



Terms of Reference

BabyWASH Expert for study and developing training manual, conducting/facilitating training for BabyWASH Volunteers/Community Health Workers and WASH-DRR Team Members

Category: Consultancy and Training, WASH-DRR, Social Sciences and Community

Location: Myanmar-Yangon-Sittwe, Rakhine/Thailand-Chiang Mai/Remote working from country of origin or mix method

BACKGROUND

Action Contre la Faim (ACF), an international Non-profitmaking, Non-political, Non-religious and Non-Governmental Organization, is implementing in Central Rakhine State. In 2019 Action Contre la Faim has been working to pilot Baby WASH Approach to contribute improving child nutrition in the country and since 2020 has started implementing BabyWASH social and behavioral communication change activities under multi-sectorial programme in Rakhine State, Myanmar funded by ECHO. (one of the focus areas for current project Baby WASH approach in Northern Rakhine State). The Project aims to enable the exposed mothers, fathers and care givers practice at least two healthier Baby WASH behaviours; safe disposal of child faeces and washing hands and face of children being among many.

In order to achieve the stated objective; Action Contre la Faim will use different strategies including production and dissemination of BabyWASH session, discussion programs; providing capacity building trainings to the BabyWASH volunteers/Community health workers (CHWs) and WASH-DRR team members on BabyWASH issues, communication skills and using invention, prevention and control (IPC) toolkits to be developed by the project besides establishing and running direct awareness session at INCs and in selected villages. In line with this, Action Contre la Faim is seeking a consultant to develop training manual and conducting a training for the BabyWASH volunteers/Community health workers (CHWs) and WASH-DRR team on BabyWASH issues (use of improved and clear latrine, proper disposal of child feces, avoid open defecation, wash hands and children hands with soap or ash and clean water at critical times, proper and safe food handling, follow hygienic practices during food preparation, washing children's faces (especially eyes and noses), separate housing for family members and animals and ensure cleanness of playing area for children under 3 years).



PURPOSE OF THE CONSULTANCY WORK

Action Contre la Faim Myanmar is seeking to hire a **Social and Behavioural Change and Communication-Baby WASH Expert** to develop training manual based on the existing curriculum or is there any other Learning Needs Assessment in order to meet local context which could be used as a reference during the training and train/facilitate the BabyWASH volunteers/Community health workers (CHWs) and WASH-DRR team members on WASH/Baby WASH issue.

THE PURPOSE OF THIS ASSIGNMENT:

This Consultancy is to conduct detailed needs assessment on factors affecting wash and nutritional outcomes among under five children such as, lack of hygiene behaviors and exposures to EED, then develop a training manual that provides the training outline, basic content, method and process for training of the BabyWASH volunteers/Community health workers (CHWs) and WASH-DRR team members and facilitate training to achieve the project objectives of:

- Enabling the BabyWASH volunteers/Community health workers (CHWs) and WASH-DRR team members to understand, analyze and interpret WASH/Baby WASH that they will receive from ACF through radio, IPC materials and other feasible communication channels
- Enabling the BabyWASH volunteers/Community health workers (CHWs) to communicate the WASH/Baby WASH to the communities they serve in an understandable, and user-friendly manner. The BabyWASH volunteers/Community health workers (CHWs) are also expected to further discuss the information with community members with the aim of converting public health knowledge to improved practices and habits.

OBJECTIVES

To develop an easy, interactive, and user-friendly training manual which could focus on Baby WASH issues (use of improved and clear latrine, proper disposal of child faeces, avoid open defecation, wash hands and children hands with soap or ash and clean water at critical times, proper and safe food handling, follow hygienic practices during food preparation, washing children's faces (especially eyes and noses), separate housing for family members and animals and ensure cleanness of playing area for children under 3 years).



To conduct/ facilitate training on a WASH/ Baby WASH which could help the BabyWASH volunteers/Community health workers (CHWs) and WASH-DRR team members to convert public health knowledge to improved practices and habits.

ACTIVITIES

Working alongside the WASH-DRR Head Of Department and WASH-DRR Program Manager, develop and implement a schedule of trainings (in person or online including trips outside of Sittwe – if possible) to assess the following:

- The WASH/ Baby WASH information that the BabyWASH volunteers/Community health workers (CHWs) already receive and use in their work
- The communication habits and patterns of the BabyWASH volunteers/Community health workers (CHWs) relative to Baby WASH information in the communities where they work
- The communication and information gaps of the BabyWASH volunteers/Community health workers (CHWs) regarding existing training available for HEWs on WASH/ Baby WASH
- Training interests and needs of the BabyWASH volunteers/Community health workers (CHWs) regarding communicating WASH/ Baby WASH
- Based on this assessment, work with the WASH-DRR Program Manager and WASH-DRR Head of Department, to develop training manual and facilitate training that meets the objectives of the project. The contents will be mutually agreed. The manual should include:
 - Training approach and method
 - Training agenda and outline of content
 - Detailed training instructions and material for the sections of the training agenda that ACF should deliver
- The consultant will undertake the following tasks, within the allocated time period. The major activities include:
 - Develop inception report and implementation plan.
 - Write up and submit the first draft of manual for review and validation.
 - Incorporate staff feedback and submit final document with recommendations on training method.
 - Deliver training (the schedule and session detail be developed by the consultant and the project team)
 - Write training report

DELIVERABLES

The consultant expected to deliver on the following:

- Draft Manual: the consultant should submit a draft manual within ten days of signing the contract



- Final Manual: the consultant should submit the final manual revised based on comments given on the draft manual with three days of receiving the comments or suggestions.
- Integration desk study – Building on ACF existing work on integration, the integrated program guidance (IPG) work stream will identify programs that have successfully integrated sectors in the first 1,000 days of life and identify common themes that contributed to programmatic success
- Case study creation – To further learnings from the desk study, members will solicit or draft case studies about the most successful/failures program identified
- Integration pocket guide – This checklist, developed for program implementers, will function as a “how to” guide for effective programmatic integration (max 5 pages)
- Integration toolkit – Depending upon need, the group will create, pilot, and test internal organizations a larger toolkit to guide organizations on how to integrate in the first 1,000 days.

