



**TERMS OF REFERENCE**  
**FOR INDIVIDUAL CONSULTANT (National)**  
**For Rapid Assessment, Monitoring and Supervision of Health Facilities for Renovation**  
**Works in Cox’s Bazar (DH, UHCs, MCWC and Union Level Health Facilities)**

<b>FOR</b> <b>UNFPA BANGLADESH</b>	
Hiring Office:	UNFPA Bangladesh Country Office
Purpose of consultancy:	<p>UNFPA is going to implement a Health and Gender Support Project (HGSP) in Cox’s Bazar. The project objectives are to strengthen integrated sexual and reproductive health and rights (SRHR) and gender-based violence (GBV) prevention and response services and information for the host communities and the displaced Rohingya population in Cox's Bazar district.</p> <p>The project is part of the Government’s Operational Plan (OP) on Health and Gender Support in Cox’s Bazar District under the 4<sup>th</sup> Health, Population and Nutrition Sector Programme (4th HPNSP) of the Ministry of Health and Family Welfare.</p> <p>Some of the technical and financial assistance will focus on to improve access to and utilization of integrated SRHR and GBV prevention and response services in district, upazila, union and community levels. Part of the assistance will also be directed towards renovation and repairs of the existing health facilities at MCWC and Union Health and Family Welfare Centers (UH&amp;FWCs) where in 13 selected centers UNFPA will implement GBV case management and Psychosocial First Aid (PFA) for the GBV survivors by deploying a case worker. So sitting arrangement/ confidential space for the case worker to provide confidential GBV case management and PFA will be assessed in the centers. UNFPA is also responsible to strengthen the OCCs at district and four (4) Upazila Health Complex for providing quality GBV services. A separate space in reception for GBV survivors will be created so that they do not need to wait in queue for services and create a confidential space for lab specimen collection and Mental Health and Psychosocial Support Service (MHPSS) inside the OCC in district hospital. An internal setup in two existing OCC (Teknaf and Ukhia) will be arranged to provide confidential GBV services in a priority basis and two new OCC (Maheshkhali + Kutubdia) will be fully setup for 24/7 services for the GBV survivors.</p> <p>The purpose of this consultancy is to assist UNFPA Bangladesh Country Office to carry out rapid assessment of health facilities (DH, MCWC, UHCs and UH&amp;FWCs) and recommend for necessary renovation and repairs or internal setup, including dormitories, ensuring safe drinking water, waste management at MCWC and renovation of UH&amp;FWCs and OCCs, including fencing, provision of drinking water, toilets (M/F), sanitation, waste management and power back-up systems (generator/solar). In addition, estimated costs for each of the above mentioned works would be required for proper planning, implementation and monitoring of proposed renovation and repair works.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will undertake rapid assessment of MCWC, district and upazilla level OCCs and all UH&amp;FWCs in Cox’s bazar district in order to:</p> <ul style="list-style-type: none"> <li>● Meet with Deputy Director of FP, Executive Engineer of Health Engineering Department (HED) and other stakeholders of Cox’s Bazar to initiate the discussion of repair and renovation;</li> </ul>

\* The agreement is under review by MoHFW/WB; therefore the fund code is tentative.

