



Save the Children

Terms of Reference (TOR)

Update and Revise infection control guidelines and training manual for all level of DR diagnostic and treatment Centre/sub centers and hostels.

(Ref: Budget line- 274, Consultancy 24)

1. Background

Save the Children works in partnership with local communities, networks, non-governmental organizations and government authorities to make sure children and families are cured and safe from air borne diseases, especially focused on tuberculosis. The program aims to add health promotion and awareness as a key component in addition to improve case finding. Furthermore early diagnoses of the infection, reporting of the same and prompt medication for infected cases are also important facets of our work.

Tuberculosis is still one of the leading causes of morbidity and mortality in Nepal despite the fact that it can be cured with adequate treatment. The emergence of multi drug resistant tuberculosis (MDR-TB) is one of the challenges in our efforts to control TB. Health care workers in most facilities are at high risk of becoming infected with tuberculosis. It is therefore very important to have guidelines for infection prevention and control for a better understanding in the context of health care settings on issues of TB transmission. Preventive and control measures to reduce the risk of TB infection and protection of health care workers should be given highest priority in health care planning and development.

Considering the burden of TB in Nepal, it is expected that there are numerous undiagnosed and infectious TB patients attending each and every health facility. These patients pose a serious risk for infection to health workers and other patients. In high TB burden settings, surveys have shown that up to 10% of persons with HIV infection may have previously undiagnosed TB at the time of HIV Testing and Counselling. Up to half of these may be infectious TB cases. TB prevention in health care settings for staff, guardians and other patients is very essential. Patients or health workers and other staff who are HIV infected are at a greater risk of TB infection than those that are HIV negative. In all health care settings, particularly those in which people are at high risk for exposure to TB, policies and procedures for TB control should be developed, reviewed periodically and evaluated for effectiveness to determine the actions necessary to minimize the risk for transmission of TB.

The absence of guidelines about Tb infection control and policies and IC related knowledge contributes to lack of guidance on how to implement IC measures that can reduce the risk of TB transmission.

2. Objectives

The objectives of the proposed assignments are as follows:

- To develop infection control guidelines for all levels of TB diagnostics and treatment facilities.
- To develop infection control training manual for all levels of TB diagnostics and treatment facilities.

3. Deliverables and Timeline

The consultant will prepare a detailed work plan that includes the details of how and when the assignment will be carried out, in line with the objectives and the scope of the work. The level of effort is currently assessed to be 20 days from the date of contract signing. The detail break down of consultant's works is as follow.

The Consultant will:

- Review the profile of infection Control practices in Nepal with special emphasis on TB.
- Review the current practices in infection Control in DR diagnostic centers, Treatment Centers/Subcenters and DR hostels.
- Develop an infection control guidelines for all levels of TB diagnostics and treatment facilities with more emphasis on DR TB.
- Develop training manual for all levels of TB diagnostics and treatment facilities with more focus on DR TB.
- Develop a plan for improving infection control practices in TB.

The level of effort of consultant is 20 working days from Jan-Feb 2018.

Expected outcomes

- Guideline of Infection Control mainly focused on DR Tuberculosis.
- Training manual of Infection Control with more emphasis on DR TB.
- Developed guidelines should provide a coordinated approach to the prevention and management of TB infection control.
- Plan for improved implementation of infection control guidelines.
- Recommendations that outline the critical aspects to improve infection control practices in TB diagnostics, TB facilities.

4. Methodology

The consultant has to propose detail methodology. The assignment should include literature review, consultative meetings including technical review meetings, field visits, workshops and finalization of guidelines and training manual.

The Consultant will:

The following are the specific scope of the proposed work.

- Collect and review of available infection control guidelines.
- Review WHO guidelines on infection control related to TB.
- Review best available current evidence and built on existing national and international guidelines and reviews.
- Preparation of a draft guideline and training manual as per agreed methodology.
- Technical review of draft guideline and training manual in working group meetings.
- Organization of a workshop to share draft guidelines and training manual. It considers sharing of draft guidelines and training manual in a workshop to collect feedback and suggestions.
- Finalization of Guidelines and Training manual incorporating comments and feedbacks.
- Handover both hardcopy as well as softcopy of the work to NTP
- Provide recommendation for future course of actions to be taken by NTP.

5. Consultant Specification

This consultancy will be carried-out by an experienced and qualified national consultant. The consultant will be selected through a competitive and transparent process. Relevant experience criteria will include:

- Extensive knowledge and at least 5 years working experience in TB infection control at national or international level
- Proven proficiency in the field of infection control management
- The consultants should have a minimum qualification of Masters' degree in Medical Microbiology, preferably M. Phil. or Ph. D in Medical Microbiology.

6. Supervision Arrangements

The consultant will report to Project Manager, National Tuberculosis Center.

7. Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **25 December 2017**
- Required Documents-
 - Filled out Proposal Form (enclosed with this ToR)
 - CV(s) of the Consultant(s) with full date of birth in dd/mm/yyyy format. The date of birth is required for vetting purpose.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.

- For Individuals: Copies of citizenship certificate and VAT registration certificate
- If any documents/information is not available or not applicable, the reason(s) must be clarified in the proposal form. Save the Children will have the right to disqualify the proposals from the selection process if the proposal submission guideline has not been followed.
<Choose one of the methods below>
- The proposal shall be submitted via email to-
eoiconsultant.nepal@savethechildren.org

8. Payment modality

Payment will be done after the completion of the assignment.

Note: *The logistic arrangements including transportation cost will be managed by the consultant himself.*

ANNEXURE 4: Proposal Form Template

Proposal Form

<Insert Consultancy Title Here>

Submission Date:

- 1. Covering Letter**
- 2. Basic Information (1 page)**

Name and full address of the firm/organization: (if applicable)	
Key consultant's name and full address:	
Key consultant's date of birth in dd/mm/yyyy:	
Landline No.:	
Mobile No:	
Email address:	
Post Box No:	
Fax No:	
VAT/PAN No:	

- 3. List the relevant work experience in the past three years.**
- 4. Express your understanding of the Terms of Reference for this consultancy.**
- 5. Technical Proposal: Explain how you propose to undertake this assignment with clear methodology and timeline.**
- 6. Financial Proposal: Provide a clear breakdown of your proposed consultancy fees. Include all administrative costs including travel costs. The proposed cost should be inclusive of taxes.**

<While sending via post, financial proposal shall be sent in a separate sealed envelope>
- 7. Supporting documents: Enclose supporting documents as per Point 7 of the Terms of Reference.**

