



Terms of Reference

Baseline Survey on newborn care behaviours and family support system
Geruwa Rural Awareness Association, Bardiya

1. Background

Geruwa Rural Awareness Association (GERUWA) is non-profit making, non-governmental social development organization established in 1991 AD having its central office in Gulariya. GERUWA has been actively working in the field of social mobilization and empowerment, capacity building, community health improvement, HIV/AIDS prevention, popular education, socio-economic development and social justice and peace building with special emphasis to disadvantaged and backward areas and communities through partnership approach.

Geruwa in partnership and funding support from Terre des hommes Foundation (Tdh) is implementing Prayaas- behavior change communication through mobile messaging (voice/text) (SAMIP) in -catchment of Dhodhari health post (i.e. Ward no. 3 and 4) of Madhuban Municipality. SAMIP uses innovative mobile technologies to engage mothers, caregivers and families and equip them with the knowledge they need to improve the quality of neonatal care. SAMIP is designed to promote acceptance & adoption of good caregiving practices among mothers, families & community health volunteers, challenge and reduce harmful cultural practices.

The main objective of SAMIP project is to improve newborn care behaviours through mobile text and voice messaging/ IVR to postnatal mothers as well as to their family members.

2. Rational of Baseline Assessment

Prayaas project has defined set of project goal, outcome, outputs and inputs stated in log-frame with indicators. It is vital for the project that intended outcome is achieved in the project duration. Whether intended project results are achieved, is identified through comparison between initial stage of project with final stage. Therefore, it is necessary to find out the status of the proposed indicators at the starting of the project.

In this scenario, to set up initial benchmark (baseline) at the start of the project is crucial which will be a reference milestone throughout project. Baseline assessment will support to have existing status of the project indicators which will be reference landmark to measure project's progress.

3. Scope of Work:

The overall objective of the baseline assessment is to identify the current status (project initiation period) as per project defined indicators related to project outcome, output and inputs. The established benchmarks (baseline) will be compared to results at the end of the project.

The baseline findings will be primarily used by Geruwa/ Tdh and implementing partners in comparing baseline data and end line data.

The specific objectives of the baseline assessment are the following;

- a) Develop baseline survey questionnaire, agenda checklist;
 - To assess the knowledge and practice level of postnatal mother on essential newborn care behaviors
 - To assess the knowledge among caretakers on newborn care at household level.
 - To know the knowledge among FCHVs on appropriate newborn care behaviours
 - To assess family support system to postnatal mothers in practicing appropriate newborn care behaviours and accessing health care facilities
 - To know woman's access to FCHVs to improve knowledge and practice appropriate/ safe neonatal care behaviours.
- b) Collect data from field, data analysis and Interpret findings from field
- c) Develop comprehensive baseline report of the project

4. Methodology

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The baseline assessment will employ quantitative methods for data collection and review secondary information. Household survey will be conducted using structured questionnaires (draft developed by consultant and approved by Geruwa and Tdh). The consultant will be required to develop household level questionnaires based on the logframe indicators (attached) and then share with Geruwa and Tdh for validation. The baseline data also include segregation of beneficiaries by ethnicity and PwD.

Primary data will be collected through mobilization of qualified enumerators. The intended estimated number of beneficiaries of this intervention will be 200 postnatal mothers (HHs) therefore census method will be used. The survey will be carried out in Ward no. 3 and 4 of Madhuban Municipality and sample population is spread over two wards.

The consultant is liable for capacity building of enumerators on data collection tools. A detailed schedule of capacity building training to enumerators must be organized in consultation with Geruwa and Tdh.

A total of 21 days is allocated for the baseline survey field works within which firm/ consultant has to complete entire document review, field activities and report submission to Geruwa/ Tdh. Project staff of Geruwa will support during field activities. However, their engagement will depend upon their work priority. Consultant will have to make supervisory visit to both wards to ensure quality of data. Tdh or Geruwa staffs will have occasional monitoring visit during data collection period to ensure validity and reliability of data of the baseline assessment.

5. Report Preparation and Submission:

The consultant will prepare a draft report and share with Geruwa and Tdh within one week after completion of field activities for feedback. Report should be comprehensive consisting of findings of all indicators set in log-frame. Consultant should also provide raw data (both uncleaned and cleaned data from field) to Geruwa and Tdh.

Additionally, consultant should also present major findings to Geruwa and Tdh and feedbacks obtained in the presentation should be incorporated in the final report of baseline survey. A draft report of baseline survey must be submitted together with a presentation of findings. Upon receiving the preliminary report, Geruwa/ Tdh will give feedback and ask the consultant to finalize the report for final submission. The final report of the baseline survey should be submitted to Geruwa/ Tdh within given time-line.

6. Duration

Duration of the assignment is three weeks , which includes inception report to submission of final report to Geruwa for finalization.

7. Deliverables:

The consultant is liable for following deliverables during service period:

- Household Questionnaires to Geruwa/ Tdh
- Raw data of survey (electronic copy) in excel; preferably SPSS data
- Final baseline survey report in hard and soft copy

8. Required Skills and Competency

- Bachelor's degree in Public health or relevant discipline. (MPH preferred)
- Excellent understanding of health system and MCH protocols.
- Working experience in community survey with local languages.
- Excellent facilitation, report writing and communication skills.

9. **Submission of Technical and Financial Proposition:** The potential and interested firm/consultant must submit technical and financial proposition showing their keen interest to conduct baseline survey in Madhuban municipality of Bardiya district, Province-5 of Nepal.

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Following documents are expected to receive as technical and financial proposition within the given date of announcement.

- CVs of all team members
- Technical proposal
- Financial proposal
- Cover letter expressing interest

10. Evaluation Criteria:

Firm/Consultant will be evaluated based on following criteria:

The weight for technical portion of the proposal will be 65% and financial 35%. The key factors stated below will be taken in consideration during the evaluation process

- Previous work experience
- Methodological/technical aspects of carrying out the study and technical expertise in MNH
- Financial aspects (consultant fees, breakdown of activity costs etc.)

11. WORK SCHEDULE

Detail will be worked out jointly with consultant team and project staff. Tentative timeline for completion of baseline survey is 21 July - 10 August 2020.

Annex:

Template for Baseline Survey Report

1. Executive summary
2. Introduction
3. Methodology
 - 3.1. Study Locations
 - 3.2. Sampling methodology
 - 3.4. Target Population
 - 3.5. Data Collection Tools and Techniques
 - 3.6. Validity and reliability
4. Findings
 - 4.1. General Information
 - 4.2. Socio-demographic and economic information
 - 4.3. People with disabilities
 - 4.4. Findings based on logical framework's indicators in tabulation form
5. Recommendation and Conclusion
6. Annexes
 - 6.1. Questionnaire

12. Terms and Conditions

- Tdh/Geruwa reserves the right to accept and reject any proposal without giving any verbal and /or written rationale.
- All reports and documents prepared during the assignment will be treated as Tdh/Geruwa's property
- The reports / documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of Tdh/Geruwa
- The consultant should not expose children or any beneficiaries to any risk of harm or abuse. The consultant must sign and abide by the Child Safeguarding Policy and other applicable policies of Tdh and Geruwa.

13. Annexes

- A. Existing Policies of Tdh and Geruwa on Protection and Child Safeguarding
- B. Information of implementing area.