
Terms of Reference

Business Skills Training for Marie Stopes Ladies: Entrepreneurial community reproductive health providers

Background

Marie Stopes International Cambodia (Marie Stopes) is one of the leading providers of high-quality family planning (FP) and sexual and reproductive health (SRH) services in Cambodia. Since 1998, we have empowered our clients to make decisions on their own SRH destiny. This may mean choosing when to start a family, when to end an unintended pregnancy or when to have the next child. We are here to support our client's needs in order for them to pursue their plans and dreams for themselves and their families.

We ensure that women and men are able to choose safe and quality services that are available in their communities through Marie Stopes clinics, government referral hospitals and health centres, private clinics, pharmacies and factory infirmaries. We collaborate with the Ministry of Health to strengthen the capacity of the public sector health workforce for contraception and safe abortion service delivery. In 2017, Marie Stopes provided high quality FP) and SRH services to over 80,000 women and men nationwide.

Marie Stopes Ladies and Services

Marie Stopes Ladies (MS Ladies) are responsible for delivering FP and SRH services across selected provinces targeted by Marie Stopes. Under this program, qualified, independent midwives are trained to offer choices in modern FP methods - both short-term and long acting and reversible methods - and safe abortion services in accordance with Marie Stopes quality assured guidelines. MS Ladies are key to help support women and young girls with unmet need to access affordable, quality SRH health services.

MS Ladies will have an entrepreneurial spirit, with the desire to both serve women in their community with unmet need for quality FP, as well as building their own business and income earning potential. Some of the MS Ladies will already run a small or medium size healthcare business, others will have no experience of business management.

Overall purpose and scope of work

The overall purpose of this consultancy is to design and deliver business skills training course to our network of over 200 MS Ladies, located in eight provinces throughout Cambodia. The training program should be accessible for the wide variety of MS Ladies recruited under the program and delivered in Khmer language.

The training should be a modular curriculum and cover topics including, but not limited to:

- Stock control and management
- Financial management and book-keeping, including how to access financial services and providing the list of existing MFI. Also connecting any potential MFI to sharing special product to MS Ladies.
- Business performance reviews and data analysis.
- organizational skills management
- Stress and well-being management
- Problem solving and decision making

The consultant will be responsible for:

- Developing a training delivery plan and presenting to Marie Stopes for approval.
- Developing the business skills training curriculum and associated training tools for MS Ladies, based on the knowledge and understanding of business skills needed by small private sector health providers. The modular curriculum must contain practical scenarios relevant to the health industry.
- Delivering up to two trainings for MS Ladies. Each training will have approximately 25-30 MS Ladies and will be based in Phnom Penh and Kandal.
- Developing/suggesting tools and technology to support the MS Ladies with their business

- management and exchange experien.
- Adapting the training curriculum into an e-learning course¹. Marie Stopes will work with the consultant to identify the content of each course. This can be completed even after the group trainings are conducted.

Supervision

The Consultant will be supervised by the Head of Integrated Marketing and supported by the Head of Programs. The consultant/s can also use the tools and resources that Marie Stopes have developed as reference. You and your team are pro-choice and strong supporter of sexual reproductive health rights for all men/women, including safe abortion services.

Requirements for proposal

Interested applicants should submit a proposal including the following:

- A brief description of proposed approach and timeline
- Credentials, including related work in the past 12 months and reference of previous clients
- Overview of the team, who would work on the project and their experience
- Top line work plan, timeline for completing the scope of work mentioned above
- Budget

Deadline of submission of proposal is **5:30pm, Sunday 8th July 2018**. Please submit a hard copy of your proposal and budget to our head office.

Timeline

The development of the curriculum and all materials must be completed by **Friday, 2nd November 2018**. Delivery of the two business skills training courses must be completed by **Friday, 1st March 2019**

Contact Information

For more details regarding the TOR, please contact:

Soklay Luong

Head of Programs

soklay.luong@mariestopes.org.kh

Marie Stopes International Cambodia

Phnom Penh Centre, 1st Floor, Building F, Sothearos Boulevard, Sangkat Tonle Bassac, Khan Chamkarmorn, Phnom Penh, Cambodia

¹ E-learning courses refer to the training modules available online as personal refresher trainings. These include but not limited to power point slides, handouts, videos, links to other resources, etc. Marie Stopes has already developed the e-learning platform.