**Example terms of reference to support the development and costing of a national Child Survival Action Plan**

*Note: This is a sample template for a terms of reference and may need to be adapted to the specific context and needs for support in-country.*

***Considerations:***

* *The TOR could be adapted by removing or adding to the scope of work and deliverables. The estimated overall time needed to develop a Child Survival Action (CSA) Plan would be 60 days over a 4–6-month period.*
* *The CSA Plan can be adapted to specifically focus on the 1–59-month age range, or to be inclusive of priority actions for maternal and newborn health as well.*
* *Often monitoring and evaluation (M&E) and costing are different skill sets. There may be a need to separate the TOR into two or three separate TORs to support M&E and costing activities.*
* *It is not required that a country develop a separate CSA Plan, as there may already be a document which outlines priorities for child survival in the country. The CSA Plan is meant to be operational.*

**Background/Context**

[INSERT brief background and statistics on the child health situation (including main causes of death, coverage of interventions), capacities and current child health policy efforts in country XXX]

**Objective:**

Assist the Government of XXX to facilitate the process for the development of a country-specific costed CSA plan that will guide the implementation of child survival interventions in the country.

**Scope of Work:**

* + - Review existing policy, strategy, operational, and investment case documents on child survival (and/or broader RMNCAH) interventions within and beyond the health sector
    - Support initial meetings with departments and programs within the Ministry (such as malaria, nutrition, immunization), additional Ministries (such as WASH, gender, education), and partners to convene leaders to discuss the need to focus on action for child survival
    - Conduct a situational analysis (or review existing/previous situational analyses) of child health in [INSERT COUNTRY NAME], including meetings with key stakeholders and an assessment of the current status, trends, gaps, challenges, opportunities, capacities for delivering services, and best practices in child survival and development that shall be incorporated into the CSA Plan
    - Facilitate a workshop (or series of workshops) with key stakeholders to review the child health situation, review/identify bottlenecks/problems, and set priority actions/interventions to develop the CSA Plan
      * Group work suggestion - each group takes a bottleneck(s) and discusses solutions, key actions to implement the solutions, and milestones
    - Develop a draft CSA Plan linked to existing health policies/strategies/plans/investment cases, inclusive of a monitoring and evaluation framework
      * Ensure defined objectives, clear roles/responsibilities for the key actions, and milestones/targets are included
    - Organize a national workshop to present and validate the CSA Plan
    - Provide inputs and support the budget expert in costing the CSA Plan, or strengthen/revise existing costings
    - Produce a final CSA Plan based on collated inputs from key stakeholders
    - Support dissemination of the CSA plan at national and subnational levels
    - Conduct CSA policy/advocacy dialogue with policy makers, partners, and donor community
    - Submit a timely comprehensive report on process/activities conducted

**Deliverable and Payment Schedule:**

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| --- | --- | --- |
| **DELIVERABLE** | **TIMELINE** | **PAYMENT** |
| Develop workplan and materials for consultation meetings/discussions, as part of an inception report |  |  |
| Presentation on key findings and recommendations from desk review/situational analysis |  |  |
| Organize and facilitate priority-setting workshop(s) with key stakeholders (agenda, presentations, group work summaries, workshop report) |  |  |
| First draft of proposed CSA Plan shared with stakeholders for review |  |  |
| Integration of stakeholder’s feedback and submission of final draft of CSA Plan |  |  |
| Organize and facilitate national validation workshop (agenda, presentations), and conduct policy/advocacy dialogue |  |  |
| Submit final (costed) CSA Plan and summary report of validation meeting |  |  |
| Submit final activity report |  |  |

**Period of performance:**

The estimated time for this consultancy is XX working days from MM/YY to MM/YY.

**Qualifications**: *If a consultant undertakes the work*

* Advanced university degree (master’s or PhD) in medicine, public health, or other related fields of studies
* More than 7-10 years of experience in health system strengthening with various levels of Government and/or partners in [INSERT COUNTRY NAME]
* Knowledge and work experience in the development of child health policies and strategies
* Good understanding of multi-sector child health programming and programme implementation
* Experience in strategic analysis and (health program costing)
* Excellent communication skills, including written and oral presentations
* Experience in facilitating participatory and consensus building workshops/meetings
* Strong interpersonal skills and ability to work well in a diverse multilevel team.
* Fluent in English language (or other relevant language in country), with the ability to write clearly and concisely

**Apply:**

Qualified candidates should submit a CV, technical proposal, and budget proposal to XXX by [INSERT DATE].