



**Seed**  
GLOBAL HEALTH

## REQUEST FOR PROPOSALS

### **Consultant to conduct an assessment of the state of Emergency Medical Services in Uganda**

<b>Location:</b>	Uganda
<b>Application Deadline:</b>	31 August 2023
<b>Type of Contract:</b>	Individual/Firm Contract
<b>Post Level:</b>	National Consultant
<b>Languages Required:</b>	English
<b>Duration of Initial Contract:</b>	120 working days
<b>Expected Duration of Assignment:</b>	September 2023-January 2024

#### **About Seed Global Health**

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems, but solve tomorrow's challenges.

#### **About the Project**

Uganda experiences one of the highest morbidity and mortality burdens from emergency-related conditions in the world, most often caused by conditions that could be addressed by effective emergency care. The Ministry of Health of Uganda is currently implementing

the National Emergency Medical Services Strategic Plan 2020/21-2024/25 that operationalizes the Emergency Medical Services Policy, 2021. The Government of Uganda has identified this as a priority investment: to expand the service delivery, training, monitoring, and evaluation of emergency care service provision in the country.

In alignment with the government priorities, the Ministry of Health in collaboration with Seed will conduct a national-level needs assessment for effective delivery of emergency medical care.

### **Purpose of the Assessment**

To understand the state of emergency care in Uganda, including the identification of challenges and opportunities, and to guide how to best improve the quality of emergency health services, health policy and patient care.

### **Assessment Objectives**

1. To explore the burden of disease by identifying most common types of medical emergencies in different regions in Uganda and their associated outcomes for both adult and pediatric populations.
2. To evaluate the availability and adequacy of equipment, supplies, ambulances and ICUs for emergency services across various health facility levels in Uganda.
3. To understand the Human Resource demographics by determining the quantity, type and distribution of emergency care workers across health facilities in Uganda.
4. To understand the Human Resource competencies by exploring current competencies of emergency care workers, analyzing the current EMS training programs and identifying gaps.
5. To evaluate the availability of Emergency department infrastructure in terms of designated Emergency department or Units at all health facility levels.
6. To investigate the awareness and attitudes about emergency care services among varied health professionals in Uganda with the aim of identifying opportunities and challenges in improving collaboration and communication in emergency care delivery

7. To explore and evaluate data systems for emergency services, including data collection, reporting and utilization at all levels of the health system.

## Scope of Work

### Consultant Activities

1. Development of an inception report;
2. Presentation of assessment plan to an initial stakeholder meeting;
3. Development of tools for data collection;
4. Undertake data collection, analysis and interpretation;
5. Write, validate and finalize the assessment report;
6. Presentation of initial report to stakeholders;
7. Development and submission of a final assessment report.

### Work Plan

Phase	Scope of work of consultant	Time frame
<b>Phase 1: Inception and Preparation</b>	<p>This is a preparatory phase for the consultant to develop all the materials required to conduct the assessment, including:</p> <ul style="list-style-type: none"> <li>● Initial session with the Seed Global Health and Ministry of Health team</li> <li>● An initial stakeholder meeting to gather inputs from other stakeholders</li> <li>● Desk review of existing documents, policies, published literature and raw data to understand the state of EMS</li> <li>● Draft inception report capturing methodology, data collection tools, list of health facilities and stakeholders to interview (max. 25 pages)</li> </ul>	<p>Within 4 weeks from Contracting period</p> <p><b>20 days</b></p>

	<ul style="list-style-type: none"> <li>● Develop data collection tools (questionnaires, key informant interview guide etc.)</li> <li>● Export the quantitative data collection tool questions to Kobo collect or ODK software</li> </ul>	
<b>Phase 2: Data Collection</b>	<ul style="list-style-type: none"> <li>● Conduct quantitative data collection from the listed/mapped facilities</li> <li>● Key informant interviews with selected stakeholders</li> <li>● Develop and submit a field report from data collection and initial analysis</li> </ul>	Week 5 week 16 <b>60 days</b>
<b>Phase 3: Analysis and Reporting</b>	<ul style="list-style-type: none"> <li>● Incorporate findings from the desk review</li> <li>● Field data cleaning and analysis</li> <li>● Data quality assurance and joint interpretation by the Seed team and stakeholders</li> <li>● Draft final assessment report (max. 75 pages)</li> <li>● Presentation of draft report to stakeholders</li> <li>● Incorporation of comments and revisions from stakeholders</li> <li>● Submission of final report</li> </ul>	Week 17- Week 24 <b>40 days</b>

## Methodology

The consultant is expected to utilize a mixed-methods approach. The consultant should undertake a desk review of:

- Current policy documents, strategic framework for EMS in Uganda

- Current published literature regarding EMS in Uganda
- Raw data and annual reports of the Uganda health sector
- Current published literature of EMS programs and policies in other African countries (focused on challenges, lessons, opportunities)

*The consultant shall further develop:*

- Relevant surveys and questionnaires that are validated, effective and responsive to the needs of the assessment objectives; to be used at selected health facilities
- A reliable and informative key informant interview guide to interview Ministry officials, stakeholders in EMS such as Development partners, Red Cross society, Security forces, Aviation, Marine, etc.
- A comprehensive Focused Group Discussion (FGD) guide to collect stakeholder perceptions on the state of Emergency Medical Services in Uganda
- Other data collection tools as needed for primary and secondary data capture

## **Expected Deliverables**

- Inception report with a comprehensive assessment plan and timeline that includes: approach and key sources for desk review; proposed methods for data collection, analysis, and synthesis; roles and responsibilities matrix; and communication plan
- Desk review report in summary and complete versions
- Final data collection tools
- Interim field report that documents data collection progress, challenges and initial findings, includes all raw data and data analysis plan
- Draft assessment report and validation plan (to be presented to stakeholders)

- Final assessment report

### **Supervisory arrangements**

The Consultant/Firm will work closely with the Ministry of Health team and Seed Global Health. The Research Manager will directly supervise and monitor the process, serving as the contact person for regular communication and collaboration during the entire contact period.

### **Consultant Qualifications, Skills and Experience**

- The Consultant or Team Lead of the Consultancy firm should have a Master's Degree or higher in Medicine, Public Health or any health-related field with at least 15 years of Experience. A PhD is preferable.
- Demonstrated experience conducting complex assessments or reviews or assessment of large-scale policies and programs, from inception to finalization.
- Possess strong analytical and writing skills, with the ability to conceptualize information and data.
- Experience in implementing (or overseeing) a range of qualitative and quantitative data collection, analysis and interpretation.
- At least 5 years of experience in supervision.
- Excellent interpersonal and communication skills.
- Excellent writing and synthesis skills with the ability to deliver a quality and professional product.
- Ability to deliver under pressure and meet deadlines.
- Ability to network with partners on various levels.

## **Submitting a Proposal**

Seed Global Health invites proposals from consultant teams and firms, with the experience and skills described above. The consultancy is expected to begin by September 2023 for 120 days spread between September 2023 and January 2024.

Interested consultants are invited to submit a 5-7-page proposal to [info-uganda@seedglobalhealth.org](mailto:info-uganda@seedglobalhealth.org) by August 25<sup>th</sup> 2023. The proposal should include the following:

- A cover letter introducing the consultant/firm and services
- 1-page CV with skills overview & experience (for each team member, if applicable)
- Initial timeline and project methodologies (i.e. details of the process, deliverables and approach)
- At least two client references and contact information
- Detailed financial proposal

Please note that applications will be reviewed on a rolling basis.

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