

TERMS OF REFERENCE

FOR

Consultancy for assessing the capacity of PHTC to conduct SRHR training and training need assessment in Madhesh, Lumbini and Sudurpaschim Provinces

Hiring Office:	ADRA-Nepal Country Office, Kathmandu
Purpose of consultancy:	<p>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 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 development of capacity of health service providers to provide quality and continues services.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The overall objective is to assess and build the capacity of the Provincial health training sites of three provinces including federal level in managing the development of 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.

Geographical area and Scope of the Assignment

The assessment and capacity building will cover Nepal, with a focus on national-level actors at the training centres, selected provincial training centres and service delivery points in Nepal.

Supervisory and Administrative Arrangements

The consultant will technically report to M&E Manager and consult with Project Coordinator who will be the focal person for day-to day technical and logistics support. For administrative and contractual matters, the consultant(s) will work closely with the ADRA Finance and Administration department.

Methodology

- 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 generate evidence. ADRA Nepal will gather and share with the consultant the needed documents for his/her review.
- 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 30 working days starting from 15 th April – 31 st May 2024																				
Place where services are to be delivered:	<ul style="list-style-type: none"> • Consultant is responsible for conducting assessment in NHTC and PHTC (federal and three provinces). • Kathmandu and as per the need of consultancy to travel to provinces. • Consultant will work in coordination with UNFPA and ADRA Nepal. 																				
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<table border="1"> <thead> <tr> <th><u>Proposed number of days</u></th> <th><u>Days</u></th> <th><u>Timeline</u></th> </tr> </thead> <tbody> <tr> <td>Desk review for inception report and tools development</td> <td>2</td> <td rowspan="8" style="text-align: center;"><u>15th April – 31st May 2024</u></td> </tr> <tr> <td>Submit and present inception Report and work plans</td> <td>1</td> </tr> <tr> <td>Finalized guidelines, templates, and tools (1 day)</td> <td>3</td> </tr> <tr> <td>Field mobilization and Data Collection</td> <td>24</td> </tr> <tr> <td>Data Cleaning, entry, and analysis (2 days)</td> <td>2</td> </tr> <tr> <td>Report Writing</td> <td>2</td> </tr> <tr> <td>Presentation of findings to NHTC, UNFPA and ADRA</td> <td>1</td> </tr> <tr> <td>Submission of Final Report with recommendation</td> <td>1</td> </tr> </tbody> </table> <p><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. 	<u>Proposed number of days</u>	<u>Days</u>	<u>Timeline</u>	Desk review for inception report and tools development	2	<u>15th April – 31st May 2024</u>	Submit and present inception Report and work plans	1	Finalized guidelines, templates, and tools (1 day)	3	Field mobilization and Data Collection	24	Data Cleaning, entry, and analysis (2 days)	2	Report Writing	2	Presentation of findings to NHTC, UNFPA and ADRA	1	Submission of Final Report with recommendation	1
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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 Coordinator for any support any technical, logistical, and administrative procedure.																				
Expected travel:	Provincial Training Health Centres of three provinces and selected training sites.																				

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