



## **TERMS OF REFERENCE FOR CONSULTANCY FIRM**

### **Request for Proposal**

<b>Title of assignment</b>	Rwanda Harmonized health facilities assessment (RHHFA)
<b>Type of consultancy</b>	Consultancy firm /Institution
<b>Category of the consultancy</b>	National consultancy firm to design and implement a nationwide harmonized health facilities assessment
<b>Level of consultancy</b>	Senior Level

#### **1. Background**

The harmonized health facility assessment (HHFA) represents a resource package for conducting standardized health facility surveys. The HHFA enables a comprehensive, external review of the availability of health facility services, the systems that facilities have in place to deliver services at required standards of quality, and the effectiveness of the services. Availability, quality and effectiveness of health services are integral to universal health coverage (UHC) and contribute to achieving the Sustainable Development Goals (SDGs).

HHFA data supports health sector reviews, planning and policy-making, and enable evidence-based decision-making for strengthening country health services. The HHFA builds upon the USAID/WHO Service Availability and Readiness Assessment (SARA) and incorporates components of other key global health facility surveys and indicator lists. It is based on global service standards and uses standardized indicators, questionnaires and data collection methodologies. Standardization of indicators and data collection promotes alignment of health facility survey approaches and enables comparability of results over time and across geographic areas. The HHFA has four modules including service availability, service readiness, quality and safety of care and management and finance.

In Rwanda, the Ministry of Health collects data from the health sectors and other relevant sectors using multiple data collection mechanisms including Health Information System (HIS), health facility assessments by different programmes, and household survey. This needs to be harmonized using a standard approach jointly developed by WHO and partners. The RHHFA is aligned to WHO support and Biennium Operational plan for 2020-2021 /2022-2023 and the Global Program Work 13 (GPW) 13 targets including strengthened country capacity data use, innovation, health information systems. The assessment will generate the evidence on the availability, readiness and quality of health services within health system and their impact on population health and will contribute to ensure equitable access to quality health services to attain Universal Health Coverage.

The assessment will cover 100% (1,907) of the health facilities at different levels of service delivery with core modules and sampled health facilities (1,319) for additional modules on Data Quality Assessment and community health services. It is anticipated that the data generated on facility level attributes will be used to update the master facility list.

To support the Ministry of Health to conduct RHHFA, the WHO Rwanda Office has been requested for technical and financial support. It is in this regards, the WHO Country Office intends to recruit an institution or consulting firm who have a good experience in health facility assessments, and health systems to support the Ministry of Health to effectively implement the RHHFA.

## **2. Main and specific objectives**

The main objective of the consultancy is to design and implement the harmonized health facilities assessment in all health facilities of Rwanda. This will generate health facilities based information on the availability, readiness and quality of services with a health system.

## **3. Specific objectives will be to:**

- Support the adaptation of the HHFA questionnaire to the Rwanda settings
- Support data collection and management systems
- Carry out field work to assess the standard of health facilities with respect to personnel, infrastructure, capacity to provide health services and monitor the type, quantity, and quality of services being provided to a population on a given day
- Provide external validation for self-reported information on service delivery, quality of care and system functioning through the routine system
- Prepare detailed report based on the data collected from the field.
- Prepare policy briefs as guided by the MOH coordinating team
- Update the master Health facility list for Rwanda

#### **4. Work assignment**

The institution or consulting firm will be requested to conduct the following activities:

- Develop and write an inception report,
- Facilitate the adaptation of data collection tools developed by WHO and other partners in collaboration with Ministry of Health and WHO,
- In collaboration with WHO and Ministry of health organize and facilitate the training of data collectors and supervisors,
- Organize and supervise the field activities for data collection (pretest and main data collection)
- Perform data entry, cleaning and analysis and draft the preliminary assessment finding
- Organize and facilitate a meeting to present the preliminary findings for validation
- Elaborate assessment final report and facilitate the dissemination workshop

#### **5. Deliverables**

- Inception report/ protocol which include the situation analysis/ Background, detailed methodology for the implementation and timelines for the completion of the assessment
- Adapted data collection tools,
- Trained data collectors on methodology and data collection tools
- Cleaned dataset and preliminary analysis
- Final report submitted
- Dissemination of the RHHFA Report

#### **6. Organizational context**

The RHHFA work will be performed under financial and technical support from WHO. Further, the consultancy will be performed in collaboration with the Ministry of Health and Other partners. MOH will provide necessary support to the consultant firm such as facilitating communication with relevant stakeholders for a smooth implementation of the activities. The consultancy firm will be supervised by Rwanda WHO Country Office/Universal Health Coverage Life Course(UHCL) Team lead and Director of Planning, Monitoring and Evaluation from Ministry of Health with technical backstopping from WHO Regional and Headquarters.

#### **7. Qualification/ Requirement**

The consultancy firm should:

- Be registered with Rwanda Development Board (RDB). This registration is proven by the provision of a certificate from RDB or the Institution is recognized and established by the Law

- Have public health experts with extensive working experience in public health research including design and implementation of nationwide surveys with at least 5 years. This is proven by the provision of a work certificate for previous work
- Have a good experience in quantitative and qualitative research
- Proven capacity to carry out the scope of work with a professional team able to undertake the research activities evidenced by detailed CVs of key staff (Team Lead and Core team)
- Have good understanding of the Rwanda Health system/Rwanda health sector structures
- Have capacity to elaborate and present documents in English
- Have Strong organizational skills, attention to detail, and ability to meet deadline

## **8. Time frame and duration**

The duration allocated to this assignment is around 3 months from **June to September 2022**.

## **9. Proposal documents and submission**

The consultancy firm /institution will submit request for proposal which comprises the following documents:

- A narrative technical proposal with the proposed approach, methodology and timeframe for each deliverable.
- Staffing structure, including staff CVs with completion certificates of research activities undertaken in the past, details of days per team member articulated against a work plan of activities should be also included.
- Certificates of successful completion of related work
- Certified copies of academic and professional qualifications.
- Copy of national Identity card/ or Passport of the Team Lead and other members of the consultant team
- Name of the company /institute and Address & telephone number and Legible name
- Financial proposal includes activities and budget details.
- At least 3 Recommendation letters and copies of contracts or Purchase orders from previous or Current clients
- Interested firms shall submit their proposals with their full address to [afwcorw@who.int](mailto:afwcorw@who.int) not later than **27<sup>th</sup> May 2022 at 13:00noon**.

## **10. Selection and contract signing**

After analysis of proposals, WHO Rwanda will notify the winner in writing and call for discussion followed by contract signing if fully agree. The work is expected to start immediately after contract signing.

WHO Rwanda reserves the right to cancel any or all the proposal without assigning any reason thereof.

**Done at Kigali, on 1<sup>st</sup> February 2022(revised May 2022)**