



Funded by
European Union
Civil Protection and
Humanitarian Aid



Terms of Reference (ToR)

For

Develop and review Emergency Response Plan for 04 Health centers and Hospitals in Dhaka South City Corporation

Project:

**Dhaka Earthquake and Emergency Preparedness –
Enhancing Resilience Project (DEEPER)**

**Implemented by: Action against Hunger under DEEPER Project
Supported by: DG ECHO**

December, 2020

01. Introduction to Action Against Hunger (ACF)

Action Contre la Faim (ACF) is an international humanitarian organization with programs in over 45 countries benefitting seven million people each year. ACF's vision is of a world without hunger. A world in which all children and adults have sufficient food and water, equitable access to the resources that sustain life and are able to attain these with dignity. ACF's mission is to save lives by eliminating hunger through the prevention, detection and treatment of malnutrition, especially during and after emergencies of conflict, war and natural disaster. This is achieved through the implementation of quality technical interventions in the field targeted to those most vulnerable to undernutrition and humanitarian crises, in the following areas; nutrition and health; food security and livelihoods; care practices and psychosocial issues; water, sanitation and hygiene.

02. The Project :

Action against hunger (ACF) is implementing DEEPER project under Consortium project, which includes three implementing partners German Red Cross being lead with BDRCS and two other downstream partners Action against hunger (ACF), British Red cross (BRC) and Christian aid (CAID). The DEEPER project aims to enhance earthquake preparedness and reinforce decentralized response capacities in Dhaka. It takes the results of the Dhaka earthquake and emergency preparedness (DEEP) project as a foundation and seeks to consolidate and enhance urban disaster preparedness.

Specifically, DEEPER is designed to achieve four results of

- (1) Strengthened systems and volunteer capacities,
- (2) Enhanced preparedness for response of target wards,
- (3) Improved emergency preparedness of schools and health facilities, and
- (4) Increased risk awareness and preparedness amongst the wider population of Dhaka.

DEEPER promotes a pragmatic approach to strengthen the agility to respond through a deeper focus on existing health facilities and expands coverage to 18 wards .Under this project, ACF has been working with Hospital and health centers to enhance capacity to manage emergency related to earthquake and fire. Part of the capacity building – health-center capacity assessment, developing organizational Contingency Plan for hospital, capacity building training and simulations. The project has been working with Government and non-governmental health centers in Dhaka South City Corporation (DSCC).

The assignment: As part of the organization, capacity building of hospital should have better preparedness to response emergency to continue its function. Developing Emergency Response Plan is one the activities as part of the preparedness. The project is supporting six health centers to develop emergency response plan along with capacity building initiatives like training of community-based workers in mass casualty management, raining of health facility staff on emergency medical services, capacity building of human resources for effective post-disaster health management and referral .and simulation exercises considering urban Earthquake and Fire hazards.

Purpose: The project has number of activities on mental health support through counselling augmenting health centers & building capacities of front line workers on health care and psychosocial support

a) Being a lead on mental health aspect of the DEEPER project is seeking a proposal from agencies / individuals to develop and review emergency response plan for enhancing organizational emergency response management capacity. The targeted health learning needs would on mental health would also be determined and trainings will be conducted

Objective of the assignment:

- b) To develop and review emergency response plan of 04 health centers in Dhaka south city corporation
- c) To train management and the other paramedical staff about the role and responsibilities mentioned in the operational plan for better preparedness and emergency management staff approx. 10 to 15 person per center.
- d) To conduct simulation exercise based on the developed emergency response plan.
- e) To train of health facility staff on emergency medical services, capacity building of human resources for effective post-disaster health management and establish referral system.

03. Deliverables of the Assignments :

- ✓ The Consultant shall form a team who have proven experience with technical expertise with research background in urban context. The team leader and team members must have good understanding urban health emergencies considering earthquake and fire. Also, experience of key function and management system of hospital management.
- ✓ Capacity assessment of 04 health centers/ hospital considering urban hazard like fire and earthquake
- ✓ 04 emergency response plan to be developed or reviewed in consultation with hospital management.
- ✓ To train 06 hospital management and the other staff about the role and responsibilities mentioned in the operational plan for better preparedness and emergency management
- ✓ To conduct 04-simulation exercise based on developed emergency response plan.
- ✓ To train at least 180 health facility staff on emergency medical services, capacity building of human resources for effective post-disaster health management.

01. Assignment location :

Selected 4 health centers from 14 targeted wards in Dhaka south city corporation.

a. Duration of contract :

The assignment should be completed by 03 months after signing the contract. We expect to start the assignments activities by **January 15, 2021** and completion by **March 30, 2021**.

b. Scope of work:

The Consultant will develop appropriate tools and standard methodology for the assignment like health center assessment to identify the need and gaps. Based on this a tools will be developed to prepare hospital emergency response plan. The methodology and the tools will be finalized in-consultation with ACF and Consortium in consultation with respective management of Hospital/health centers. However, the methodology should be participatory and consultative along with desk review. The methodology and relevant tools shall be adjusted if needed during information collection and development of Emergency Response Plan. The response plan must be follow standard format and methodology. Moreover, the content of the capacity building training need to be consulted with respective authorities like WHO / DGHS and hospital management and per their need identified in health center capacity assessment.

c. The Consultant shall carry out following activities for the assignment-

- a) Develop detail methodology, tools, work plan in consultation with ACF and

consortium lead.

