

TERMS OF REFERENCE

NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

1. BACKGROUND AND JUSTIFICATION:

The first 28 days of life - the neonatal period - is the most vulnerable time for a child's survival¹. However, 37 deaths in the first month of life per 1,000 live births still occur worldwide, which means nearly 3 million babies die in the first month every year². With Goal 1: End preventable newborn deaths and Goal 2: End preventable still births, Every Newborn Action Plan (ENAP)³ was endorsed by 194 Member States of the Sixty-seventh World Health Assembly of WHO in 2014. It includes clear targets and strategies for reducing neonatal deaths and stillbirths and supports the United Nations Secretary-General's Every Woman Every Child initiative.

In this global trend, the Ministry of Health of Nepal endorsed the Nepal's Every Newborn Action Plan (NENAP) in 2016 to address newborn deaths and stillbirths as part of the 'unfinished agenda' of the Millennium Development Goals for women's and children's health. It sets out a vision for the country "in which there are no preventable deaths of newborns or still births, where every pregnancy is wanted, every birth celebrated, and women, babies and children survive, thrive and reach their full potential". Considering the majority of under five deaths resulted from newborn death in Nepal (21 newborn deaths out of 39 under five deaths per 1,000 live births)⁴, it is essential to put more focus on newborn health.

Several activities have been conducted since the launch of NENAP 2016. In the past decade, Nepal has observed a significant improvement in the newborn survival. The NMR of Nepal stands at 16 per 1000 live birth⁵. There is however a huge disparity in NMR within the geographic regions with (for eg) Bagmati Province at 9 per 1000 live births and Sudurpaschim Province at 25 per 1000 live births. In these past five years, GON of Nepal, together with partners has given high priority in expanding quality newborn care programs in the country. These include establishing Specialized Newborn Care Units (SNCU)/Neonatal Intensive Care Units (NICU) in secondary and tertiary hospitals; strengthening of free newborn care program, capacity building of health workers, onsite mentoring and coaching and improving recording and reporting.

The initial implementation plan for NENAP 2016 was developed for 5 years (2016-2021). Time has now come to review the progress against each strategic objective as well as achievement against the indicators and to accommodate the revised global ENAP objectives and indicators. Furthermore, Nepal has transitioned towards a federal and decentralized governance system. Therefore, it is important to review the progress towards NENAP 2016 in the new federalized setting to identify new bottlenecks/challenges and discuss the way forward to ensure successful NENAP implementation.

Upon the request of the government, in 2022 UNICEF started the process of reviewing and conducting a detailed assessment of the NENAP 2016. This was followed by development of NENAP IP 2022-2030. UNICEF contracted out this important work to HERD International after a competitive bidding process. Under the leadership of Family Welfare Division (FWD), Department of Health Services (DoHS), a technical working group was formed which provided guidance throughout the process. HERD International in the support of UNICEF and FWD facilitated the process both at the Federal and provincial levels. The final NENAP IP 2022-2030 has now been submitted to FWD for their review and endorsement.

¹ UNICEF Data. Neonatal mortality (<https://data.unicef.org/topic/child-survival/neonatal-mortality/>, accessed 15 November 2018).

² UN Inter-agency Group for Child Mortality Estimation (UN IGME) in 2018

³ WHO and UNICEF (2014). Every Newborn: an action plan to end preventable deaths.

⁴ Ministry of Health, Nepal, New ERA, ICF (2017). Nepal Demographic and Health Survey 2016.

⁵ Multiple Cluster Indicator Survey, UNICEF 2019

TERMS OF REFERENCE

NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

There has been a request to do the costing and translation of NENAP IP 2022-2030. MoHP has specifically requested to submit the NENAP IP 2022-2030 along with costed plan with detailed year-wise budget breakdown and both plans translated in Nepali. The costed plan will have a year-wise breakdown of total cost aligning with the targets for each year. These are key documents required for the endorsement of the NENAP IP 2022-2030

2. OBJECTIVE:

The overall objective of the consultancy is to develop a costed plan for NENAP IP 2022-2023 and also submit translated documents in Nepali.

3. SCOPE OF WORK:

This activity will be under the UNICEF Country Programme for Health Output 1.1: Ministry of Health and Population (MoHP), partners at federal, provincial and municipal level have improved capacity and resources to deliver inclusive high-quality reproductive, maternal, neonatal, child and adolescent health interventions.

