CALL FOR PROPOSAL FOR A CONSULTANT TO TRAIN VILLAGE HEALTH WORKERS AND VILLAGE HEALTH WORKERS’ SUPERVISORS IN COMPREHENSIVE MINISTRY OF HEALTH APPROVED TRAINING MANUALS.

1.0 BACKGROUND
The existing mechanisms for implementation of the village health program are weak, especially supervision and follow up at community level. To improve the accelerated decentralized implementation of the village health program, the following shall be considered:

The decentralized VHP should be restructured in such a way it can bridge the gap between the community and health facilities by linking the two through existing government structures. It should be aligned with village, electoral division, community council, and council. There should be village health worker(s) in each village. The number of village health workers in a village will be determined by the number of households in a village. Village health workers shall be supervised by the newly selected village health worker supervisor, whilst the newly recruited village health workers coordinator will be in charge of the program at Council/ health centres. There will be one Village Health Worker supervisor in every electoral division/Health Post country wide to supervise village health workers in all villages constituting that electoral division. The philosophy of decentralised village health program is that if the right knowledge and skill is transferred to households, they can take responsibility for maintaining healthy life styles. The Ministry of Health’s vision is retraining all village Health Workers in the country, it is estimated that there are more than 7,000 Village Health Workers in the country. This assignment is just part of the bigger support the MOH is seeking from government and other partners to train all VHWs.

2.0 OBJECTIVE
To assist the Ministry of Health to implement comprehensive capacity development of Village Health Workers program that is structurally aligned with Local Government structures at all levels; in order to create a healthy society and reduce rates of morbidity and mortality from preventable diseases and non-communicable conditions.

2.1 SCOPE OF THE ASSIGNMENT
2.2 Pre-training tests of new 570 Village Health Workers in Berea shall be conducted to verify and validate knowledge gaps. It is therefore, urgent that the capacity gaps within VHP are urgently identified and addressed:
2.3 Comprehensive training for new 570 Village Health Workers in Berea District for a period of six weeks using VHW training manual approved by the Ministry of Health. It is important to standardize VHWs' governance system and structure, develop training manuals responsive to new needs and priorities.

2.4 The 100 supervisors will be drawn from a pool of trained village health workers per electoral division. It is important to standardize VHWSs' governance system and structure, develop training manuals responsive to new needs and priorities. The Supervisors training manual will focuses predominantly on Supervision of Village Health Program using MOH curriculum;

3.0 DELIVERABLES
- The consultant will submit one electronic copy of report in MS Word format and one hard copy using the agreed training format to the Ministry of Health on time
- Original signed participants lists attached to the report

4.0 KEY OUTPUTS
1. Training proposal with full description of the training;
2. Training implementation strategy;

5.0 RECRUITMENT QUALIFICATIONS

Qualifications
- Education: Degree in social science

Knowledge and Experience
- Competent and experienced community-based trainer/organizations/company;
- Clear understanding of the decentralized Primary Health Care system of Lesotho;
- The organization/company should include people with experience in VHW training;
- Familiarity and understanding of the comprehensive Ministry of Health Village Health Worker approved training manual;
- Understanding of Local Government Act 1997 (as amended) and how Local Government Councils function;
- Familiarity with Public Service and Local Government Service practices;
- Clear understanding of the Village Health Worker Policy;
- Minimum of 5 years’ experience in interactive management and relationship with local authorities as enshrined in the Constitution of Lesotho;
- Competence and experience of working with the community of all levels;

Competence
• Good communication and inter-personal skills;
• Ability to work beyond normal working hours;
• Experienced test and assessment administrator;
• Training moderation and evaluation skills;
• Fluency in Sesotho and English both written and spoken;
• Report writing skills.

6.0 **TIME FRAME**

6 Weeks during the month of April and May 2016.

Documents to be submitted:

• Technical proposal including experience in similar projects, and Names/Contact Details of 3 referees;
• A Financial proposal indicating all inclusive per day consultancy fee. All the assignment related travel, if any, would be undertaken by the consultant with the prior approval of GFCU.
• Proposed work plan including timeline for completion of work.

**Cumulative analysis**

The award of the contract shall be made to the individual/firm whose offer has been evaluated and determined as responsive.

Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only candidates/firms obtaining a minimum of Technical Score of 60% would be considered for the Financial Evaluation.

• Technical Criteria weight - 60%;
• Financial Criteria weight - 40%.

Notes:

• Any kind of miscellaneous charges i.e. internet, phone etc. would not be reimbursed;
• Individuals working with institutions may also apply, contract would be issued in the name of institution for the specific services of individual;
• Please note proposals without financial proposal will not be considered;
• Technical and Financial proposal can be clubbed in one file. No electronic submission shall be accepted.
• The consultants must bring his/her own computing equipment.
Proposals must be submitted in three (3) copies (one original and two copies) in sealed envelopes to the address below, on or before 12:00 noon local time on 11th April 2016, clearly marked “CONSULTANT TO TRAIN VILLAGE HEALTH WORKERS AND VILLAGE HEALTH WORKERS SUPERVISORS IN COMPREHENSIVE MINISTRY OF HEALTH APPROVED TRAINING MANUALS”

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