QUALIFICATIONS AND EXPERIENCE REQUIRED

The consultant shall possess:

- Masters’ or B.Sc in Public Health, Social Work, Social Sciences, Education or related fields
- Adequate experience in Social Behavioral Change Communication.
- Experience in material development for SBCC program activities.
- Substantive experience in developing educational materials and conducting research
- Strong knowledge of WASH in general and Baby WASH in particular in Asia/ASEAN
- Good understanding of the culture and social structure of the community at grass root level
- Knowledge the health system of the government particularly the function of health post and Community Health Workers (CHWs)
- Excellent written and verbal communication skills

LANGUAGE

- The final version of the document will have an English/Burmese or other local language version (ACF will covered translation costs).

OTHER CONSIDERATIONS

- The guide should be prepared with the consideration that there will only be maximum three to five days of training in a classroom setting.
- The manual should be prepared in English & Burmese language and Action Contre la Faim will reserve the right to translate it in other languages as deemed necessary.



MODIFICATIONS/AMENDMENTS

Any substantial changes, modifications or amendments to this TOR shall be made only by mutual written agreement between the two parties hereto (ACF and the Consultant Team Leader). This ToR will be part of the consultant's contract.

TIMELINE OF APPOINTMENT

It is estimated the total training period will be three month. ACF WASH-DRR PM/DyPM will arrange the training participants schedule for each months.

INSTITUTIONAL SUPPORT FROM ACF

ACF will provide the following support to the assignment: printing of the training material (agenda and manual) provision of complementary training material (flip chart with stand and papers, stationary, food/refreshment for trainer/s and trainees)

ACF will assist the consultant(s) with the logistics movements in Yangon/Sittwe Townships (the gathering point should be at office only): Sittwe airport-hotel transfer; and transportation in Sittwe during working hours. Any other costs (e.g. related to health and insurance) would be the responsibility of the candidate.

TERMS OF PAYMENT

The payment for this consultancy will be done after successfully completion of each deliverable as per below proposed payment plan. However, please state your proposed payment plan or schedule and we may consider your proposed plan if acceptable.

Sr.No.	Deliverables	Weightage of Payment
1	Working advance within 2 weeks of signing the contract	20% of total contract amount
2	After completion of training curriculum development with approval, class room training, practical training and passing of exam by a reasonable number of students	50% of total contract amount
3	After 2 weeks of well drilling in the field supported by quality control technician and final report (softcopy, in English language)	30% of total contract amount

Note: Payment only made upon completion certificate received from program team.



Logistics arrangement and condition

- The consultant will be responsible to bring all necessary equipment: laptop, internet and computer accessories: to complete assignment, working remotely
- Under the consultant agreement, a month is defined as 22 working days, and fees are charged accordingly. Consultants are not paid for weekends
- Flight costs, transport costs, insurance cost and any other costs related to this work should be included as part of the consultancy fees. This will not be covered separately by Action Contre la Faim, although the office can provide support for arrangements(such as flight bookings, hotel bookings etc)
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement
- No contract may commence unless both Action Contre la Faim and the consultant sign the contract
- For field visits to the intervention of WASH program, Action Contre la Faim will facilitate for the approval of travel authorization
- As per Action Contre la Faim consultant policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 20 per cent of the total contract value in case where advance purchases, example, for supplies or travel may be necessary.
- The selected candidate will be governed by and subject to Action Contre la Faim's Terms and individual contracts
- Proposal submission

Qualified candidates are expected to send their applications to ACF in English including:

- CV of the consultant(s)
- Cover letter
- Copy of degree/diploma/or equivalent certificate
- Technical proposal: it should include methodology and work plan
- Financial proposal: please provide the consultancy fee with VAT included.
- References from organizations that have previously contracted the consultant(list of 4 reference)
- Business Registration (processing or having business registration license will be more preferred. Please provide attachment if you have)
- Offered currency in USD and payment through bank transfer



Financial proposal: Please provide your consultancy fee as per below format

S.No.	Details	Total working days	Per month Professional fee (USD)	Total consultancy cost (USD)	Remarks
1	Consultant team	Maximum 3 months			Starting from September 2022
Total					

Please note: Consultant per day professional fee includes all charges such as consultancy fee, hotel accommodation, flights, etc and all government taxes (if any).

Interested parties are to submit applications not later than **26th August 2022** (at 5:00pm Myanmar Time) to dyloghod@mm-actioncontrelafaim.org. All questions related to this consultancy should be sent to dyloghod@mm-actioncontrelafaim.org before **19th August 2022** and then ACF will reply before **23rd August 2022**.