



REQUEST FOR PROPOSALS FOR A CONSULTANT TO CONDUCT A SITUATION ANALYSIS FOR, AND DEVELOP AN EMERGENCY AND INJURY CARE POLICY FOR MALAWI

TERMS OF REFERENCE

Introduction

The Malawi Orthopaedic Association, in collaboration with the Ministry of Health, seeks a consultant to develop a comprehensive National Emergency and Injury Care Policy (NEIC). This policy will complement existing strategies such as the National Road Safety Strategy (NRSS) (2022-2030), Emergency and Critical Care Strategy (2023-2030), Health Sector Strategic Plan III (2023-2030) and other related strategies with the aim to improve emergency and injury care, aligning with national health priorities and international best practices.

The Ministry of Health in collaboration with other Ministries, Departments and Agencies (MDAS) have in place policies, strategies and initiatives aimed at providing comprehensive preventive, curative and rehabilitative services for the Malawi population. These initiatives have focused on access to healthcare, quality of services, and infrastructure improvements. Key initiatives include the Health Sector Strategic Plan (HSSP III) 2023-2030, Community-Based Health Services (CBHS), and the Primary Health Care (PHC) approach.

Despite significant progress, such as has been observed in increased life expectancy and reduced maternal, under-five, infant, and neonatal mortality rates, there are still gaps in emergency and injury care. Limited resources, inadequate human resources, and infrastructure challenges, coupled with rising burden of non-communicable diseases and

injuries, necessitate further action. To address these gaps, there is a need to develop a specific policy on Emergency and Injury Care covering prevention, treatment, and rehabilitation; resource mobilisation and funding models; and strengthening synergies with other MDAs

Goal:

The goal of this consultancy is to provide technical assistance and guidance to the Ministry of Health (Directorate of Curative and Medical Rehabilitation and Directorate of Planning) and NEIC Task Force in developing the policy which is evidence-based, taking into account stakeholder consultations, expert input, and relevant literature.

Scope of work

- Inception report
- Stakeholder mapping and engagement
- Gather and conduct a desk review of relevant strategic documents and assess their inadequacy and /or shortfalls
- Compile and submit a situation analysis report
- Facilitate validation workshops or consultation meetings to solicit feedback from stakeholders and present the draft policy document.
- Revise the draft policy document based on feedback received during the validation process.
- Finalize the policy document, incorporating all revisions and ensuring coherence with national health strategies and legal frameworks.
- Produce work plan for the entire exercise
- Attend all meetings regarding review of the NEIC policy

Deliverables and duration

Key deliverables

- Inception report
- Situation analysis report
- Draft NEIC policy
- Validated Draft NEIC Policy
- Approved Draft NEIC Policy
- Endorsed Draft NEIC Policy by Office of President and Cabinet
- Final NEIC policy

Methodology of the Process

- The development process should be consultative and participatory ensuring the involvement of the MoH, task team for the Policy review
- The stages of consultations should be clearly mapped out and all concerned stakeholders informed in order to maximize their participation.
- The document must follow format on Government Policies as prescribed by the Office of the President and Cabinet (OPC)

Timeline

It is anticipated that the assignment will be completed within a total of 5 months from the date of signing the contract. All work must be completed by 20th December, 2024.

Deliverables	Timelines (man days)
Inception report	6 days after signing contract
Situation analysis report	20 days after inception report
Draft NEIC policy	20 days after situation analysis report
Validated Draft NEIC Policy	15 days after Draft NEIC Policy
Approved Draft NEIC Policy	20 days after Validated Draft NEIC policy
Endorsed Draft NEIC Policy by OPC	20 days after Approved Draft NEIC Policy
Final NEIC policy	10 days after Endorsement Draft NEIC policy by OPC

Qualification, Experience, and Skills

The firm or individual should have the following experiences and qualifications

- The lead consultant must have a minimum Master's degree in Social Sciences, Public Health, Global Health or a related technical field
- Minimum of 5 years' experience in the development of government policies on health or related work experience with proven policies they have developed
- Clinical or Nursing background
- Proven experience in conducting situation analysis related to health

- Proven leadership skills, including the ability to set priorities, manage time effectively and contribute to a team environment of respect, recognition, and mutual accountability
- Must be available to deliver within the agreed period

Reporting Structure

- The consultant will be supervised by the Emergency and Trauma Steering Committee

Conflict of Interest

In the interest of maintaining a fair and transparent selection process, we require all potential consultants to disclose any potential conflicts of interest. A conflict of interest may arise when a consultant has a private or personal interest that could influence or appear to influence the impartiality of their work for this project. Examples include: Involvement in the procurement process, prior relationships with the organization, financial interests, bias and potential lack of objectivity; and any other situation.

Disclosure Requirements

All potential consultants must complete and submit a Conflict of Interest Disclosure Form with their proposal. This form requires the consultant to:

- Declare any known conflicts of interest.
- Provide detailed information about the nature and extent of the conflict.
- Outline measures they would take to mitigate the conflict of interest.

Consequences of Non-Disclosure

Failure to disclose a conflict of interest or providing false or misleading information may result in disqualification from the procurement process or termination of the contract if already awarded.

APPLICATION METHODS

Interested individuals/firms should submit expressions of interest to clearly indicate that they meet the qualifications and experience requirements as indicated above. Interested consultants should submit their proposals (both technical and financial), including curriculum vitae, and a cover letter, copies of academic and professional certificates and references with complete contact information for previous work assignments to coordinator@malwiorthopaedic.mw

The application must be sent with subject line "**DEVELOPMENT OF NATIONAL EMERGENCY AND INJURY CARE POLICY** " by 17:00 hours (Malawi time) on 15th August, 2024.

Release Date: 19th July, 2024