

Terms of References for the Resource Persons

The Suaahara II program (SII), funded by the United States Agency for International Development (USAID) and spanning from April 2016 to March 2021, aims to improve the nutritional status of women and children in 40 districts of Nepal. Improving household nutrition and increasing use of quality nutrition and health services are prime result areas that Suaahara II focusses on to meet its goal. Suaahara II is also committed in strengthening Government of Nepal (GoN) health services by creating demand for services and increasing utilization of available services among key target groups; adolescents, pregnant and lactating women and under 5 year children. The program is led by Helen Keller International and managed with CARE, FHI 360, Equal Access, Environment and Public Health Organization, Nepali Technical Assistance Group, Vijaya Development Resource Centre.

CARE Nepal is leading the theme health services, resilience and Gender equality and social inclusion (GESI) in the Suaahara-II program. The year two of the program has laid specific priority on the qualitative scaling up of CB-IMNCl (as per the set guidelines of the government); and School Health program which caters to the adolescents. Also GESI, an important cross-cutting theme of the program has many community level activities for year two which requires the cascading of the capacity development trainings. This is important for the integration of GESI in all the components of the program. To facilitate in this crucial task, the program is looking for Resource persons in the three different areas-School Health Nutrition Program; CBIMNCl and GESI.

I. Resource Persons to Facilitate and Monitor School Health Nutrition Program – (7 resource persons)

Adolescent's girls have been seen as one of the most vulnerable groups needing focus in terms of nutrition uptake and sexual and reproductive health. Eying at these issues, SII has come-up with a common understanding for having a comprehensive and intensive interventions to address these needs of adolescents. So, SII is introducing comprehensive school health and nutrition (SHN) package with prime focus on adolescent sexual and reproductive health, nutrition, menstrual hygiene and early marriage in year II in 25 districts. So, effective implementation SHN activities in district and community level, additional human resources in the form of resource person are required. The resource persons will lead in developing, planning, execution and evaluation district level trainings for school teachers in close coordination with district SII team. The resource persons will also provide technical assistance in school level peer education trainings and ensure optimum quality of those trainings.

RESPONSIBILITIES AND TASKS:

1. In coordination with district SPII team, D(P)HO and DEO Focal Point (one trained Officer on SHN package) plan and conduct Training of Trainers (ToT) for school teachers at district level as lead trainer / facilitator.
2. Support to identify the potential schools in line with the school health and nutrition strategy
3. Support in developing detail context specific action plan in consultation with SPII district team in close coordination with the DEO/D(P)HO and local level (Municipalities).
4. Contribute in creating conducive environment at school by coordinating with DEO and School Management Committees and Schools.
5. Provide technical support, facilitate and monitor school level peer education training.
6. Ensure use of available training manuals/guidelines appropriately during school level trainings.
7. Support in documentation and dissemination of program implementation processes, successes, failures, lessons learned, best practices and program innovations at program districts
8. Prepare periodic progress updates and reports of program.

9. Coordinate and liaise with government line agencies and other counterparts to ensure the effectiveness and smooth implementation of program activities.
10. Carry-out any other activities provided by SPII district and central team.
11. Support to conduct review meeting of the school health and nutrition program
12. Coordinate with Nutrition and WASH team for the effective implementation of the adolescent IFA and menstrual hygiene interventions.

Working conditions:

The position will be based in SPII district office with frequent field visits schools as well as SII working areas where SHN activities are implemented. The resource person has to lead overall management of district level SHN training and support and monitor school level peer education training. The resource person need to be roving in these districts as per the need. For the easiness in movement clustering will be done as per the below:

1. Bajhang Baitadi, Dadeldhura and Darchula
2. Achham, Bajura and Doti
3. Banke, Bardiya, Kanchanpur and Kailali
4. Dailekh, Jajarkot and Surkhet
5. Dang, Rolpa, Rukum and Salyan
6. Arghakhanchi, Gulmi, Kapilvastu and Pyuthan
7. Dhading, Palpa and Panchthar

Required qualifications:

Bachelor of Public Health/ Nursing / Health Education / Population Studies / Nutrition or Bachelor in any discipline with Certificate Level in Health Science with at least 1 years of relevant experience in facilitating and managing health related trainings; Bachelors with strong health background with experience of working with GoN structure; or at least 10 years' experience of working in health and education system.

