

Scope of Work

Duration: three months

Introduction

Bangladesh is a country with resource-scarcity and a population of approximately 160 million people making it the seventh-largest population in the world. It has done extremely well in terms of social and health improvements and appreciably well in economic improvement in the recent decades. The country is almost on track in achieving most of the millennium development goals (MDGs). Literacy has improved remarkably, especially among women; there is sign of steady but consistent decline of poverty; infant and child mortality and maternal mortality have reduced significantly; and fertility has reached nearly the replacement level at 2.3 births per woman. Still, problems remain in many areas: absolute poverty remains high; health inequity, though declining, remains a challenge; despite recent declines, infant, child, and maternal mortality rates remain high, especially in certain geographic areas; and the level of malnutrition of children and mothers is still one of the highest in the world. The Bangladesh family planning (FP) program has been a success story in the developing world for its rapid contraceptive increase and resultant fertility decline. Although Bangladesh achieved low level of fertility (total fertility rate (TFR) of 2.3 births per woman), a high proportion of mothers (30%) report to have unintended births, and 12% of women report to have unmet need for contraception.

BASIC FUNCTION

The Consultant for the Office of Population, Health, Nutrition and Education (OPHNE) will provide a range of technical, management, coordination and analytical responsibilities in the design, implementation and management of activities to support programs and services for USAID/Bangladesh's health service delivery pillar. Working in an office of 25 senior health professionals, and a team of six sub-team members the Consultant is expected to provide technical direction in the design and implementation of USAID's activities, in collaboration with other OPHNE staff. The Consultant is expected to provide guidance on multiple complex assignments related to the completion of the new design of the Service Delivery Project. The Consultant is expected to work effectively and collaboratively with staff in PHNE.

RESPONSIBILITIES AND TASKS

The Consultant will be responsible for internal operations of OPHNE and is required to exercise a fine balance of technical, political and interpersonal skills to ensure that all points of view are clearly articulated and recommended actions are consistent with USAID programmatic directions and foreign policy objectives. The Consultant will support the completion of the Statement of Work for the new Health Service Delivery Activity, including:

- Support the completion of the Statement of Work and results framework, including government cost estimate, pre-award checklist
- Co-facilitate with the Program Office the Overview of Design Meeting
- Draft the Choice of Instrument Memo
- Coordinate key health service delivery activities with DFID
- Prepare documentation for the close-out of the Regional Inspector General Audit of NHSDP
- Work with Regional Legal Officer to extend Memorandum of Understanding with DFID
- Prepare the Action Memo to the Mission Director
- Submit the Statement of Work to the Contract Review Board for review

- Work with Office of Acquisition and Assistance to submit a draft solicitation for public comments
- Complete the Acquisition and Assistance Review and Approval Document (AARAD)
- Draft the Initial Environmental Examination
- Prepare the Justification for Restricted Eligibility
- Support the formation of project design teams, which includes technical staff from the Global Health Bureau in Washington.
- Recommend nominees to sit on the Technical Evaluation Committee

Other Duties as Assigned: Assist the OPHNE with other tasks related to the planning, implementation, monitoring and evaluation of USAID support to the health/population sector and education in Bangladesh.

Deliverables:

- Biweekly Progress Reports (1-3 pages): The Contractor shall report on achievements to date.
- Final Report: A final report (3-5 pages) is due at the close of the Consultant's assignment, detailing status of completed and outstanding tasks, including pending actions and recommendations for actions; summary accomplishments; summary of labor hours provided; and summary financial report.

Relationship:

The Contractor will report to Miranda Beckman, Health Service Delivery Pillar Lead.

Period of Performance:

The services will be provided for the period commencing of 90-days, a/o April 17, through July, 15, 2016.