

## Monitoring, Evaluation, and Learning Consultant - Uganda

### Background

Seed Global Health (Seed) has forged meaningful and trusted partnerships and demonstrated significant impact in strengthening health systems through human resource for health capacity. With a unique focus on education and training, Seed has already helped train more than 16,000 health professionals in close partnership with in-country colleagues. Seed believes that the heart of rectifying the myriad health challenges facing Africa – including crushing burdens of disease, poor infrastructure, and lack of access to quality care – is educating and training more skilled health professionals to help provide quality care, train future providers and support existing ones, and to strengthen health systems.

Seed's strategic plan – [\*Sharing Knowledge, Saving Lives: Seed Global Health's 5-Year Strategy to Strengthen Health Systems\*](#) – articulates our multi-layered approach to address these challenges: measurably improving the training of health care providers; empowering them to deliver high quality care; incentivizing them to stay within the local system and promulgate best clinical practices; and, consequently, improving outcomes for millions of patients. Rooted in partnerships, building on leadership, and driven by insights, Seed seeks to catalyze lasting change for the future of African health care.

### *Programming Approach*

Seed's approach is **partnership-driven** and focuses on developing long-term partnerships with institutions lasting at a minimum several years. We have designed plans side-by-side with our partners, that are embedded in solid program logic to see behavior change at the individual and institutional levels.

Seed believes that people are the most important levers of change in a health system. As such, one of Seed's core strategies and a primary entry point for its partnerships centers on placing skilled and qualified **educators** (hereafter referred to as "Seed Educators") at in-country partner institutions for a minimum of one year.

Seed supports educators, partner institutions and health system policies through a diverse and complementary **package of services** aimed at advancing health professional education in the classroom and clinical setting and enhancing health professionals' ability to deliver services effectively and sustainably where needed most. These services range from curriculum and training support, technical advice to policy.

Our goals and priorities in Uganda are driven by our vision and critically, by the needs of the country, partner institutions, and communities we serve. Based on our expertise, previous experience in Uganda, and the government's health priorities, Seed supports two key focus areas in the country - Emergency Care and Maternal, Newborn, and Child Health (MNCH). We

are currently partnering with five institutions - Busitema University, Lira University, Makerere University, Mbarara University of Science and Technology and Muni University.

### **Consultant Scope of Work**

Seed Global Health seeks to engage a consultant to conduct a baseline assessment across its partnerships in Uganda. The baseline will provide a detailed picture of Seed's partnerships' context and enable us to measure the outcomes of our work. The baseline assessment will be comprised of two parts:

#### **Part 1: Situational analysis baseline**

Seed seeks to collect information about the students, faculty, departments, academic institutions, clinical sites, and hospital catchment areas with whom we are partnering to better understand the contexts and surrounding communities in which we work. We have developed a list of key variables (e.g., student cohort size, faculty years of experience, teacher-student ratios for the classroom, skills/simulation lab and clinical settings) aligned with our theory of change that we would like to assess across all our partnerships in Uganda.

The consultant is expected to support us in refining these key variables, determining the most appropriate methodology and sampling, and collecting and analyzing the resulting data.

#### **Part 2: Partnership baselines**

For each partnership, Seed designs individualized MEL frameworks that outline the mutually agreed upon outcomes and outputs and their respective indicators, as well as overarching evaluation questions and methods of data collection, including frequency and sourcing. In order to effectively assess partnership outcomes at the conclusion of the partnership, it is critical that we establish a baseline.

The consultant is expected to support Seed in all aspects of conducting baselines across our five partnerships in Uganda based on the individualized MEL frameworks. This may require working collaboratively with Seed's partners to develop the specific tools and data collection systems needed to facilitate baseline data collection.

Stakeholders for both parts of the baseline assessment could include, but may not be limited to, students, faculty, clinical staff, department and/or institutional leadership.

Suggestions regarding methodology are welcome based on the consultant's expertise, provided they support the overall goals of this project.