Knowledge Skills and Competencies

- Sound understanding on adolescent nutrition, adolescent sexual and reproductive health, menstrual hygiene and other issues of adolescents.
- Highly skillful in designing, planning and facilitating trainings and managing training events.
- Familiarity with the national health system; National School Health Program.
- Excellent English and Nepali writing.
- Strong ability to work in a team and coordinate tasks and responsibilities.
- Good interpersonal and communication skills.
- Proven initiative, flexibility and ability to priorities in a demanding environment and to tight deadlines
- Sensitivity and responsiveness to Gender, diversity issues

Deliverables & Due Dates:

- Comprehensive action plan from district level SHN trainings.
- Monthly progress report
- Event completion report
- Field trip report; Timesheet and
- Financial reports

II. Resource person to conduct and manage CB-IMNCI program-(5 resource persons)

The crucial component and priority of the program is to support the GoN/MOH to implement and scale up the Community Based Integrated Management of the Newborn and Childhood Illnesses (CBIMNCI) program in 15 districts of Nepal. For the implementation of CB-IMNCI program one competent and experienced resource person is needed to support the district team at field level. The resource person will support to design, implement, monitoring and evaluation of the CBIMNCI programs in close collaboration with Central/District Suaahara team and District Health office. The resource person will work together with the MNCHGESI officer at the district and authorities in the district health offices for effective implementation.

RESPONSIBILITIES AND TASKS:

- Contribute in developing detail context specific action plan of the CBIMNCI in consultation with SUAAHARA II district team and close collaboration with the DHO and Rural and urban municipalities.
- Prepare an action plan to implement CBIMNCI together with the district team and D(P)HO
- Support district team in developing program planning, implementation, budgeting, monitoring and assessment of the CBIMNCI program in close coordination with RHD/D(P)HOs and take opportunities of district review meeting to share program activities.
- Organize training on IMNCI at various level as per the guidance of Program Specialists and the district staffs
- Support the team to follow guidelines, curriculums, protocols of CB-IMNCI and relevant programs, health facility strengthening, ensure quality implementation of training, follow up after trainings, onsite coaching and mentoring, etc.
- Support D(P)HOs to prepare and implement periodic monitoring and supervision of CB-IMNCI.
- Support program team to ensure access and service utilization by the hard to reach and marginalized population as envisioned by the program and GoN
- Assist in providing logistic support to D(P)HOs and the relevant stakeholders, community and health facilities as required.
- Provide assistance to district and central team for documentation and share the key learning/finding and innovations.
- Participate and contribute in program planning meetings and workshops organized by DHO and IMNCI partners and stakeholders
- Conduct field visits for technical support to program areas by coaching and mentoring of program staffs at district level ensuring quality recording and reporting (health facilities, community health worker, FCHVs, MG as guided by program document)
- Analyze the technical support visits/supportive supervision out puts and prepare reports of these findings for further use and dissemination at district level
- Prepare periodic progress updates and reports of program.
- Support to ensure technical and programmatic synergy between MNCH and IMNCI among the governmental and non-government partners who implement such activities by exchanging ideas for program collaboration and partnership.

