

TERMS OF REFERENCE

Need assessment study: Need assessment on sexual reproductive healthcare for factory workers in Binh Duong and Bac Ninh provinces

Project title

Technical Agency Marie Stopes Vietnam

Implementing Agencies Bac Ninh and Binh Duong provinces

Reporting to: MSV Research & Metrics Manager, MSV

Dates to submit March, 25th , 2019

I. Background/context for the consultation

Marie Stopes International (MSI) is a non-profit, non-government organization (NGO), specialising in the delivery of high quality sexual and reproductive health and family planning services (SRH/FP). MSI globally works in 37 countries, empowering millions of women, girls and their families across the world to make informed decisions about their reproductive health so they can fulfill their economic, social and political potential. There are currently 26.9 million women and their partners around the world who are using contraception provided by MSI.

Marie Stopes Vietnam (MSV) has been working in Vietnam since 1989, increasing access to SRH/FP services through static clinics, social marketing initiatives, franchising of private providers and strengthening the capacity of public sector providers.

To understand about the reproductive health status among female worker in Bac Ninh and Binh Duong for a new project, MSV need to recruit an independent consultant to study in the selected factories in Binh Duong and Bac Ninh provinces

II. Description of the consultation

1. Objective of the consultation

The consultant will conduct a need assessment study to explore below objectives:

A. Factory management team (Human Resources and Trade Union teams)

- To evaluate the impact of the project, the consultant needs to measure indicators as below:
 - The turnover rate related to reproductive health (RH) issues in 2018
 - Maternal leave rate in 2018
 - Sexual and reproductive health (SRH) sick leave rate
 - Rate of pregnant employees in factory
 - Employee replacement cost for maternity leave employees
 - Proportion of workers that have suffered from a gynecological disease / infection in 2018 if applicable
- To measure the expectations of the factory management team with the project and how they can

support the project

- Understand key criteria to recruit peer educators, how the factory can motivate peer educators, and what support they can provide

B. Factory clinic health staff

- Evaluate RH care knowledge to improve the quality and availability. This includes:
 - Measuring the RH knowledge of factory clinic staff
 - An assessment of necessary contraceptive supplies and tools to facilitate SRH care at the factory clinic
 - An assessment of the health staff's current capacity and their training needs to provide SRH/FP counselling and quality SRH/FP services

C. Female workers:

- Measure the awareness of RH among female workers and their expectations. Explore the communication channels which are accessible to and preferred by factories workers
- Understand workers' current health situation (e.g. how often they seek care, how much do they spend on health care, health issues, etc.)
- Understand female workers' health and welfare needs (specifically for sexual and reproductive health)
- Assess the current level of knowledge, attitudes and practice (KAP) for sexual and reproductive health among female workers.
- Explore the feasibility of developing and maintaining the Peer Educator network, which will be able to provide SRH information to female workers. Required information includes:
 - What are the key criteria to recruit peer educators
 - How to motivate peer educators
 - What support will be required to ensure peer educators are effective

2. Proposed methods:

- The research techniques employed should include:
 - Analyse the secondary data which relates to the project (turnover rate; maternal leave rate, sick leave rate, etc.)
 - Assessment of medical equipment and staff's clinical skills
 - In-depth interviews with the factory management teams and clinic staff
 - Focus group discussions with the female workers
 - Face-to-face interview with 60 female workers at each factory

3. Deliverables

- A final study design to be agreed with MSIVN including validation of any final data collection tools and sampling plans;
- Study report of maximum 30 pages, minus appendices (in English and Vietnamese languages):
Study report to include:
 - Executive summary of key findings and recommendation.

4. Time and location

- Tentative time: The consultancy is expected to be completed in April 2019.
- Work location: Bac Ninh and Binh Duong provinces.

5. Suggested Schedule

- Total number of consultancy days paid: 20 days

6. Payment

- Consultation payment: the consultancy rate will be agreed by MSV and the consultant, based on proposed workplan and methodology.
- Accommodation charges refunded by MSV for consultancy work in the project sites (number of nights and the unit cost per night are to be defined, depending on the consultancy length).
- Per diem paid by MSV for consultancy work in the project sites, according to the per diem policy of MSV.
- Transportation fares are paid for consultancy work by MSV as verified by MSV's in-charge personnel

7. Requirements

- Deadline to submit: March, 25th, 2019
- Documents:
 - o CVs of consultant or company profile
 - o A concept note of maximum 3 pages
 - o Proposed budget

8. Resources

The following human resources would be provided to the consultant during his/her work:

- Research Manager will work directly with the consultant to coordinate necessary activities under the consultancy framework.
- Research and Metrics (RMT) team at MSV and MSIUK offices will provide technical input as necessary for work in Vietnam.

9. Qualification and experiences

- Minimum Master Degree in Public Health or Medicine (Post-graduate degree highly desirable)
- Demonstrated knowledge and understanding of Sexual Reproductive health as well as healthcare systems in Vietnam.
- Previous experience in community assessment and consulting.

- Demonstrated skills and experience in design and implementation of research projects.
- Excellent command of the English language.
- 3-5 years of experience of working in relevant field.

Point of contact from MSIVN:

During the consultancy work, the consultant will contact the Research Manager via below numbers and addresses for any necessary assistance and/or coordination. The Research Manager will communicate with other relevant technical personnel's within MSI/MSV as required to provide technical input during and for completion of the consultancy.

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