

## TERMS OF REFERENCE (TOR)

### To recruit a consultant to conduct the Supportive Supervision on Kangaroo Mother Care (KMC) in Son La and Dak Lak province for the “*Transforming maternal and newborn care for healthier ethnic minority families*” project

#### **Background on Save the Children**

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children’s unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

#### **Background information/context**

SC has been implementing the project “*Transforming maternal and newborn care for healthier ethnic minority families*” in Son La and Dak Lak in more than three years (July 2021 to December 2024). The overall goal of the project is to contribute to reduce maternal and newborn mortality in ethnic minority in Son La and Dak Lak in the middle of 2024.

To achieve this goal, SC has partnered with Son La and Dak Lak Department of Health (DOH) and Center for Disease Control (CDC) to (1) increase awareness on healthy maternal and newborn practices among ethnic minority families and create demand for the available services in Son La and Dak Lak provinces; (2) improve health facilities' capacity to meet pregnant women's needs (capacity of health workers, privacy, respect, infrastructure) in Son La and Dak Lak province; and (3) advocate for utilizing lessons learnt and replicating good practices from the project to other districts in Son La and Dak Lak province and to other provinces.

To contribute to the outcome 3, SC and Son La and Dak Lak DOH/CDC will organize supportive supervision trips to health facilities in Son La and Dak Lak in order to enhance health workers’ capacity on KMC for preterm and low birth weight newborns and advocate for the application of KMC in these two provinces.

#### **Objective**

To improving knowledge and skills for provincial, district and commune health workers on KMC, SC is seeking one national consultant to conduct two three-day supportive supervision trips on KMC for provincial, district and commune health workers of Son La and Dak Lak (one trip for each province). These trips plan to be conducted in Son La and Dak Lak in May 2024.

#### **Location and official travel involved**

01 consultant will supply services among 8 working days as timeline from 2-24 May 2024 including 1 day for developing supervision documents, 6 days for conducting supportive supervision trips to health facilities in Son La and Dak Lak province and 1 day for writing report.

#### **Services the Supplier will provide**

1. Develop supportive supervision documents on KMC (checklists, guidelines, handouts, pre/post tests, etc.) and presentation (if any) (1 day);
2. Conduct a three-day supportive supervision trip on KMC in Son La including one day at provincial hospital for provincial/district health workers, one day at Muong La district hospital

and one day at Quynh Nhai district hospital for district and commune health workers (3 working days + 2 traveling days);

3. Conduct a three-day supportive supervision trip on KMC in Dak Lak including one day at provincial hospital for provincial/district health workers, one day at M'Drak district hospital and one day at Ea Sup district hospital for district and commune health workers (3 working days + 2 traveling days);
4. Prepare and submit supportive supervision reports and recommendation for next plan (1 day).

### **Duration/Timeframe**

No	Activity	Working time	Consultant	Time frame (tentative)
1	Develop supportive supervision documents on KMC (checklists, guidelines, handouts, pre/post tests, etc.) and presentation (if any)	1 day	x	3 May 2024
2	Conduct a three-day supportive supervision trip on KMC for provincial, district and commune health workers at provincial hospital and at district hospitals in Son La	3 days	x	7-9 May 2024
3	Conduct a three-day supportive supervision trip on KMC for provincial, district and commune health workers at provincial hospital and at district hospitals in Dak Lak	3 days	x	14-16 May 2024
4	Prepare and submit supportive supervision reports and recommendation for next plan	1 day	x	24 May 2024
<b>Total working day</b>		8 working days		

### **Experience and skill set required**

1. Medical Doctor, Obstetrician, Paediatrician or Master degree/PhD in medicine is preferred.
2. At least 10-year working experience in maternal/newborn health.
3. At least 5-year experience in conducting trainings/supportive supervision for health workers at provincial hospitals on KMC and experience in KMC application.
4. Have extensive experience and skills in clinical coaching/mentorship, especially in KMC.
5. At least 10 years worked at national/provincial hospitals.
6. Experience working with Save the Children is preferred.

### **Expected Deliverables/outputs**

1. Supportive supervision package documents:
  - a. Checklists
  - b. Guidelines
  - c. Handouts
  - d. Pre-test and post-test
  - e. Presentation (if necessary)
2. Two supportive supervision trips (3 days a trip) on KMC at provincial and district hospitals for provincial, district and commune health workers in Son La and Dak Lak.
3. Two supportive supervision reports on KMC for Son La and Dak Lak.

SCI expects the following deliverables to be provided:

<b><i>Deliverable number</i></b>	<b><i>Deliverable title</i></b>	<b><i>Description</i></b>	<b><i>Format and style</i></b>	<b><i>Timeline</i></b>
1	Supportive supervision documents	Supportive supervision documents including checklists, guidelines, handouts, pre/post tests and presentation (if any)	Electronic file (Vietnamese)	At least 3 days before conducting supportive supervision trips

2	Provide supportive supervision	Applying clinical coaching/ mentorship and practice	Directly	Trip 1: 7-9 May 2024 Trip 2: 14-16 May 2024
3	Supportive supervision reports (Following training report template of the project)	The draft and final versions of the report with detailed information about the results/recommendation/ action plan of the supportive supervision trips.	Electronic file (Vietnamese) 2 reports for 2 provinces	No later than 7 days after the trips

### **Status updates/reporting**

*The consultant shall provide the below status updates for the duration of the services:*

- Progress of the activity is updated to Tong Viet Trung, Project Manager through email: [Tongviet.trung@savethechildren.org](mailto:Tongviet.trung@savethechildren.org)

### **Acceptance**

- Deliverables 1 (supportive supervision documents) – to be accepted by Project Manager and H&N Technical Advisor within 3 working days of delivery date.
- Deliverables 3 (supportive supervision reports) – to be accepted by Project Manager and H&N Technical Advisor within 7 days of delivery date.

### **Other conditions**

1. SC and Son La and Dak Lak DOH/CDC will arrange logistics for the supportive supervision trips.
2. The consultancy fee, per-diem and travel costs will be paid by bank transfer to the consultant within 7 working days after receiving the final supportive supervision report and invoice from the consultant.
3. Documents submission: CV and a draft agenda of the supportive supervision trips.

### **Payment information**

- 100% of the total cost payable within 7 days of satisfactory completion of deliverables from 1-2-3

The fees are inclusive of all costs, overheads and expenses, including travel, subsistence and accommodation.

### **How to apply for the services**

The candidate should submit a technical proposal and CVs through email address: [Nguyenthidieu.Quynh@savethechildren.org](mailto:Nguyenthidieu.Quynh@savethechildren.org)

The deadline for responses is by: 15 April 2024.

