

## Development of Integrated training Package for HIV laboratory network under National HIV Program

PR188438

### Terms of Reference (ToR)

#### Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

#### Background information/context

National Public Health Laboratory (NPHL) is the largest stand-alone reference public health laboratory in Nepal providing wide range of diagnostic laboratory services to public. It provides both general and specialized diagnostic services for both communicable and non-communicable diseases. It also serves as a national reference laboratory for several diseases including COVID-19, influenza, HIV, Hepatitis B and C infection, bacterial infections, Japanese Encephalitis, Dengue and many more.

NPHL has been conducting laboratory-based trainings on HIV and STI on relevant national guidelines. A participant manual was developed in 2014 to facilitate this training. However, since then there have been several changes in national guidelines including national HIV diagnostic algorithms for both adults and infants. Also, guidelines related to HIV viral load testing and CD4 testing have also been changed. There is a need for updating and revising the existing participant manual as well as training materials including PowerPoint presentations. NPHL intends to revise the existing manual to develop an integrated training package which includes a general and test specific modules (CD4, EID, Viral load) so that different levels of HIV and STI lab trainings can be conducted as per need.

Technical assistance from a local expert is required for supporting NPHL in the revision and

development of an integrated training package (modular participant manual and training materials: PowerPoint presentations) on HIV and STI laboratory trainings. The consultant requires to closely work with NPHL HIV team and other relevant experts to develop the manual.

### **Objective**

To review, update and prepare integrated training Package for HIV laboratories in National HIV Program.

### **Location and official travel involved**

This activity may require very few local travels within Kathmandu valley but does not necessitate frequent travels.

### **Services local consultant will provide**

The local consultant is responsible for the following activities.

1. Review existing national guiding documents and training materials related to HIV and STI laboratory diagnosis in Nepal
2. Organize and facilitate a workshop to review existing training materials related to HIV and STI diagnosis (including CD4, EID and viral load sample collection and testing)
3. Prepare common and specific training modules (including participant manual and training slides) based on the feedback received from the workshop
4. Organize and facilitate a workshop to finalize the revised training modules
5. Finalize the training modules based on the feedback from second workshop
6. Conduct meetings with NPHL and stakeholders for review and finalization the training modules

### **Experience and skill set required**

The individual consultant or the team member proposed by the supplier should have the following minimum competencies:

1. Should have master or higher degree in lab sciences.
2. At least 7 years of work experience in laboratory field
3. Experience in HIV related activities preferred
4. Should have Microsoft basic office package knowledge and skills
5. Good report writing and documentation skills in English
6. Previous experience in development of training materials preferred
7. Understanding of national HIV program would be an advantage

### **Expected Deliverables**

The following deliverables need to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Final integrated training Package for	The manual will be modular and comprise several modules on HIV	Standard format, word document

	HIV laboratories under National HIV Program	and STI testing which can utilized to conduct different forms and levels of training. The modules will clear, concise and prepared in standard format in-line with existing national guiding documents.	
2	Final updated and revised PowerPoint slides for each training session	Number of these presentation will depend on the final schedule and number of modules for HIV and STI laboratory training	PowerPoint presentation
3	A brief report on consultancy work	This report will summarize the activities carried out by the consultant during the consultancy period	Standard format, word document

### **Level of effort (LOE), Venue, scheduling and process**

The consultant(s) will prepare a detailed work plan. This work plan will describe how and when the assignment will be carried out, in line with the objectives and the SoW. The level of effort of consultant is currently assessed to be of 25 working days.

### **Status updates/reporting**

The reporting will be done to Director of NPHL and Senior Laboratory– Global Fund from Save the Children.

### **Acceptance**

- All deliverables to be accepted by Director, NPHL within 7 days of delivery date.
- Consultancy completion report to be accepted by SCI project lead within 7 days of delivery date.

### **Proposal Evaluation and Scoring criteria**

S. N.	Major Criteria	Sub Criteria	Score weightage
1	Capability	<ul style="list-style-type: none"> <li>• Relevant experience as stated in consultant qualifications</li> <li>• Quality of Proposal</li> <li>• Academic qualifications</li> <li>• Work plan</li> <li>• Interview (for shortlisted bidders only)</li> </ul>	60%
2	Commercial	Proposed Budget	40%
Total			100%

### **How to apply for the services**

#### **Proposal Submission Guideline/Required Documents**

- Proposal Submission Deadline- **10<sup>th</sup> November 2022**
- Required Documents-
  - Filled out Consultancy Proposal Form (enclosed with this ToR)
  - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.

- For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate.
- For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate;

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)