
Terms of Reference

DEVELOPMENT OF THE MINIMUM PACKAGE OF SERVICES FOR PHYSICAL REHABILITATION CENTRES IN CAMBODIA

About us

With more than 30 years of experience, Cowater is Canada's global leader in management consulting services specializing in international development. Cowater is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia.

ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

Currently Cowater, is recruiting a team of consultants to develop the Minimum Package of services for rehabilitation centres in Cambodia.

Background

Since the early nineties, the rehabilitation sector in Cambodia has gone through different phases of development and reform. It started with the provision of physical rehabilitation services at a few physical rehabilitation centres (PRCs), mainly as a response to landmine/Explosive Remnants of War (ERW) survivors with the financial and technical support of international and non-governmental organizations (IOs/NGOs).

In September 2010, the Persons With Disabilities Foundation (PWDF) was established as a public administration institution with a broad range of responsibilities including management of the PRCs with technical supervision from the Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY) and with financial supervision from the Ministry of Economic and Finance (MEF). In 2012,

MoSVY adopted the Guidelines on Physical Rehabilitation, which are a set of standard working procedures to ensure quality of services at the PRCs. However, these guidelines have not been fully operationalised and there is a lack of standardised working procedures across the PRCs.

Purpose of the PRC Minimum Package of Services (PRC-MPS)

To contribute to the sustainable handover of the PRCs across the country, these Operational and Clinical guidelines will serve to:

- Standardize the management including service provision across 11 PRCs in line with the government mandates, priorities, and capacities
- Define levels of PRCs and their scope, which include package of services, staffing, budgeting and financing modalities
- Ensure the quality of services provided by PRC through capacity building of management team at national and provincial levels and clinicians at PRC, and through supervision and monitoring
- Support budget development under the government system and contribute to raise fund from external sources

The MPS will be composed of Operational and Clinical guidelines. The Operational guidelines will target mainly the management levels which includes the Department of Social Welfare for Persons with Disabilities (DWPD); the PWDF at central and at branches levels, and the PRC management team. The Clinical guidelines will target mainly the clinical groups which includes the Prosthetics and Orthotics (PO), the Physical Therapists (PT), and the other rehabilitation professionals, including Social Workers, Community Based Rehabilitation Workers.

Objective of the Consultancy

ACCESS will facilitate a consultative process that ensures full engagement, contribution and supports strengthening of ownership by the RGC of the process and resulting Minimum Package of Services for PRCs. The consultant(s) will work closely with MoSVY, PWDF, rehabilitation IOs/NGOs and other relevant counterparts including the Ministry of Health (MoH), WHO, Disabled People's Organizations (DPOs), Older People's Associations (OPAs), rehabilitation professions associations to develop the PRC-MPS.

Main responsibilities and methodologies

The consultant(s) will report to a working group led by MoSVY and including representatives from PWDF, MoH, four IOs/NGOs, DPOs, OPAs, rehabilitation professional associations, and WHO. The working group will provide oversight, technical advice and other necessary support to the consultant to ensure smooth development and finalisation of the PRC-MPS. Under the working group guidance, the consultant will:

- Conduct a desk review of existing relevant documents, including the 2012 Standard Working Procedure (SWP), sub-decrees, Prakas related to the establishment and functioning of PWDF

and PRCs, Complementary Package of Activities (CPA) for Referral Hospital, Minimum Package of Activities (MPA) for Health Centre.

- Organize consultative meetings and focus group discussions with key informants including PWDF and rehabilitation IOs/NGOs, Cambodian Physical Therapy Association (CPTA), Khmer Association of Prosthetics and Orthotics (KhAPO), Health Care Facilities (HCF), Disabled People Organisations including Women with Disability Federations, and other relevant counterparts to review existing policy, guidelines and/or procedures relevant to this assignment.
- Review and finalise the structure of the PRC-MPS which should include chapters on Scope of PRC, Package of PRC services, Management structure of PRC, Human resource, Financial management, Financing modalities, Standardize list of equipment and production materials, Information management, Infrastructure, etc.
- Prepare a first draft of the PRC-MPS and conduct a consultative workshop to obtain feedback.
- Review and incorporate feedback to the draft PRC-MPS and present the final draft to policy makers for adoption.

Deliverables

- A detailed inception report and workplan indicating consultation plan and methodologies and the PRC-MPS outline.
- A draft of the PRC-MPS prior to consultative meetings to obtain comments from PWDF, DWPD, IOs/NGOs, ACCESS Program and key counterparts
- Key informant meetings and consultation workshops notes.
- A final PRC-MPS and its supporting documents, developed in consultation with and incorporating feedback from PWDF, DWPD, ACCESS team, IOs/NGOs, and key counterparts.
- Share all relevant resources documents collected from this assignment in hard and soft copies if available.

Timeline

The total number of working days of this assignment is estimated at 70 days across the period January to April 2020.

See below a table on key deliverables and proposed timeline. Note that in addition to key deliverable, a number of documents will be produced, e.g. Job Description of PRC staff, elements to complete the PRC-Information management system, list of required equipment, etc.

No	Key deliverables	Timeline, 2020			
		Jan	Feb	Mar	Apr
1	Develop a detailed work plan and inputs including the draft PRC-MPS outline and submit to ACCESS program for approval				
2	First submission of draft priority chapters of the PRC-MPS to ACCESS for review and to "PRC-MPS working group" for approval.				

	These chapters include the scope of PRC, package of PRC services, management structure of PRC, and human resources				
3	Second submission of draft priority chapters of the PRC-MPS to ACCESS for review and to "PRC-MPS working group" for approval. These chapters include financial management, financing modalities, standardize list of equipment and production materials, information management, infrastructure				
4	Conduct consultation workshop with relevant stakeholders, incorporate comments/feedbacks into final draft for approval				

Job requirements

A team approach of local and/or regional/international consultants are encouraged to apply to bring the scope and depth of knowledge and expertise.

- Education: Advanced university degree in health, social sciences, or related fields
- Competency/Experience:
 - At least 5 years of experience in development of relevant policies, guidelines or procedures in the field of rehabilitation or health.
 - Knowledge of CPA and MPA within the Cambodian health sector.
 - Strong oral and written communication skills.
 - Proven ability to communicate and collaborate effectively with various partners including the government, UN, international and national organizations and associations and other key stakeholders at subnational and national levels.
 - Excellent organizational and time management skills.
 - Proven ability to work independently, with sense of initiative and excellent conceptual and analytical capacities.
 - Strong interpersonal skills with ability to work with people from different backgrounds to deliver quality products within short timeframe.

How to apply:

Please send a brief proposal describing your approach to the assignment, CVs of the proposed consultants and proposed fees to jobs@accesscambodia.org before 21 October 2019.