Working conditions:

The position will be based in SUAAHARA II Program District Office with frequent field visits where Suaahara II is going to scale up the CB-IMNCI program. The resource person has to support in the training management, facilitation and continuation activities (onsite coaching) of 2 to 5 district as per the load of program in district. The resource person need to be roving in these districts as per the need. For the easiness in movement clustering will be done as per the below

1. Baitadi, Kanchanpur and Doti (Based in Doti)
2. Dailekh and Salyan (Based in Dailekh)
3. Lamjung , Baglung, Myagdi (Based in Baglung)
4. Kapilvastu, Palpa (Based in Kapilvastu)
5. Panchthar, Taplejung, Sankhuwasabha, Bhojpur and Dolakha (Based in Panchthar)

Required qualifications:

Bachelor of Public Health/ Nursing with Certificate Level in Health Science and at least 3 years of relevant experience in facilitating and managing child health related training

OR

Strong and significant experience in child health particularly in IMCI or CB-NCP or CB-IMNCI with background of Health Sciences (Health Assistant/Staff Nurse or Sr. AHW/ANM) with 10-20 years of experience in facilitating and managing child health related training. Previous work experience on CBIMNCI program management and training and familiar with the GoN/MoH system will be an advantage.

Knowledge Skills and Competencies

- Sound knowledge and experience in newborn, infant and child health initiatives; IMCI, NCP, CBIMNCI Programs
- Competency in facilitating trainings, developing training packages and managing training events with GoN/MoH
- Familiarity with the national health system; structures and functions.
- Sound knowledge of GoN/MoH policies, periodic plans and the program priorities and protocols
- Excellent English and Nepali writing.
- Strong ability to work in a team and coordinate tasks and responsibilities.
- Good interpersonal and communication skills.
- Proven initiative, flexibility and ability to priorities in a demanding environment and to tight deadlines
- Sensitivity and responsiveness to Gender, diversity issues

Deliverables at District Level:

- ❖ Comprehensive action plan of CB-IMNCI activities Proposed in the district.
- ❖ Monthly report with detail plan for the next months
- ❖ CB-IMNCI Event reports of all activities
- ❖ CB-IMNCI program completion report of the district
- ❖ Field trip report
- ❖ Name and details of participants of training and other activities related to CB-IMNCI

III. Resource person to facilitate and manage GESI trainings and ensure integration (5 resource persons)

The activities prioritized under GESI for year two includes cascading of capacity development trainings for the districts staffs and the community awareness through the training and mobilization of GESI champions. This requires an active involvement of human resource to maintain and deliver qualitative training so as to meet the stipulated tasks. Also, the year two has placed strong emphasis, on the post-follow up mechanism of the trainings, through the implementation of the action plan generated during the training; community reflection and engagement; and ensuring GESI integrations. To successfully comply with the objective of year II for GESI, good documentation, training rerecords and training facilitations and community engagement will be essential. Therefore to meet the targeted interventions of year two, additional short term human resource (5) is required .They will work under the close supervision of the Sr. Technical Advisor – GESI and GESI Specialist. They will work closely with the MNCH and GESI officers.

RESPONSIBILITIES AND TASKS:

- To support in the documentation and other logistic support of the trainings at the central and district
- To support in the development process of the manuals (Male engagement package of Care Nepal adopted to Suaahara; Women’s Voice and Leadership and VMF couple training package)
- To facilitate the district level trainings and their follow-ups in close coordination with the pool of trainers available at the district
- To support in mobilization of GESI champions/change makers (male and DAG focus), resilience LRPs and provide mentorship to them for championing of GESI integration.
- To collect case studies through community reflection and support the central GESI team in the finalization and documentation of the case studies.
- The documentation and compilation of all the training reports and other learning reports received from district (focusing beyond the procedural aspect)
- To support the time diary activity and ensuring its integration as a programmatic tool at other IR activities
- To provide support to the districts, and central team as per the needs identified.

Others

- Coordination with district team for the trainings and ensure it is done timely.
- Maintaining the quality of the trainings and improvisation plan as per the gaps identified.
- Follow up on the action plans prepared at the trainings to ensure GESI integration at all level

Working conditions:

CARE Nepal will hire competent resource person (HR)/consultants to complete the above mentioned task. The position will be based in SUAAHARA II Program District Office with frequent field visits.. Since the five resource persons need to cover 40 districts the position will be roving in nature. A detailed work plan will be discussed after the selection of HR and the working area/district will be finalized based on the training and tasks requirement. The resource person has to carry out the activities in 6 -8 districts as per work plan in the district, for this the districts will be clustered and assigned to each RP.

