



Terms of Reference Development of Partnering to Save Lives (PSL) Final Report

1. Background

PSL is a partnership between the Australian Government, the Cambodian Ministry of Health (MoH) (particularly the National Maternal and Child Health Centre (NMCHC)), and three NGOs (CARE, Marie Stopes International Cambodia and Save the Children). The initiative is a partnership designed to draw upon and leverage the skills and roles of all partners in order to achieve better outcomes. It links funding from the Australian Government, implementation experience of the three NGOs, and policy leadership of the Ministry of Health to improve maternal, neonatal, and reproductive services in Cambodia.

PSL supports all seven components of the MoH's 2016-2020 Fast Track Initiative Roadmap to Reduce Maternal and Newborn Mortality (FTIRM): emergency obstetric and newborn care, skilled birth attendance, newborn care, family planning, safe abortion (through training and quality improvement), behaviour change communication, and removing financial barriers. PSL was designed as a five-year program. It started in August 2013 and will end in July 2018.

The overall goal of PSL is to save the lives of women and neonates in Cambodia through improved quality, access and utilisation of reproductive, maternal and neonatal health (RMNH) services through a partnership approach.

PSL aims to achieve six primary outcomes:

- 1) Improved quality RMNH services for target populations
- 2) Greater equity of access to appropriate RMNH services for target populations
- 3) More responsive RMNH services meet the needs of target populations
- 4) Improved RMNH behaviours amongst target populations
- 5) Evidence-based innovation and learning that contributes to improved policy and practices
- 6) A partnership model that demonstrates impact and value for money to achieve RMNH outcomes.

PSL applies a holistic approach to RMNH initiatives in the underserved north-eastern provinces of Kratie, Mondul Kiri, Ratanak Kiri and Stung Treng. The program supports family planning services and training on safe abortion in an additional 18 provinces across the country. PSL also works to improve access to RMNH information and services for vulnerable young women working in garment factories in Phnom Penh and Kandal. The primary target groups of PSL are women of reproductive age (WRA; 15-49 years old) and newborn babies up to 28 days.

Further PSL programmatic details can be found in the Program Design Document (PDD) and Annual Operating Plans (AOP).

Progress towards PSL outcomes is verified by the monitoring, evaluation, reporting and improvement (MERI) framework, which covers all indicators and their definitions, target areas and planned annual targets. It is updated annually.

The baseline survey of PSL was conducted in late 2013 and early 2014 during year 1 of the program. The midline was conducted late 2015 and early 2016 and the endline survey data collection took place in January-February 2018.

Six monthly and annual progress reports have been submitted to DFAT. A final report covering the entire program period (August 2013- July 2018) is due in October 2018.

The Coordination Learning Unit (CLU) is currently responsible for coordinating and compiling all report information. The CLU will not be sustained after the end of program (31 July 2018) and the Partnership Management Group agreed to mobilise a consultant to support the three NGO teams in preparing and finalising a high-quality report. The consultant will be contracted by Marie Stopes and will report to Tom Booth, Grants Manager.

2. Purpose and scope of the Consultancy

The **purpose** of the consultancy is to produce a high quality PSL final report to present all key achievements of the PSL program, including successes, challenges and lessons learnt.

The PSL final report is to be submitted to DFAT by 31st October 2018 and will comprise:

- A narrative final report presenting 5 year PSL achievements, challenges and lessons learnt. This narrative should be of maximum 15 pages. Annexes can be added to present additional information such as lessons learnt, beneficiaries' stories, graphs and photos.
- In addition, each NGO will develop a 5 page narrative report related to their contribution to PSL activities and achievements
- A final MERI report will present final indicators for all outcomes and outputs achieved against initial targets, including commentary on any variations
- A final combined financial report for the period August 2013-July 2018, with explanation of variations.

The consultant will review the supporting documentation for the project, in addition to the information provided by each NGO, and produce the combined narrative report that draws on these information sources. The consultant will also ensure that the combined report receive inputs from the implementing NGOs team and sign-off from respective headquarters.

3. Responsibilities

The consultant will be responsible for:

1. Reviewing key PSL documents such as the program design/annual operating plan documents, the MERI framework, six-monthly and annual reports, PSL surveys, final evaluation and final learning packages in order to get a good understanding of the PSL program.
2. Review each NGO's individual narrative report and ask for clarifications/ improvements as needed
3. Based on key PSL documents, information from each NGO report and information prepared by CLU Director in handover notes, draft the combined narrative report.
4. Collect comments from all partners on the draft combined report and incorporate these in a revised version.
5. Include final comments and coordinate sign off process from all three NGOs of final product.

6. Review and finalise the PSL MERI prepared by the CLU M&E Coordinator.
7. When financial report information is received from each partner, compile this information in the financial report format. Seek additional information if explanation of variations is not clear.

CARE, Marie Stopes and Save the Children will be responsible for:

1. Providing technical and editorial input into the development of the final combined report.
2. Providing MERI data for their respective organisation.
3. Developing their respective organisations report.
4. Providing approved financial report for the period August 2013-July 2018.
5. Meeting with the consultant as needed to provide clarification on implementation of PSL.
6. Provide timely inputs and feedback as requested by the consultant
7. Provide timely sign-off from respective headquarters.

4. Deliverables

The consultant will provide to PSL:

- A high quality draft combined report
- A high quality finalised report including all partners comments, and respective NGO reports
- A combined financial report
- A combined MERI report
- Comprehensive annexes to describe the full learning of PSL

5. Intellectual property

All intellectual property generated by the consultancy will be owned by the PSL implementing NGOs, who will retain the rights to disseminate and publish the results.

6. Indicative Timeline

The expected timeline for the final report is given below.

Activity	Expected number of days	Timeframe
Review of PSL key documents and meetings with PSL partners	5	End of July
Review PSL partners individual report	3	Early August
Draft combined narrative report and annexes	10	By mid- August
Review report based on comments from partners	5	By end of August
Combine financial information	2	By mid-September
Total	25	3 months

7. Consultant requirements

- Proven experience in writing high quality report, and incorporating written feedback and addressing comments from multiple stakeholders
- Knowledge of the Cambodian Health sector
- Excellent written and oral English communication skills
- Experience in garment factory and ethnic minority projects would be an advantage

- Expertise in reproductive, maternal and neonatal health desirable
- Strong relationship management skills Ability to manage the available time and resources and to work to tight deadlines

8. How to apply

Interested applicants should submit:

- CV
- Cover letter summarising similar consultancy work
- Sample of reports or publications
- Name, titles and contact details of previous clients who can be contacted to provide references

9. Queries and Reporting

The Consultant will report directly to Tom Booth, Grants Manager at Marie Stopes International Cambodia.

Any technical queries should be addressed to Anne.Rouve-Khiev@partneringsavelives.org or 092 250 077. Queries relating to the contract should be directed to Mr. Leng Bunnara, Marie Stopes, Bunnara.Leng@mariestopes.org.kh or 089 396 989.

*Submissions are due by **5pm Cambodia time, Friday 29th June 2018.***