Request for Consultant Services Proposal (RFP)

Solicitation Title:	Primary Health Care Monitoring, Evaluation and Learning Consultant
Solicitation Number:	APRO-MENTARI-002
Submit Proposal to:	procurementth@fhi360.org
Date of Issue of RFP:	June 12, 2024
Date Proposal Due:	June 19, 2024
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	June 26, 2024

Method of Submittal:
Respond via e-mail with attached document in MS Word / pdf format. ***Please put "Primary Health Care MEL Consultant - APRO-MENTARI-002"*** in the email subject line.
Quote Validity:
The Consultant agrees to hold the prices in its offer firm for **60 days** from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.

Background

The USAID MENTARI-Primary Health Care (MENTARI-PHC) is a five-year project that aims to improve the access, quality, and management of primary health care (PHC) in 15 districts in the two provinces of South Sulawesi and East Java by scaling up an approach to improving health governance, strengthening learning, and engaging communities and civil society in primary health care. MENTARI-PHC supports the Government of Indonesia (GOI), especially the Ministry of Health (MoH), in rolling out *Integrasi Layanan Primer* (*ILP- "Integrated Primary Health Care"*), which MOH launched in August 2023 as part of the health transformation agenda, moving from curative to preventive care.

MENTARI-PHC aims to achieve the GOI's PHC's transformative agenda in the targeted districts in East Java and South Sulawesi by 2029. USAID MENTARI-PHC will deliver the objective through three intermediate results: IR 1: "*Improved sustainable access to quality-of-service delivery across the continuum of care/life cycle*" through improvement of referral systems and community care networks for all citizens; IR 2: "E*nhanced PHC learning to improve program and policy*" by addressing critical challenges for PHC implementation and adopting best practices; and IR 3: "*Improved management and performance of health systems*

to enable and sustain PHC in Indonesia" through better governance of PHC services with strengthened community engagement and social accountability.

MENTARI-PHC is implemented by Muhammadiyah's public health unit, MPKU, with FHI 360 as a sub-awardee who will strengthen MENTARI-PHC work by building MENTARI-PHC team's capacity to successfully manage direct USAID funding and support community empowerment and multi-stakeholder engagement to improve primary health care in Puskesmas and Posyandu, under IR 2 and 3 above. The active involvement of community members in the health sector has shown to improve primary health care services by providing better outreach putting social pressure on health workers to meet local expectation and provide concrete data and user-informed health solutions.

To support MPKU and local implementing partners, FHI 360 will provide advanced training and mentoring on various aspects of project implementation and evaluation. MENTARI-PCH is now looking for a **Primary Health Care Monitoring, Evaluation and Learning Consultant** to support the Capacity Strengthening Manager and the MPKU Team Leader in preparing and delivering a suite of technical assistance offerings that strengthen monitoring, evaluation and learning capacities of MPKU and targeted partners.

By utilizing tools like FHI 360's "Key Features of Monitoring and Evaluation" and "Using Evidence to Inform All Stages of the Project Cycle", MPKU and partners will conduct a thorough evaluation of its current MEL system(s), assets, and practices. This includes examining procedures, systems, staff roles, reporting mechanisms, and more to identify areas that will benefit from capacity strengthening. Following the identification of capacity strengthening priorities and benchmarks, MENTARI will provide customized support and mentoring directly to the organization. This support will focus on MEL principles, procedures, and regulations, and will be delivered by the consultant with deep knowledge of USAID MEL standards. Our approach will also incorporate various strategies for collaboration, learning, and adaptation (CLA) that aim to enhance the execution of activities and the establishment of an effective Knowledge Management Information System (KMIS), both internally and externally.

This consultancy is subject to project award and funding.

Scope of Work (SOW)

- Conduct MEL workshop for MENTARI-PHC management to align understanding and agreement on USAID standards, requirements, and principles for setting targets, monitoring performance, and analyzing, validating, and utilizing data.
- Based on the MEL workshop findings, work with MENTARI PHC team to co-develop action plan to strengthen MKPU's MEL systems as per USAID Local Capacity Strengthening (LCS) Policy guides.
- Support MPKU's MEL team in developing baseline and Community Perception Survey instruments on Primary Health Care.
- Participate in technical meetings with MENTARI-PHC stakeholders as assigned.
- On request, provide other training and/or mentoring to MENTARI-PCH stakeholders.
- Provide mentoring to MPKU in developing learning system within the organization.

Deliverable/Milestone

- MKPU's action plan on MEL system strengthening that include operationalization of the MENTARI PHC MEL Plan into procedures, tools and information and learning system.
- USAID-compliant submission of MPKU MEL contractual and reporting deliverables
- Improved MEL system.
- Guidelines on data collection and knowledge management for MENTARI-PHC.
- Report on training and MEL tools.
- Guidelines on Baseline and Community Perception Surveys.
- Provision of training and/or mentoring TA on MEL to MPKU.

Location of Work: Remote in Indonesia.

Travel: The consultant is expected to visit East Java and South Sulawesi to provide on-site technical assistance on an as-needed basis.

Qualifications:

- Minimum of Bachelor's degree in a social science or social development field, or equivalent experience.
- At least ten years of senior experience in MEL, including 5 years in health.
- Prior experience with USAID and a USG implementing partner is preferred.
- Having experience and working with Government of Indonesia and the Ministry of Health is preferred.
- Articulate, professional and able to communicate in a clear, positive manner with clients and staff.
- Excellent written and oral communication skills in English and Bahasa Indonesian are required.

Evaluation Criteria: Proposals will be evaluated in accordance with the following criteria:

Area	Indicators	Scale
Qualifications	• Minimum of Bachelor's degree in a social science or social development field, or equivalent experience.	35 (Max. Points)
Experience	• At least ten years of senior experience in MEL, including 5 years in health. • Prior experience with USAID and a USG implementing. • Having experience and working with Government of Indonesia and Ministry of Health. • Solid understanding of project management principles.	45 (Max. Points)

Area	Indicators	Scale
Cost	• Daily rate in IDR	20 (Max. Points)
	Total	100 points

Timetable and Address for Submission

Proposals are due no later than 5:00 PM on June 19, 2024. Required documentation listed below must be e-mailed to procurementth@fhi360.org

Required Documentation: Proposals must include the following components:

- Applicant's CV;
- Cover letter outlining experience;
- Proposed daily rate in IDR; and
- 2 references, including contact information.

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions.
- FHI 360 will not compensate any offeror for responding to solicitation.
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360's supplier terms and conditions can be found here while our consultant terms and conditions can be found here

Women are encouraged to apply.