**TERMS OF REFERENCE**

**CONSULTANCY FOR THE ESTABLISHMENT OF THE HEALTH AND ALLIED HEALTH INSPECTORATE**

**INTRODUCTION:**

The Ministry of Health through the Allied Health Professionals Council, is seeking a suitable candidate to conduct an assessment of the operations in health and allied health care facilities in the State of Grenada and develop a policy for the establishment of an Inspection Authority to oversee and regulate the standards of practice in the operations of these sector.

The Public Health Act establishes the Sanitary Authority, whose function is to exercise the general superintendence and control over sanitary matters in Grenada. However, over the years the functions under this Act generally excluded health and allied health facilities. The Medical and Dental Council and the Allied Health Professionals Council were created by the Health Practitioner’s Act 2010 to regulate these respective professionals and ensure compliance with its requirements. However, the standards and conditions of the facilities where these individuals operate were also not addressed in this piece of legislation.

Despite the enactment of legislation governing the credentialing of health and allied health professionals, there is currently no entity charged with the responsibility to routinely inspect and verify that facilities and operations of the allied health, medical, dental and nursing care sectors, both public and private, are in keeping with acceptable standards of quality and safety in Grenada. The assumption is that an Inspection Authority will be vital to monitor these operators and their facilities, to verify compliance with the required standards, investigate complaints and institute and follow up on corrective actions.

The goal of the Inspection Authority will be to promote the highest standard of professional care in Grenada and to protect the public by ensuring that health and allied health care services are delivered by competent, registered and licensed individuals in facilities that comply with acceptable standards of hygiene and safety.

This initiative to establish an Inspection Authority in this way will also assist Grenada to align with SDG 3, target 3.9 by 2030.

**OBJECTIVES**:

1. To undertake detailed research on the accepted standards and practice of health and allied health facilities locally, regionally and internationally.
2. To develop a policy and recommend legislative changes for the regulation of the sanitary and general conditions and operations of health and allied health facilities in the state of Grenada.
3. To develop an implementation plan for the policy and legislative amendments, including a monitoring and evaluation framework.

**SCOPE OF WORK:**

The selected candidate is expected to complete the following scope of work:

1. Prepare and submit to the Ministry of Health a detailed inception report with the outlining scope of services and implementation schedule for completion of the Contract, including clear progress of monitoring milestones.
2. Conduct a comprehensive review of the accepted conditions and standards of practice in the operations of the health and allied health facilities regionally and internationally.
3. Conduct a review of available standards, policies and laws in the state of Grenada including the following:
4. Review relevant laws and policies for their level of specific reference to standards of practice of facilities.
5. Analyze available information on the operation health and allied health facilities in the State of Grenada.
6. Proactively engage with all relevant regulatory Councils relating to health as key information sources to identify gaps and needs.
7. Conduct interviews/focus group discussion with relevant stakeholders to receive feedback and identify gaps and opportunities.
8. Conduct interviews and meetings with a wide range of health and allied health care professionals to obtain their perception and collect data on the standards of practice of their facilities.
9. Discuss with the health sector planners and policy makers to assess their level of engagement with health and allied health operators when developing health documents and plans.
10. Undertake site visits to health and allied health facilities (at different levels of the health system) to review their standard operating procedures.
11. Explore knowledge, attitude and perception of risk of disease spread and injuries from practices in facilities.
12. Facilitate an end of assessment workshop to present initial findings and recommendations.
13. Prepare and submit a draft policy including recommendations, for review by the Ministry of Health and other stakeholders and incorporate comments.
14. Submit two ( 2) hard copies and a soft copy of the final documents (Policy, Implementation plan, M&E framework) to the Permanent Secretary, Ministry of Health no later than 14 days after the final deadline.

**QUALIFICATION/EXPERIENCE:**

* Minimum requirements: Master’s degree in public health, Health policy or related field, or law
* At least five (5) years’ experience in health care planning and policy development. (CV detailing suitability for this contract)
* Experience in advising on health care policy/regulations
* Good knowledge of the Grenada’s health system will be an asset.

**CONSULTANT’S RESPONSIBILITIES:**

1. Deliver and report on Contract outputs per completion criteria below.

**MINISTRY OF HEALTH/ALLIED HEALTH RESPONSIBILITIES:**

MOH/AHPC will:

1. Introduce the Contractor to focal points in the Ministry of Health and coordinate initial meetings as applicable.
2. Review and approve draft and final reports and provide feedback to the Contractor in a timely manner.
3. Provide reference documents where available during this assignment.

**COMPLETION CRITERIA:**

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| --- | --- | --- |
| **Deliverable** | **Details** | **Timeline** |
| **Deliverable 1:**  Inception report with scope of service proposal and implementation schedule. | Outline the approach to this service contract, including the technical execution to be applied as well as objectives, methodologies and timelines. | Two (2) weeks |
| **Deliverable 2:** Intermediate/progress report | Brief progress report on the status of completion of activities.  Prepare and submit report on the review of the various Acts, policies and needs assessment, with recommendations to address gaps and barriers. | Six (6) weeks |
| **Deliverable 3:**  Draft Reports policy, Action Plan and M&E framework | Prepare and submit final drafts of the Inspection Authority policy, Action Plan and M&E framework for review by the MOH. | Two (2) weeks before the end of the consultancy |
| **Deliverable 4:**  Final policy, Action Plan and M&E framework | Submit the final Inspection Authority Policy, Action Plan and the Monitoring and Evaluation Framework. | Within two (2) weeks of completion of the consultancy |

# **PAYMENT**

Payments will be made on completion and submission of each deliverable, which should be to the satisfaction of the Ministry of Health. Each deliverable should be submitted to the Permanent Secretary, Ministry of Health, with the relevant invoice for review, approval and payment.

**Proposed payment schedule**

|  |  |
| --- | --- |
| Deliverable | Payment |
| 1 | 20% |
| 2 | 20% |
| 3 | 40% |
| 4 | 20% |

# **TIMEFRAME**

# This Contract is expected to be completed within a period of three months, inclusive of the submission of the deliverables defined within. The contract is expected to commence on the date of signing.

**OTHER CRITERIA**

* All Reports should be supplied on digital media containing the text, tables and all appendices done in Microsoft Word/Excel as well as 2 hard copies.
* Tasks are to be performed accurately and within timeframes specified in work plan.
* Good human relations skill is to be demonstrated in dealing with all internal and external customers/stakeholders.
* Confidentiality and integrity are to be maintained at all times.

# **SPECIAL TERMS AND CONDITIONS**

All rights, including title, copyright, and patent rights of any material(s) produced under the terms of this contract shall be vested in the Ministry of Health, which shall be entitled to make any changes or eliminate any part of the material(s) it deems advisable.

**Requirements for submission of Proposal for the Contract**

* Submit a Technical Proposal outlining execution of the services requested.
* Submit a Financial Proposal and Proforma Invoice showing the costing for the services requested above (See Guide to Financial Proposal/Costing).
* Submit an updated CV showing relevance to the project.
* Include any special requirements/instructions for payment.