## **Timeline**

This consultancy is expected to begin in December 2019 and take no longer than 4 months, ending March 2020. It should involve the following components:

- Desk review of relevant literature and partnership documents
- A final design for each part of the baseline assessment based on a familiarization phase and consultation with Seed Global Health and its partners - to include methodology, sampling, and the instruments to be used
- Data collection to capture the input of key stakeholders
- Drafting of final reports, revisions based on the feedback of Seed Global Health and its partners, and finalization of reports. Please note that the consultant should allow for sufficient time dedicated to data analysis and writing to ensure a quality product.

## **Deliverables**

The consultant will report to Seed's Program & MEL Manager in Uganda. They will also work in close collaboration with Seed's Boston-based MEL team, Seed's Country Director in Uganda, and Seed's partners, as needed.

For each part of the baseline assessment outlined above, the consultant will submit the following deliverables (in English):

- A timeline and schedule of tasks to be agreed upon with the Program & MEL Manager at the start of the consultancy
- A final plan that describes the approaches and methodology to be used, including specific instruments
- A draft report for each part of the baseline assessment to be reviewed by Seed Global Health and our partners
- A final, high-quality and comprehensive report for the situational analysis baseline, including an executive summary that could be used as a standalone for broader dissemination
- A brief (5-7 page) final, high-quality and comprehensive report for each of the five partnership baselines that summarizes the data collected, a separate dataset for each that can be used in future tracking, as well as copies of the tools used to collect the data.
- All raw quantitative and qualitative data from both parts of the baseline assessment

## **Process**

The consultant will work with Seed's Program & MEL Manager in Uganda, and in close consultation with Seed's Boston-based MEL team, to agree on a final plan for each part of the baseline assessment. This includes finalizing the methodology and sampling approach, key stakeholders to be included, and the questionnaires/instruments to be used. Seed's Program & MEL Manager in Uganda will also ensure that the consultant has access to any necessary documentation and contacts to facilitate the work.

The consultant will then carry out data collection and analysis and will share a draft final report with Seed's Program & MEL Manager in Uganda and Seed's Boston-based MEL team for review and discussion, as per the agreed upon schedule. The iterative review of the draft reports is intended to ensure that they fully meet the needs of the Seed team and our partners.

The final reports will be delivered after the drafts have been reviewed and commented on, responding to any questions that have been identified and that can be accommodated within the established timeframes and budget.

Periodic project management meetings with Seed's Program & MEL Manager in Uganda and possibly Seed's Boston-based MEL team will be held, as appropriate.

### **Consultant Qualifications**

The consultant and his/her team should have the following characteristics:

- In-depth knowledge of the medical, nursing and midwifery education landscape in Uganda, with knowledge of Emergency Care and MNCH a plus
- Extensive experience in research and/or monitoring, evaluation and learning in the Ugandan context
- Strong knowledge of data collection methods and analysis techniques, including questionnaire/instrument development and participatory approaches
- Demonstrated experience conducting similar baseline assessments
- Sufficient highly trained staff, office support, and logistical infrastructure to carry out this project and ensure timely deliverables
- Excellent analytical, writing and synthesis skills

### **Submitting a Proposal**

Seed Global Health invites proposals from individuals, teams, or organizations, with the experience and skills described above. The proposal submission process will have two rounds:

#### *Round 1*

Interested consultants are first invited to submit a 5-7 page expression of interest to [info-uganda@seedglobalhealth.org](mailto:info-uganda@seedglobalhealth.org) by **1700hrs Friday, November 8th, 2019**. This expression of interest should include:

- A cover letter introducing the consultant(s) and how the skills and competencies described above are met, with concrete examples
- The consultant's preliminary proposed approach and methodology for each part of the baseline assessment
- A description of the consultant and their team, including expertise and experience with similar projects
- A 1-page CV for each team member



- An initial budget outline including hourly rates, approximate time allocation, and any anticipated additional expenses
- A relevant writing sample that reflects the work of the consultant and their team on a previous Monitoring, Evaluation & Learning activity
- 2-3 references

*Round 2*

Short-listed candidates will then be asked to submit a final detailed budget breakdown including unit costs for transportation, lodging, staffing, translation, printing, etc.

Proposals will be evaluated based on the qualifications listed above and with respect to the feasibility, rigor, and efficiency of the proposed methods within the proposed budget.

Please note that applications will be reviewed on a rolling basis