

TERMS OF REFERENCE
Comprehensive Package for Migrant and Their Spouse

Province Government
Health Ministry

Health Directorate
Province NO.1, Dhankuta

Telephone: 026-522508/523561

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)
(CONSULTING SERVICES–FIRMS SELECTION)

EOI No.- HD-P1/EOI/2079-80

Date of Publication: 2079/08/20

Method of Consulting Service: Provincial

ASSIGNMENT TITLE: MANAGEMENT OF HIV TARGETED INTERVENTION

(Comprehensive package for Migrant and Their Spouse)

A. Objective of Consultancy Services or Brief TOR

Background

As per the approved activities through NCASC under Red book Health Directorate, Province NO. 1 has decided to conduct the HIV Targeted Intervention Program. Health Directorate intends to contract qualified and experienced civil society organizations, Non-Governmental Organizations (NGOs), NGO networks, private sector institutions and professional organizations to conduct the comprehensive services to the targeted populations.

The consulting services (“the Services”) include the following component to implement the HIV Targeted Intervention.

SN	Components	Duration	Area covered
1	Targeted Intervention for Male Labor Migrant and Their Spouses	Till 15 Asar 2080	Jhapa, Morang, Sunsari, Illam, Udayapur,

Health Directorate now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

Objectives of the Assignment:

The main objective of this contract is to control and prevent the spread of HIV in migrants and their spouses in district.

The specific objectives are:

- i) 70% of migrants and 80% of spouse of migrants at risk in working area are reached with prevention interventions.
- ii) 90% of migrants and spouses reached with prevention interventions will be tested for HIV and know their status,
- iii) Link and enroll all diagnosed HIV positive and TB people to care, support and treatment.

The implementing NGO will provide the following package of services to high risk migrants and their spouses considering source, transit and destination locations.

1. Implement behavior change communication interventions at source and transit points to increase safer sex through an outreach program.

- Develop a pre-departure orientation program to meet health and safety needs of migrants and potential migrants.
- Hire and train outreach workers. Include returning/returned migrants, spouses of migrants and PLHIV with a minimum qualification and experience.
- Train outreach workers to build skills of migrants in proper condom use and disposal, HIV awareness, STI & HTC knowledge and recognition skills.
- The materials and activities should include education on condom and skills, sexual health and STIs and HTC. Educational and skills building material should be adopted for BCC.

- Develop mobile information booths for use at or near bus stations in special occasions
 - Review and revise strategies and activities based on project implementation experience, behavioral surveillance results and in light of issues raised during review.
- 2. Provide HIV Testing (HTC) services**
- Provide HTC services to migrants and their spouses through community-based testing /or mobile clinics.
 - Sensitize staff at nearby government HTC centers towards the needs of migrants and their spouses
 - Ensure enrolment of HIV positive cases to ARV treatment centers
 - TB screening of people diagnosed as HIV positive.
- 3. Provide condom and skills in use and negotiation**
- Ensure that condoms easily available in the project area
 - Promote condom use through free distribution of condoms through condom outlets, outreach workers, static and mobile STI/HTC clinics.
 - Provide skills in condom use and disposal through outreach workers and include in materials developed for behavior change intervention
 - Review and revise condom education and distribution activities based on project experience and behavioral surveillance results
- 4. Promote an enabling environment to reduce stigma and support program implementation**
- Identify potential groups or individuals who could hinder progress of project. Develop a plan to promote a more positive environment for HIV prevention activities among migrants and their spouses specifically tackling stigma.
 - Undertake advocacy and educational activities to improve understanding of local police officials and other community members towards the importance of working with migrants for HIV prevention.
 - Include anti-stigma messages in media campaigns
- 5. HIV awareness and publicity to migrants going to abroad via major boarder check posts**
- Develop a pre-departure orientation program to meet health and safety needs of abroad migrants
 - Mobilize outreach workers to orient abroad migrant in major boarder check posts of Province 1
 - Develop/update/revise the HIV component in the orientation package by collaborating with concerned department of GoN
 - Educational and skills building materials to abroad migrants adopted for BCC.
 - Develop mobile information booths for use at boarder check post.

Staffing: In addition to program staff, the NGO will be required to have Project Coordinator, M&E Officer and Admin/Finance Officer.

Monitoring: The implementing NGO(s) will provide the progress reports against the process indicators defined in M & E Matrix. In addition, district will judge progress towards achieving the targets described in M & E Matrix, by examining whether the NGO is demonstrating progress towards accomplishing milestones described below. Any decision to terminate the contract or take other remedial action, specified in the contract will be based on past progress of the NGO, the existence of extraneous constraints, challenges, or impediments, a summary of all available quantitative information, and the latest results of integrated biological and behavioral surveys.

Milestone by the end of the first month:

- i) All project staff have been recruited and trained in the basic principles of HIV interventions for migrants and their spouses.
- ii) Specific staff member is delegated and trained to conduct advocacy for an enabling environment; an advocacy program is begun with key stakeholders.
- iii) At least a few returned migrants regularly advise project staff or are included on the staff in a defined position that contributes to decision-making.
- iv) Basic infrastructure, i.e. transportation and main office, are completed.
- v) Criteria for recruitment of all program staff including peer educators and outreach worker/peer educator manuals will be adopted.
- vi) Specific staff member is delegated and trained for M&E; needed computer programs are installed and operating.
- vii) Knowledge and skills in the technical aspects of STI management and HTC for migrants are improved with appropriate technical assistance.
- viii) Infrastructure, i.e. computer programs, clinics, safe spaces, drug supplies, are secured and operating.
- ix) Outreach worker and Peer Educator training has begun with required number of outreach workers and peer educators.
- x) All staff are trained in the principles and practices of behavior change interventions and non-discrimination, including medical staff and auxiliary staff, such as drivers; this training should include issues relating to empowerment and social inclusion.
- xi) Materials (printed, video, audio, musical, etc.) used in discussions among migrants and their spouses are adopted.
- xii) M&E framework completed, including indicators for coverage, exposure to intervention and changes in safer sex behaviors, STI treatment seeking behaviors, quality of STI care and effectiveness, of advocacy for an enabling environment

Compliance with National Guidelines The executing NGO (and its subcontractors) will follow the MoHP/NCASC's National Standard Service Package for HIV Services 2019 and all other relevant national guidelines/SOPs for delivery of services to migrants and all other relevant national guidelines/SOPs for delivery of services to migrants and their spouses.

