CONSULTANCY

Terms of Reference

This consultancy is requested by:

<table>
<thead>
<tr>
<th>Unit:</th>
<th>Newborn Health</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Department of Maternal, Newborn, Child and Adolescent Health and Ageing</td>
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</table>

1. Purpose of the Consultancy
To assist the department with tasks related to development and country introduction of training materials and standards of care for small and sick newborn.

2. Background
Following the launch of the Every newborn: An action plan to end preventable deaths (ENAP) at the 67th World Health Assembly in 2014, regional and global support for its implementation has been led by WHO and UNICEF.

Within this context WHO is having a leading role in managing a MNCH Quality of Care Network that brings together 11 countries and a host of partners, with the aim to accelerate reductions in preventable maternal, newborn and child mortality, through improvements in quality of care in health services. Using agreed quality of care framework and implementation tools WHO provides technical assistance to build capacity for implementation of interventions in the network countries. To improve newborn care the focus is on essential interventions such as immediate newborn care, kangaroo mother care, management of newborn infections, and perinatal deaths reviews, among others.

WHO in collaboration with ENAP partners is leading the work on care for small and sick newborns. Survive Thrive: Transforming care for every small and sick newborn was published in 2019. Policy and clinical guidance on management of small and sick newborns, including Standards of care for small and sick newborn, a roadmap on neonatal nursing, and an updated Charter on Respectful Maternity Care that includes newborn rights, have been developed and are ready for dissemination and technical assistance in countries to facilitate their uptake. In collaboration with AAP, COINN, ICM, UNICEF and Laerdal Foundation WHO is developing training materials on essential newborn care and care for small and sick newborns.

To develop training materials on care of small and sick newborn care and to introduce training packages and the Standards of Care for Small and Sick Newborn in priority countries, WHO's Department of Maternal, Newborn, Child and Adolescent Health and Ageing (MCA) is seeking to engage a consultant.

3. Planned timelines (subject to confirmation)
Start date: 16/03/2020
End date: 15/09/2020
4. **Work to be performed**

**Output 1:**
Draft training materials for the specific management of selected areas of small and sick newborn care to accompany *WHO Standards of Care for Small and Sick Newborn* and to complement the *Essential Newborn Care Course*.

Deliverable 1.1: Training modules on hospital for small and sick newborn drafted.

**Output 2:**
Field testing and review WHO Essential Newborn Care Course.
Deliverable 2.1: Participate in the bi-monthly meetings on WHO ENC training materials and provide inputs accordingly.
Deliverable 2.2: Participate as trainer in the field testing of the ENC course in Nepal in April/May 2020.

**Output 3:**
Support dissemination and country implementation of the *WHO Standards of Care for Small and Sick Newborn*.
Deliverable 3.1: Participate in a global meeting on quality of care for neonatal health to be held on 14-18 June 2020 in Bangladesh.

Deliverable 3.2: Provide support to selected priority countries to plan and implement activities related to quality improvement in neonatal services, including through uptake of the Standards of Care for Small and Sick Newborns.

5. **Technical Supervision**
The selected Consultant will work on the supervision of:

<table>
<thead>
<tr>
<th>Responsible Officer:</th>
<th>Ornelia Lincetto, Senior Medical Officer Newborn Health, MCA Department</th>
<th>Email:</th>
<th><a href="mailto:lincettoOr@who.int">lincettoOr@who.int</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager:</td>
<td>Rajiv Bahl, Team leader Newborn Health, MCA Department/Newborn Health</td>
<td>Email:</td>
<td><a href="mailto:bahlr@who.int">bahlr@who.int</a></td>
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6. **Specific requirements**

- **Qualifications required:**

Degree in medicine and advanced level education in pediatrics or neonatology from a recognized university. Training in public health/epidemiology.

- **Experience required:**
A minimum of ten years of experience in public health with focus on neonatal health or pediatrics, including at least five years of experience in developing countries and/or humanitarian settings.

- **Skills / Technical skills and knowledge:**
Experience in development and dissemination of clinical guidance, training materials and program implementation tools, experience in supporting low and middle-income countries to strengthen access and quality of neonatal and/or pediatric health services; experience in assessing quality of hospital services and analysis of neonatal data/indicators.

- **Language requirements:**
  It is requested expert knowledge of English and intermediate knowledge of French.

7. **Place of assignment**
The consultant will be required in Geneva or in priority countries for this assignment approximately one week per month. Any travel will be subject to a separate travel authorization.

8. **Medical clearance**
The selected Consultant will be expected to provide a medical certificate of fitness for work.

