


## TERMS OF REFERENCE (TOR) FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE - “Consultant for Mapping of health facilities to Scale Up Electronic Logistic Management Information System (eLMIS) at Health Facilities in Madhesh Province”</b>	
<b>Hiring Office:</b>	ADRA-Nepal Country Office, Kathmandu
<b>Purpose of consultancy:</b>	To strengthen supply chain management system UNFPA/ADRA has been closely working and supporting management division in the field of Supply Chain and Procurement Management including eLMIS roll out in different Provinces of Nepal. UNFPA/ADRA Nepal were able to scale up eLMIS in all the LLGs and majority of service delivery points of Madhesh Province. This year also in coordination with management division, ADRA is planning to scale up eLMIS in remaining health facilities of Madhesh, Lumbini and Sudurpaschim Province hence we are planning to carry out mapping of 200 health facilities of Madhesh Province from 15 November 2023 as well as provide support in operation of non-functional. To initiate the mapping of health facilities, we request is to hire consultant for mapping of health facilities in Madhesh province to know the status of each health facilities prior to eLMIS scale up.
<b>Scope of work:</b>  <i>(Description of services, activities, or outputs)</i>	<p><b>The consultant will perform following activities as a part of this consultancy work:</b></p> <ol style="list-style-type: none"> <li>1. Identification of health facilities for eLMIS roll out from Madhesh Province targeting priority municipalities of UNFPA implementing districts.</li> <li>2. Mapping of health facilities of Madhesh Province using standard checklist.</li> <li>3. Coordinate with provincial and district focal person from government and UNFPA.</li> <li>4. Schedule and conduct mapping of health facilities for eligibility on scaling up on eLMIS.</li> <li>5. Collect data, fill up the checklist and edit/compile all the reports.</li> <li>6. Data collection will be conducted in the field on paper-based format.</li> <li>7. Quality Assurance of data for completeness and accuracy.</li> <li>8. Provide support to moderate, critical, and super critical health facilities of eLMIS in Madhesh Province.</li> <li>9. Provide technical assistance to municipality and health facility eLMIS focal person for regular entry of data.</li> <li>10. Report to respective personnels from ADRA about the work progress on regular basis.</li> <li>11. Submit draft and Final report.</li> <li>12. Others related duties that may arise.</li> </ol>
<b>Duration and working schedule:</b>	<p>The duration of the assignment will be 30 working days starting from 15 November to 15 December 2023. The deliverables are divided based on the days: -</p> <ol style="list-style-type: none"> <li>1. Submit Inception Report – 2 days.</li> <li>2. Conduct field Work – 20 days.</li> <li>3. Submit draft Report – 5 days.</li> <li>4. Sumit Final Report – 3 days.</li> </ol> <p>In addition, the consultant is required to submit all the meeting minutes of meeting conducted with UNFPA and Provincial Government.</p>
<b>Place where services are to</b>	<ul style="list-style-type: none"> <li>• Municipalities and districts of Madhesh Province with focus on</li> </ul>

<b>be delivered:</b>	UNFPA implementing municipalities and districts.		
<b>Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):</b>	<b>Deliverables</b>	<b>Timeline</b>	<b>Remarks</b>
	Inception plan & checklist for health facilities mapping.	20 November 2023	Electronic copy submitted. (1 <sup>st</sup> Instalment - 50% payment)
	Submit a final report about status of health facilities of Madhesh Province, monitoring reports and other process documentation.	15 December 2023	Final report submission (2 <sup>nd</sup> Instalment- 50% payment)
<b>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</b>	The consultant will work in close coordination and collaboration with ADRA Project Manager – Health. Consultant will report a progress update to Project Manager – Health at least weekly.		
<b>Supervisory arrangements:</b>	The consultant will report to Project Manager – Health.		
<b>Expected deliverables:</b>	The consultant is expected for following deliverables: - 1. Kick off meeting with Provincial Health directorate and UNFPA Janakpur Office. 2. Conduct mapping of 200 health facilities for eLMIS scale up. 3. Provide technical support to non-functional sites (Hospitals, Municipalities and Health Facilities) and make them operational.		
<b>Required expertise, qualifications, and competencies, including language requirements:</b>	<ul style="list-style-type: none"> <li>• Master's/ bachelor's degree in nursing, Public Health, Social Science, Management, or relevant subject with at least 5 years of related experiences.</li> <li>• Proficiency in operation of eLMIS and knowledge of procurement and supply chain management of government system.</li> <li>• Excellent English and Nepali language skills, oral and written.</li> <li>• Previous experience on data tools management, research, monitoring and evaluation and report writing will be given preferences.</li> <li>• Previous experience of working in ADRA Nepal will be prioritized.</li> </ul>		
<b>Inputs / services to be provided by ADRA</b>	NA		
<b>Evaluation Criteria</b>	The selection of consultant will be done based on the experience on eLMIS, supply chain management, prior working experience in Madhesh Province and knowledge of health system.		
<b>Other relevant information or special conditions, if any:</b>	NA		
<b>COA/cost</b>	ADRA/UNFPA/ZZT05		
Signature of Project Manager - Health: 			
Date: 5 <sup>th</sup> November 2023			
Signature of Associate Director- Health:			
Date: 5 <sup>th</sup> November 2023			