Required qualifications:

- Sound knowledge and working experience and on gender and social inclusion
- Experience in manual/guideline preparation, process documentation and training facilitation skills
- Experience of working at the community level will be given priority
- Preferences will be given to candidate holding Master's Degree in Gender studies, Social sciences, Law or other relevant subjects.
- Candidate with high proficiency in participatory research, good coordination, negotiation and strong track record of critical analysis of thematic areas evidences will be given more priority.
- Sensitive towards caste, religion, gender, culture, social exclusion and respect to the diversity
- Similar work experience with INGOs and familiar with GESI advocacy and women/girls empowerment in co-relation with nutrition.
- Have good competency on qualitative and quantitative data management, writing case stories,
- Skill to translate language English to Nepali and vice-versa, Nepali language is a must.

Knowledge Skills and Competencies

- Familiarity with the national health system; structures and functions.
- Sound knowledge of GoN/MoH policies, periodic plans and the program priorities and protocols
- Excellent English and Nepali writing.
- Strong ability to work in a team and coordinate tasks and responsibilities.
- Good interpersonal and communication skills.
- Proven initiative, flexibility and ability to priorities in a demanding environment and to tight deadlines
- Sensitivity and responsiveness to Gender, diversity issues

Deliverables & Due Dates:

- Training guidelines for district level(Nepali version)
- Training facilitation and support
- Training reports and database
- Case studies
- Monthly report with detail plan for the next months
- Training/Event reports of all activities
- Field trip report
- Final report

Roles and Responsibilities of the Organizations

CARE NEPAL:

- ❖ The district team (DC and MNCH GESI officer) will support for the coordination at district level (between PNGO, Government) for the smooth implementation of the district level activities
- ❖ The district Suaahara team and PNGO team will arrange the logistics and other materials required for the trainings, monitoring and other required support
- ❖ District DC/MNCHGESI officer will monitor the activities closely and also helps to facilitate the implementation
- ❖ The program specialist at central level will provide program related overall guidance to the resource persons in close
- ❖ The Program Specialists, Suaahara II Program, CARE Nepal will manage overall technical issues and coordination with field team (District Coordinators and the thematic Officers).

Consulting Organization:

The consulting organization will cover the following areas and responsibilities for this assignment:

- ❖ Timely submission of monthly deliverable to the program Specialists and Care Nepal
- ❖ Submission of final activities completion report of the respective districts/trainings
- ❖ Compilation of the Monitoring reports and database of the trainings facilitated, case studies compiled and integration aspects.
- ❖ Provide hard copies and electronic versions of written deliverables.
- ❖ Contact/coordinate with other relevant stakeholders as per required at district
- ❖ Manage his/her logistics such as travel, accommodation by own for completion of this assignment.

Interested consultants are encouraged to obtain the detail terms of reference (TOR) and vendor profile form from our website: <http://www.carenepal.org/calls.php> and **clicking on ToR # 02-09-2017-SP**. The ToR can also be collected from CARE Office. Last date for submitting the proposal is **16th October 2017, 05:00 p.m.** Proposal should be submitted to [email: npl.procurement@care.org](mailto:npl.procurement@care.org) or below address:

**The Front Desk
CARE Nepal, 4/288-Samata Bhawan
Dhobighat, Lalitpur
Phone (5522800)**

The proposal should include:

- 1) The applicant's profile and current portfolio;
- 2) Relevant experience and list of clients specifying the work done for them;
- 3) Copies of organization registration or equivalent; latest tax clearance certificate (for company), or registration with social welfare council (for NGO), along with renewal (if applicable); PAN/VAT and other legal documents.
- 4) The financial proposal must be in Nepali Rupees and include a detailed breakdown of the total budget proposal Filled and signed vendor profile form (ANNEX II).

Please indicate the code in the subject line while submitting the proposal.