9. **Travel**
The Consultant is expected to travel according to the itinerary and estimated schedule below:

<table>
<thead>
<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From 16/03/2020 To 20/03/2020</td>
<td>Geneva, Switzerland</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Assignment in Geneva</td>
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<table>
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<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From 6/4/2020 To 9/04/2020</td>
<td>Geneva, Switzerland</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Assignment in Geneva</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From 20/04/2020 To 30/04/2020</td>
<td>Kathmandu, Nepal (TBC)</td>
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<tr>
<td>Purpose:</td>
<td>Field testing of ENC course</td>
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<table>
<thead>
<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From 18/05/2020 To 22/05/2020</td>
<td>Geneva, Switzerland</td>
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<tr>
<td>Purpose:</td>
<td>Assignment in Geneva</td>
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<table>
<thead>
<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From 13/06/2020 To 18/06/2020</td>
<td>Dhaka, Bangladesh</td>
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<tr>
<td>Purpose:</td>
<td>Multi-country QED workshop on standards of care for small and sick newborns</td>
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<table>
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<tr>
<th>Travel dates</th>
<th>Location:</th>
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<tbody>
<tr>
<td>From 20/07/2020 To 24/07/2020</td>
<td>Geneva, Switzerland</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Assignment in Geneva</td>
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**Travel dates** | **Location:**
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From 1/08/2020 | To 21/08/2020 | African QoL country, TBU
**Purpose:** | Country QED workshop on standards of care for small and sick newborns

**Travel dates** | **Location:**
--- | ---
From 07/09/2020 | To 11/09/2020 | Geneva, Switzerland
**Purpose:** | Assignment in Geneva

*All travel arrangements will be made by WHO – WHO will not be responsible for tickets purchased by the Consultant without the express, prior authorization of WHO. While on mission under the terms of this consultancy, the Consultant will receive subsistence allowance.*

*Visas requirements: it is the consultant’s responsibility to fulfil visa requirements and ask for visa support letter(s) if needed.*
18 February 2020

Dear Colleagues,

Request for Proposals: Care of small and sick newborn Consultancy

You are hereby invited to submit a proposal for consultancy services relating to quality improvement in health care services for newborn at different levels of the health system, as well the development of training modules on care of small and sick newborn. The services required by the World Health Organization (WHO) are more fully described in the Terms of Reference attached to this this Request for Proposals (RFP).

WHO, a public international organization consisting of 194 Member States, is dependent on contributions it receives for the implementation of its activities. You are therefore requested to propose the best and most cost-effective solution to meet WHO’s requirements.

This RFP is open to individuals engaged in the field of public health with proven expertise in paediatrics and neonatology.

Please follow the instructions set forth in the Annex attached hereto in the submission of your proposal to WHO. The Annex forms an integral part of this RFP.

The proposal should be prepared and submitted in the English language and should include the following information:

- Proposed approach/methodology;
- Proposed time line; and
- Financial proposal.

Proposals should be submitted to WHO in writing no later than 5 March 2020 at 17:00 hours Geneva time (“the closing date”), by mail email at the following address: mncah@who.int

Simultaneously with submitting a proposal, please enter or update (as appropriate) your details in the Personal History Form in the WHO eRecruit system: http://www.who.int/employment/en/

We look forward to receiving your response to this RFP.

Yours sincerely,

[Signature]

Dr Arshu Banerjee, MCA, Director

Organisation mondiale de la Santé • Всемирная организация здравоохранения • Organización Mundial de la Salud
Annex: Additional provisions applicable to the RFP

WHO may extend the closing date for the submission of proposals by notifying all bidders thereof in writing.

Any proposal received by WHO after the closing date for submission of proposals may be rejected.

No proposal may be modified after its submission, unless WHO has issued an amendment to the RFP allowing such modifications.

WHO may request any bidder in writing to provide clarification of any part of its proposal. Bidders shall not be entitled to change the price or substance of the proposal during this exchange.

In its review of proposals received, WHO will give due consideration to the principles of economy and efficiency, and the responsiveness of the proposals to the needs of the project concerned. As such, WHO does not bind itself in any way to select the bidder offering the lowest price.

In addition, WHO reserves the right:
   a) To award separate contracts for parts of the work or services to one or more bidders of its choice;
   b) To cancel the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to provide reasons for WHO's action;
   c) To award a contract on the basis of WHO's particular objectives to one or more bidder(s) whose proposal(s) is/are considered to be the most responsive to the needs of the Organization and the activity concerned;
   d) Not to select any bidder and not to award any contract.

WHO shall not in any way be obliged to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any bidder.

NOTE: WHO is acting in good faith by issuing this RFP. However, this document does not oblige WHO to contract for the performance of any work or the provision of any services.

WHO also reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work or services called for under this RFP.

Bidder(s) who is/are selected by WHO to provide the services will be required to sign WHO's consultant contract. Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract, and return it to WHO according to the instructions provided at that time. If the selected bidder does not accept the contract terms without changes, WHO has the right not to proceed and instead contract with another bidder of its choice.