	<ul style="list-style-type: none"> <li>• Visit MCWC, OCCs in DH, Upazila Health Complexes in Moheskhali and Kutubdia for setting up the OCC for 24/7 GBV services and all UH&amp;FWCs at union level and carry out rapid assessment for health and GBV case management including Mental Health and Psychosocial Support Service (MHPSS);</li> <li>• Meet with relevant Government officials at district, MCWC, and UH&amp;FWCs, including other coordination mechanisms to assess the current situation and make recommendation for renovation and repairs to ensure quality SRHR and GBV services;</li> <li>• Meet with other stakeholders such as IOM, UNICEF, WHO, I/NGOs as well as leads of ongoing projects implementing health related projects to avoid duplication and ensure synergy.</li> <li>• The assessment should include demographic information (such as total population, pregnant women/delivery, caseload at district and Upazila level OCCs and OPD, in-patient and emergency); current status of each facility (by upazila and number of UH&amp;FWC health facilities); current status of water and sanitation/by type; availability and functioning of toilets; fencing; availability of electric supply and requirement of alternative power backup system; waste management and provide tentative cost estimate for each of the work for each facility including dedicated separate confidential sound proof area/room for GBV case management and PFA. Status of the waste management systems of each facility, feasibilities of the system and to provide tentative cost estimates.</li> <li>• To prepare a Facility Readiness Checklist (based on the International Health Facility Assessment Network - IHFAN core indicators and OCC/Health Sector Response to GBV Protocol/Guideline/Standard and structural facility for the GBV case management of IRC/UNFPA as available and Interagency GBViE Minimum Standards on PFA/MHPSS)</li> <li>• Carry out monitoring and supervision of renovation and repair works as outlined above (being carried out by an UNFPA implementing partner or partners) in coordination with HED and provide necessary technical support for ensuring quality and standards as per existing Government health facility infrastructure design, norms and standards, especially for health and GBV services and need of the people with disabilities.</li> <li>• Submit weekly update on the progress of the renovation/repair work to UNFPA and other Government agencies (as required).</li> <li>• Provide recommendations to UNFPA to take corrective action to ensure proper coordination with Government authorities and implementing partner(s).</li> </ul>
Duration:	120 days (task-based, spanning over the period of February to November 2021 (10 months)
Place where services are to be delivered:	UNFPA Bangladesh Country Office
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The consultant will provide assessment of the MCWC, OCCs in DH and UHCs and all UH&FWCs at the union level in relation of existing status of health and GBV service facilities and renovation work required in terms of fencing, waste management, water and sanitation and power systems for each facility separately. The assessment should also include tentative cost estimate for each work and quality assurance of repair and renovation works by the IP.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will be expected to work remotely with regular in-person meetings to be held at UNFPA country office, project offices and in other partners' office. There will be extensive field travel as the consultant will be expected to visit the district, upazilas and unions for assessment, regular monitoring and supervision of renovation works. The supervisor will provide day-to-day monitoring and supervision.
Supervisory arrangements:	The Consultant will work under the direct supervision of the SRH Programme Specialist with overall guidance from the Chief of Health. GBV related work will be consulted with Programme Specialist- Gender
Expected travel:	The Consultant will have to make her/his own arrangements and bear cost to attend meetings and consultations while in Dhaka.  The field travel will be managed by UNFPA country office, including air ticket and DSA will be paid after submission of mission report and travel claim for the night spent in the field duty station as per UN DSA rate. The consultant will need to ensure prior approval of travel authorization and security clearance before undertaking of any travel.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>● University degree, with advanced degree on civil/architect engineering</li> <li>● At least 10 years of relevant work experience in building construction/renovation, including water, sanitation and waste management</li> <li>● Prior experience in construction, renovation and supervision of health facilities will be an added value.</li> <li>● Good knowledge about vulnerable women and girl situation in Bangladesh</li> <li>● Fluent in English with excellent writing proficiency</li> <li>● High proficiency in use of Excel, Google Sheets, and Tableau</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	This position will be in Cox's Bazar based. The consultant will have to use his/her own laptop and internet
Payment instruction:	<p>Payment will be based on following deliverables:</p> <p>25% upon submission of draft report on assessment of the MCWC, OCCs in DH and UHCs and all UH&amp;FWCs at the union level, including tentative cost estimate for each work (15 March 2021)</p> <p>50% upon submission of the draft final assessment of the MCWC, OCCs in DH and UHCs and all UH&amp;FWCs at the union level, including tentative cost estimate for each work (30 March 2021)</p> <p>25% upon acceptance of the final report, presentations and any dataset and presentation to GoB and UNFPA (15 April 2021)</p> <p>For official field travel, UNFPA will reimburse the costs of local land/air travel as per UNFPA rules and regulations. Prior approval of travel authorisation and security clearance is necessary.</p>
COA	BGD09MRG-TALOC070SHGFPA-HGSP (BGA03)-PU0074-71300*
Other relevant information or special conditions, if any:	<ol style="list-style-type: none"> <li>1. The tools, reports or documents or any part, cannot be sold, used, or reproduced in any manner without the prior written approval of UNFPA.</li> <li>2. This consultancy is open to only nationals and female candidates will be</li> </ol>



- given preference.
3. The consultant is expected to be hired at the level of national officer position (NOC) or equivalent under IC (Individual Consultant) modality.

Application instruction:

Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.

Please send your application electronically to dedicated email addresses of: [ahasan@unfpa.org](mailto:ahasan@unfpa.org) and [jakaria@unfpa.org](mailto:jakaria@unfpa.org)

Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.

**Female candidates are encouraged to apply.  
The application deadline is 02 February 2021.**