Facilities that will be provided by the Health Directorate: The Health directorate through the health office will provide the following facilities to the successful NGO during the execution of the contract:

- Technical support including different package (training, orientation, media message) development
- Provide constructive feedback with regular monitoring and supportive supervision.

- Updated national guidelines for management of STIs, HTC and testing standards and ethical guidelines
- Standard recording and reporting formats – to be developed through mutual consultation
- Copies of key reports and related research as necessary
- Access to public sector health services
- Access to ARV treatment centers

Accountability and Working Relationship: The NGO will be accountable to Health Directorate for the satisfactory delivery of the services defined here. They will work in close collaboration with the other relevant development partners, and other NGOs working with migrants and their spouses.

REPORTING REQUIREMENTS

The Consultant shall submit reports to the Client as follows:

1. Submit monthly progress report and financial report by using the standard reporting format within 10th of succeeding month (Nepali calendar).
2. Share copy of each report with respective districts and local level.
3. Submit final project reports both progress and financial within the 1 week of project completion to Health Directorate.

In addition, the minimum recording and reporting requirements will be as follows:

- (i) The NGO's staff will maintain a daily log of their activities in sufficient detail to allow a review and assessment by the supervisory personnel.
 - (ii) The number of clients per day using the services and the regularity of clients in using services.
 - (iii) The record that includes number of activities and beneficiary or participant should be maintained and reported.
 - (iv) The number of clients per day using the services and the regularity of clients in using services.
 - (v) Maintenance of stock registers to allow monitoring and reporting of stock-outs of essential commodities
 - (vi) Maintain income and expenditure statements of the project proceeds for external financial audit and provide copy of the audit report to the client or its representative within three months after the completion of a fiscal year.
 - (vii) Maintain all original receipts, vouchers, bills.
 - (viii) The final progress report will provide at least the following information:
 - Progress made against the agreed activities as per work plan
 - Progress made in against the established target/output target(s)
 - Challenges encountered and options used to resolve them
4. Reporting format is including hereafter in RFP (request for proposal).

Duration:

The duration of this assignment will be till 15th Asar of this running FY 2079/80.

Payment:

Health Directorate, Dhankuta will pay as per contract signed between the Health Directorate and the firm.

C.B. Evaluation of Consultant's EOI Application

Consultants EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility and Completeness Test: Mandatory documents

SN	Criteria Title	Compliance
1	Updated DAO registration	
2	Updated SWC affiliation certificate	
3	Updated PAN/VAT registration	
4	Recent Tax Clearance/Tax Return Submission	
5	Organization's Constitution	
6	Diagram of Organization structure	
7	Admin Finance HR Policy	
8	Audit report of last year	
9	Governing Board /Member Profile	
10	Progress Report of last year	
11	Reference letter of organization experience	
12	Reference letter of Health Office from respective district (preferred)	
13	Organization's authentic signature and organization's stamp on application form	

ii) EOI Evaluation Criteria:

A selection committee will be formed and will evaluate each organization based on a total score of 100. The distribution of scoring criteria will be as follows:

- 1) Qualification of Key Experts: 30%
- 2) Experience of key Experts: 60%
- 3) Financial capacity: 10%

Minimum score to pass the EOI is: 60%

Selection criteria include, but are not limited to, the following:

- Fulfilled renewal criteria (DAO, SWC, VAT, Tax, Audit,)
- Similar experience in the required area of work
- Expertise of firm/organization

- Work experience in donor supported projects
- Organizational structure and in-house permanent staff
- Financial and managerial capability as well as commitment to fight HIV/AIDS or health related program management
- Application either in Nepali or in English language is equally treated.

Organization screened for RFP (Request for Proposal) from EOI will be notified to submit RFP and also the detail RFP guideline will be provided in order to make easy for RFP preparation.

<u>ii) EOI Evaluation Criteria</u>	<u>Insert Minimum Requirement if Applicable</u>	<u>Score [Out of 100%]</u>
A. Qualification		
<i>Qualification of Key Experts</i>	1. Project Manager- Masters degree (public health /community medicine/social science or any other field. 2. M and E officer- Bachelors degree in any field. 3. Finance Officer- Bachelor degree in finance and accounting 4. Facilitator cum counselor - (HA/Sr.AHW/Sr.ANM)- PCL in general medicine/CMA/ANM 5. Office Assistant- literate	30 %
<i>Experience of Key Experts</i>	Program manager- Involved in the similar field of HIV targeted interventions	

B. Experience		
<i>General of consulting firm</i>	Seven years of experience in the general targeted intervention field	60 %
<i>Specific experience of consulting firm within last 7 years.</i>	Experience of conducting Targeted intervention program in specific field	
<i>Similar Geographical experience of consulting firm</i>	Experience of conducting similar program in different province and different district of Nepal.	
C. Capacity		
<i>Financial Capacity</i>	Average Annual turnover of last three years should be at least 3 million	10 %