

Marie Stopes International Afghanistan Terms of Reference for Obtaining Proposals for Medical Development Team Quality Technical Assistance

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| Programme name: | Afghanistan |
| Channels: | Head Office, Centres, Private Sector Providers, MS Ladies, and Public Sector |
| Dates of QTA: | 7 December – 20 December 2019 |

1.0 Background

Marie Stopes International Afghanistan (MSIA) was established after registration with government of Afghanistan in August 2002. MSIA follows the global mission statement of MSI, which is children *by choice not by chance*. Our focus is to contribute in reducing maternal mortality ratio, providing quality and sustainable MCH/RH and family planning services and information across all provinces of Afghanistan in coordination with Ministry of Public Health, Afghanistan.

MSIA is currently operating in 16 provinces of Afghanistan namely, Kabul, Balkh, Herat, Jawzjan, Faryab, Nengarhar, Baghlan, Kunduz, Badakhshan, Takhar, Nemorz, Samangan, Helmand, Sare pul Pakitika and kandahar

MSIA delivers MCH/RH and family planning services through various channels such that centres, outreaches, social marketing and MSLadies.

MSIA is keeping the client at the centre of our work and strengthening our development as an evidence-based organization. One of the mechanisms to ensure client's are served with the quality and standard care is the 'Quality Technical Assistance (QTA)', conducted by a member of the MDT or an approved consultant. The Medical Development Team (MDT) is responsible for monitoring clinical standards in MSI partner programmes. The aim of this technical assistance is to improve quality in programmes and to learn of innovative quality initiatives that may be disseminated throughout the partnership.

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MSIA is seeking a suitably qualified consultant to conduct MSIA’s annual quality Technical Assistance (QTA) between 7 December and 20 December 2019 across the Head Office, Centres, outreach(mobile clinics), Private and public Sector Providers and MS Ladies support channels. The QTA must be completed using MSI’s Quality Technical Assistance Reference Manual 2019 and completed in line with MSI’s QTA methodology as part of the partnership.

2.0 THE QUALITY TECHNICAL ASSISTANCE APPROACH

The QTA must be completed using MSI’s Quality Technical Assistance Reference Manual 2019 and completed in line with MSI’s QTA methodology. Sites will be selected from across MSIA’s Support Office, Centres, Private Sector Provider, MS Ladies, and Public Sector Support channels. The input will be for a maximum of 17 days including travel, preparation, in-country input and reporting.

2.1 Resources beyond the checklist

In addition to the QTA checklist, the assessor will have access to a series of documents to support the technical assistance. This includes the following:

From MDT level

- Previous year’s QTA checklist and narrative report
- List of red incidents reported to MDT in the 2 previous quarters, detailing the programme’s adherence to reporting and document submission timelines. This data does not include any incidents requested by MDT following incident database reviews.
- Record of any current clinical or product quality exemptions granted by MDT

At programme level

- Minutes, attendance roster and action plans of Medical Advisory Team (MAT) meetings
- Previous QTA action plans
- Clinical Quality Internal Audit database, checklists and individual site action plans
- Clinical Quality Quarterly Reports
- Programme master clinical and product-related incident databases, incident investigations and action plans
- Clinical Record Audit database
- Client records at sites
- Competency and Training database
- Most recent finalised Q-Trak submission, accessed on the first day of the QTA with Clinical Quality Lead
- Standard Product Master List, and service and channel-specific sub list

2.3 Outputs and timelines

| Activity | Time frame | Date |
|---|--------------------------|----------|
| Debrief with the HSRT team leader | Within 1 week post QTA | 23/12/19 |
| Assessor submits draft checklist, narrative report, and debriefing Powerpoint slides to HSRT team | Within 2 weeks’ post QTA | 30/12/19 |

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| leader who then submits all documents to the Data Analyst and Global Clinical Governance Lead | | |
| <p>Global Clinical Governance Lead liaises with assessor in finalisation of checklist and review of narrative report</p> <p>Analyst returns finalised checklist, model sites/model areas</p> <p>PDF and narrative report to TA Coordinator, Global Medical Director, and Global Clinical Governance Lead</p> <p>HSRT team leader sends these documents to MDT focal point</p> <p>MDT Global Clinical Governance team lead submits the documents to programme for review and discussion. CQL finalises narrative report with MDT focal point. If any changes are made to the narrative report, the MDT focal point will send the revised version to the TA Coordinator for appropriate dissemination.</p> <p>Programme to start draft of action plan</p> | Within 4 weeks' post QTA | 13/1/20 |
| <p>Programme finalises action plan with MDT focal point</p> <p>MDT focal point submits final action plan to Global Medical Director</p> | Within 6 weeks' post QTA | 27/1/20 |
| Global Medical Director sends the finalised action plan to Data Analyst and MDT focal point | Within 7 weeks' post QTA | 3/2/20 |

4.0 Consultant Requirements

- Qualified female nurse, midwife or doctor with significant experience in quality assurance of sexual reproductive health and family planning projects
- Experience using the MSI QTA framework for QTAs of MSI country programmes
- Significant overseas experience including in insecure contexts
- Willingness and ability to travel to and within Afghanistan
- Excellent written and spoken English
- Having good supportive supervision skills

RFP announced to site on 22nd October 2019 and it are due by close of announcement 28th October 2019, therefore all applicants are expected to send their proposals in soft via Mail till mentioned date.

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