRA	1 Days																				
Submission of Final Report with recommendation	2 Days																				
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will work in close coordination and collaboration with UNFPA and ADRA Nepal Personnel. S/He will coordinate with ADRA Project Manager – Health for any support any technical, logistical, and administrative procedure.																				
Expected travel:	Based on requirement to selected provinces																				

<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<ol style="list-style-type: none"> 1. At least a bachelor’s degree in medical science, Nursing, Public Health, Health Economics, Health Systems, or relevant field. 2. At least 10 years of professional experience preferably in public health and knowledge of working with training centres and government entities. 3. Previous knowledge on conduction similar types of interventions. 4. Strong analytical and research skills (both quantitative and qualitative) 5. Significant experience in family planning programming specifically having extensive knowledge of the national FP/SRH context. 6. Demonstrable experience in government policy analysis or development and of working with policy makers. 7. Experience in undertaking evaluations of impacts and outputs 8. Excellent skills and experience in facilitating key informant interviews with government officials, development partners, civil society organizations and other partners. 9. Excellent analytical skills in writing reports with constructive and practical recommendations. 10. Good writing and presentation skills, and ability to communicate effectively to diverse audiences. 11. Excellent report writing skills with ability to analyse information/data and present it in a clear and concise manner. 12. Excellent communication skills. 13. A good understanding of the social, political, and economic context. 14. Proficiency in written English.
<p>Services to be provided</p>	<p>NA</p>
<p>Evaluation Criteria</p>	<p>Based on similar type of experience.</p>