- b) Organize meeting/ discussion with 4 Hospital/health center management and share detail of the assignment
- c) Health center assessment through primary and secondary data collection, data validation and data analysis in relation to emergency hospital preparedness , mass causality management including emergency mental health services
- d) Develop draft and review Emergency Response Plans
- e) Validation workshop of draft and review Emergency Response Plans with 6 Hospital/health centers.
- f) Identify the need of capacity building support for implementing Emergency Response Plan at hospital/ health centers.
- g) Development capacity building guideline and organize necessary training
- h) Conduct Simulation exercise according to developed response plan
- i) Prepare and submission of final Response for all 04 health centers.

d. Consultant Roles and responsibilities

- a) Overall role of the Consultant develop and review Emergency Response Plans with 6 Hospital/health centers
- b) Employ skill and experience human resources with research , medical and hospital management background for the assignment
- c) Prepare all report (English) including time-frame, methodology, tools, role of human resources
- d) Impart training to team for the assignment to ensure quality of the work
- e) Organize meeting / discussion/ data collection with the hospital other staff like nurses , paramedics , doctors
- f) Ensure participation of key management and different section representative in meeting, workshop, discussion, interview etc.
- g) Ensure supervision and monitoring for quality inputs in the assignment
- h) Maintain regular communication with key contact person(s) of ACF
- i) Organize sharing and feedback session on the draft and review tools and guidelines
- j) Submit Final report 6 copies to hospital and 6 copies to hiring agencies

02. Management of the Assignment

The Consultant will be required to work closely with -04 health centers and Hospitals. Action against Hunger is responsible to oversee the Assignment along with the consultancy and Consultant will report directly to Action against Hunger. Action against Hunger Head of Department, MHCP GP and Sr. Programme Manager would be the contact focal persons during the consultancy period. S/he will be coordinating with ACF focal persons on a day-to-day basis. Consultant will work closely with ACF technical department along with Consortium partners in Dhaka. However, consultant should visit field during conducting assessment and implementation of capacity building initiatives in consultation with hospital management. ACF reserves the right to decide any other work locations of the consultant as necessary during this period after mutual agreement/discussion.

03. Contact person

The one contact person's name and contact number (email, mobile/phone) should provide for day-to-day communication for this assignment.

04. Time frame

The term of this agreement will run for f 03 months after signing the contract. The parties may agree in writing to extend the term of the agreement. Either party may terminate this agreement prior to the expiration of the specified period upon 15 days' written notice. In the event that either party terminates the agreement, consultant's fees and/or expenses for that period would be

compensated. However, for work satisfactorily performed prior to termination, in that case effective date will be calculated and decided by ACF.

05. Financial arrangement

Individual/group consultancy firm may submit a segregated budget according to assigned task. The bidding amount for this assignment should be all-inclusive of Vat, Tax & field conveyance and will be deducted at source during settlement of invoice as per government rule. Please note that, the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal. No additional amount will be paid as allowance of lodging & transportation. Consultant will not be entitled for any other benefits.

06. Fee schedule and terms of payment

- The Consultant fees shall be paid in three installments,
- Tax and VAT shall be deducted as per GOB rules during payment.
- All payments will be made through bank transfer/Account payee Cheque in the name of Consultant.

07. Conflict of Interest

The Consultant or any proposed subcontractor shall not act, work for or on behalf and maintain other relationship either personal or business with the target beneficiaries during the cost reimbursement agreement period covered which will compromise or potentially compromise the quality or other deliverables.

If the Consultant or any proposed subcontractor will act, work for or on behalf and maintain other relationship either personal or business relation with the targeted beneficiaries during the cost reimbursement agreement period covered, then this constitutes a conflict of interest.

08. Ethical Considerations

There will be nothing in the assignment, which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the assignment. The team members should have legal authority to work in the assignment. The information collectors will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavor to be unbiased in collecting data.

09. Intellectual Property Right :

All the materials shall bear the logos of ACF, and ECHO and the hospital along in appropriate manner following the rules and color code of the organizations. Consultant will not publish – share any material created in full or in part during the course of action covered by this Agreement without permission from ACF (donor in this regard and permission must be obtained in writing from ACF. All documentation related to the Assignment (whether or not in the course of the evaluator's

No of installment	Tasks	Payment
1 st installment	• Signing the contract	25%
2 nd installment	On completion of Assessment conduction and development of emergency response plan	25%
3 rd installment	• Training conduction & Simulations	25%
4 th final payment	With completion of all tasks satisfactorily along with submission of Final Report	25%



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German
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Cross



BritishRedCross



duties) shall remain the sole and exclusive property of ACF.

10. Commitment:

- a) The Contract shall be terminated automatically upon expiry of the contract period and no further notice will be required (unless extended in written and accepted by both the parties).
- b) The Contract may be terminated by any of the parties at any time for whatsoever reasons it is before expiry of the contract period serving 10 days prior notice. Reasons for termination need not to be mentioned in the termination notice.
- c) Any dues to Consultant or refundable to ACF must be settled within 7 days.
- d) If Consultant fails to perform any of the tasks for which they are responsible or violates any of the general terms and conditions of TOR, ACF may, at its option, deduct an amount up to the value of this agreement and terminate this contract.

If the above matches your understanding, we would request you to send application, technical proposal, financial proposal (Budget) along with CV by 30 December 2020 to following contact: ACF Bangladesh, Orin Tower, House 23, Road 113/A, Gulshan 2, Dhaka 1212, Bangladesh in a closed envelope clearly marked as (Health Center Assessment – DEEPER PROJECT DHAKA).

In case of any query, please contact mhcpsmgrgp@bd-actionagainsthunger.org ; mobile: +8801877739296