The institutional contractor will review the NENAP IP 2022-2030 and develop a year-wise costed plan.

The summary of the work is as follows:

- a. Develop the costed NENAP IP 2022-2030
 - b. Nepali translation of NENAP IP 2022-2030 and NENAP costed plan
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4. METHODOLOGY:

The consultancy will perform the following tasks.

- Estimate implementation cost of the planned interventions and additional cost to the systems mainly associated with infrastructure development, medicine and technology, health workforce, service governance and management and information management in relation to the implementation of interventions identified in NENAP-IP 2022-2030
- Prepare year-wise breakdown of total cost aligning with the targets set for each year between 2022 to 2030
- Work closely with FWD, UNICEF country office (Nepal) and other major stakeholders involved in drafting NENAP-IP 2022-2030
- Consult with relevant stakeholders (such as relevant program officials and service providers) to understand the scope and cost elements of the interventions enlisted in NENAP-IP 2022-2030
- Take reference of Nepal Safe Motherhood and Newborn Health Roadmap 2030, Free Newborn Care Guideline, and other related documents to make sure that cost estimation align with other key policy documents.
- Share the findings among the key stakeholders for feedback and produce a final report on costing
- Translate both documents NENAP IP 2022-2030 and the costed plan into Nepali

TERMS OF REFERENCE

NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

5. ACTIVITIES, TASKS, AND EXPECTED TIMELINE

Activities, Tasks (Deliverables)	Timeline/Duration (Estimated # of days)
Task 1: Develop and submit Inception plan outlining the methodology for developing the costed plan	10 days
Task 2: Conduct desk review and consultation meetings and workshops to prepare year-wise breakdown of total cost aligning with the targets set for each year between 2022 to 2030	30 days
Task 3: Share the findings among the key stakeholders of newborn technical working group for feedback	25 days
Task 4: Produce final costing report for submission to FWD	10 days
Task 5: Translate NENAP IP 2022-2030 and costed pan into Nepali	25 days

6. DURATION:

Start date 19 Jun 2023.

Completion Date 15 Nov 2023 (Total 100 working days)

7. WORKING LOCATIONS:

This is a national level consultancy based in Kathmandu

8. DELIVERABLES:

Deliverables should be tangible and with a defined time period for submission.

No	Deliverable	Estimated number of days required	Estimated Completion Date
1	Report 1: Outline of the costed plan	10 days	30 June 2023
2	Report 2: Submission of NENAP IP costed plan	65 days	30 Sep 2023
3	Report 3: Submission of NENAP IP 2022-2030 and costed plan translated in Nepali language	25 days	15 Nov 2023
	Total	100 days	

TERMS OF REFERENCE

NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

9. PROPOSED PAYMENT SCHEDULE

No	Deliverables	Quantity	Percentage of payment
1.	Report 1: Outline of the costed plan	01 Job	15%
2.	Report 2: Submission of NENAP IP costed plan	01 Job	65%
3.	Report 3: Submission of NENAP IP and costed plan translated in Nepali	01 Job	20%

The payment schedule must be based on completed deliverables. Payment terms 30 days net upon receipt of approved invoice.

10. CONTRACT SUPERVISION:

Health Specialist, Health Section, UNICEF Nepal country Office

11. QUALIFICATIONS AND EXPERIENCE REQUIRED:

A national institution working closely with Ministry of Health and Population and Department of Health Services particularly in the field of maternal and newborn health. The agency must be a legal entity with a valid registration in Nepal.

- More than 5 years of experience in maternal, newborn and child health sector
- A strong team comprising of a health economist with advanced university degree and with more than 3 years' experience in similar works
- Prior work experience in costing of implementation plans at national level. Submit at least 3 similar prior references
- Demonstrated understanding of the health system context of Nepal. Submit 3 references reflecting engagement in policy dialogue and health program management interventions.
- Previous work with UNICEF or other UN agencies would be an asset.

12. APPLICATION AND EVALUATION PROCESS:

In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

Each valid proposal will be assessed by an evaluation panel first on its technical merits and subsequently on its price. The weight allocated to the technical proposal is 70 % (i.e. 70 out of 100 points). To be further considered for the financial evaluation a minimum score of 49 points is required.

TERMS OF REFERENCE

NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

Only proposals with a score of 49 or more points in the technical evaluation will be financially evaluated (i.e. the financial proposal will be opened). For further details and the distribution of points kindly refer to section 14. Evaluation Weighting Criteria.

