**Report Writing – Facility Assessment Balarampur District Hospital, Uttar Pradesh**

**Context**

ACCESS Health is providing technical assistance to Roche to developing a facility assessment of one the government hospitals in Uttar Pradesh. The assessment is conducted by Roche’s vendor. Our scope is to prepare the facility assessment report. The audience of the report is Department of Health & Family Welfare, Government of Uttar Pradesh. The content of the report will be provided by Roche in word and excel format.

**Scope of Work**

1. Review the report content provided and identify areas of gaps which are needed for complete report.
2. Desk review of some sections and create 3-4 page of introduction. (List of references will be provided)
3. Rewrite, reorganize information of the facility assessment towards creating a comprehensive and coherent document.

**Deliverable**

1. A final 15–20-page facility assessment report of Medical Oncology Department at the Balarampur District Hospital with 10-15 pages of Annexures. Total expected pages 20-25 pages. Final version will be based on 2-3 iteration of feedback and will include design ready content. (Outline annexed)

**Compensation**

A consulting fee of INR 4,000 per day and maximum of INR 48,000 including all taxes will

be paid to the consultant for total 12 working days during the duration of the contract. The

payment will be released only on the completion of deliverables and by providing the

invoice.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall

continue in full force and is effect from **December 26, 202**3 to **January 15, 2024.**