The weight allocated to the financial proposal is 30 % as per the following: the maximum number of 30 points will be allotted to the lowest technically compliant proposal. All other price proposals will receive points in inverse proportion to the lowest price. Commercial proposals should be submitted on an all-inclusive basis for providing the contracted deliverables as described in the TOR.

The proposal(s) obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money and will be recommended for award of the contract.

The Technical Proposal should include but not be limited to the following:

Methodology

Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment

- Company Profile

Ensure to include information related to the experience of the company as required (Copy of the company registration)

- References

Details of similar assignments undertaken in last *three* years including the following information:

- Title of Project-
- Year and duration of project-
- Scope of Project:
- Outcome of Project
- Reference / Contact persons

- Work Plan

Proposed work plan showing detailed sequence and timeline for each activity and person days of each proposed team member

- Team Composition:

Title and role of each team member. It is estimated a team of 3-5 core members and additional ten as sort term members for field mobilization and data collection.

- CV's

CV of each team member (including qualifications and experience)

Ensure to include information related to the qualifications and experience of each proposed team member as required.

- Any project dependencies or assumptions

The Financial Proposal should include but not be limited to the following:

TERMS OF REFERENCE

NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

Bidders are expected to submit a lump sum financial proposal to complete the entire task. In order to arrive at the lumpsum offer, the firm may work out the budget detail as below:

- **Resource costs**
Daily rate multiplied by number of days of the experts involved in the task.
- **Travel Costs**
All travel costs should be included as a lump sum fixed cost.
- **Any other costs (if any)**
Indicate nature and breakdown
- **Recent Financial Audit Report**
Report should have been carried out in the past 2 years and be certified by a reputable audit organization.

Full marks are allocated to the lowest priced proposal. The financial scores of the other proposals will be in inverse proportion to the lowest price.

Bidders are requested to provide a detailed cost proposal – Financial Proposal, factoring in all cost implications for the required services. A special discount or lower rates can be offered for this specific assignment, if applicable.

13. EVALUATION WEIGHTING CRITERIA:

The ratio between the technical and financial criteria depends on the relative importance of one component to the other.

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

- Weightage for Technical Proposal = 70 %
- Weightage for Financial Proposal = 30 %
- Total Score = 100%

TERMS OF REFERENCE

NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

a. Technical Proposal:

The technical proposal should address all aspects and criteria outlined in this Request for Proposal.

REF	CATEGORY	POINTS
1	Overall response: <ul style="list-style-type: none"> • Completeness of response- mandatory (failure of submitting required documentation mentioned in the ToR lead to incompleteness) • Overall concord between RFP requirements and proposal 	15 10 5
2	Institutional Capacity (Company/key personnel/Individual Consultant): <ul style="list-style-type: none"> • Range and depth of experience (matching with the ToR requirements is must) • Samples of previous work (supplementing Request for Proposal is mandatory. Please attach the relevant samples with RFP) • References (of the agencies and personnel to be given clearly) • Key personnel: relevant experience and qualifications of the proposed team for the assignment 	30 10 5 5 10
3	Proposed methodology and approach: <ul style="list-style-type: none"> • Detailed proposal with main tasks, including sound methodology to achieve key outputs • Proposal presents a realistic implementation timeline 	25 15 10
Total Technical		70
Only proposals which receive a minimum of 49 points (70% of technical scores) will be considered further.		

b. Financial Proposal

The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

Instructions for Financial Quote (Proposal)

Please prepare table of expected costing, below is an example of price tables

TERMS OF REFERENCE
NENAP IP 2022-2030 COSTED AND TRANSLATED PLAN

Description of Activity/Item	Proposed Person (Job title/function)	All-inclusive rate (Personnel)	No. of days proposed	Total Cost in NRs
1. Item 1:				
1.1 Personnel				
1.2 Other				
Subtotal Expenses:				
2. Item 2:				
2.1 Personnel				
2.2 Other				
Subtotal Expenses:				
2.3 Reimbursable Travel Cost*				
2.3. Other				
Subtotal Expenses				
3. Item 3:				
3.1 Personnel				
3.2 Editorial				
Subtotal Expenses:				
3.3 Reimbursable Travel Cost*				
Subtotal Expenses:				
Subtotal fixed cost:				
Subtotal reimbursable cost				
Grand Total**				