

## Terms of Reference

### Consultant: Development of National Strategic Plan for NCDs

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#### 1. Background

HelpAge International is an international development NGO that helps older people claim their rights, challenge discrimination and overcome poverty so that they can lead dignified, secure, active and healthy lives. Demographic and epidemiological transitions have acted together to accelerate population ageing and is increasing the burden of non-communicable diseases (NCDs).

Similar to other developing countries, the Myanmar public health system has historically focused on infectious diseases and maternal/neonatal/malnutrition health threats with little attention to non-communicable diseases. However, Myanmar is experiencing dramatic social and demographic changes. The transition to NCDs is already well underway and will become exacerbated in the future. In Myanmar, the current burden of disease for males and females (all ages) is greater for NCDs than for infectious diseases plus maternal/neonatal/nutrition conditions. To address NCDs, Myanmar needs strengthened institutional capacity, greater understanding of risks and burdens, and context-appropriate solutions.

An EU funded four-year project to strengthen institutions and address NCDs began in February 2015. The project "Strengthening public health capacity to respond to Myanmar's disease transition" is implemented by HelpAge International with partners University of Public Health, University of Medicine 2 and Thammasat University Faculty of Public Health (Thailand). It aims to strengthen health stakeholders to support evidence-based policy and improved health services, particularly in response to the transition towards NCDs underway in Myanmar.

A National NCD Policy has been drafted. The Ministry of Health (MoH) has requested the HelpAge NCD Health Project to assist with developing the Myanmar National Strategic Plan for NCDs, based on the draft NCD policy. Also, the national NCD Targets must be set, along with planning measurement of the associated target indicators. These targets and indicators are based on the WHO Global Action Plan for NCDs (9 targets), as well as the SEARO regional action plan for NCDs (1 additional for 10 targets total).

#### 2. Purpose

The purpose of this assignment is to work with MoH to develop and write the national Strategic Plan for NCDs, including scheduling for all actions and setting national NCD targets. The plan must also include monitoring of progress towards accomplishing the national NCD targets. A 43 page policy and actions document has been already drafted, but it does not include costing or scheduling. A separate consultant will be retained to determine cost estimates for all actions.

#### 3. Methodology and specific tasks for consultant

This work will be carried out through discussions with HelpAge and its partners and collaborators, in particular the NCD Unit and other sections of MoH, as well as the World Health Organization. Some travel between Nay Pyi Taw and Yangon is anticipated. The consultant is expected to undertake these main tasks:

- Discuss and confirm the scope of the analyses, cost estimates, scheduling and details of the actions with MoH and collaborators. The scope will be determined initially from a workshop of stakeholders for national NCD Strategic Planning.
- Capture consensus of a workshop to set the national NCD targets and plan for the measurement of indicators to monitor progress against the targets. Lead writing of these targets and monitoring plan for inclusion within the National Strategic Plan for NCDs.
- Conduct a quick review of secondary resources assessing best practices related to developing action plans for national ministries of health, preferably specific to action plans for NCDs. These sources should include WHO, the NCD Alliance, and other published expert analyses. As addressing NCDs is a multi-stakeholder challenge, the review will inform the Strategic Plan by incorporating lessons learned from other countries with regards to “Whole of Government” and “Whole of Society” approaches to addressing NCDs. A desk review of existing MoH strategic plans (e.g. malaria, TB, HIV, Reproductive Health, Adolescent Health) must be performed in order for sufficient conformance of the NCD Strategic Plan.
- From discussions with MoH and collaborators, determine and write detailed descriptions for each action of the National Strategic Plan for NCDs. The current draft includes approximately 140 separate priority actions plus another approximately 45 strategic activities. Actions must also include monitoring progress towards the national NCD targets, with at least the associated 25 indicators for the 9 global targets. The 140 separate priority actions are organized into the following four Strategic Action Areas:
  1. Advocacy, partnership and leadership
  2. Health Promotion and Risk Reduction
    - Reduce tobacco use
    - Reduce harmful use of alcohol
    - Promote healthy diet
    - Promote physical activity
    - Promote healthy behaviors
    - Reduce household air pollution
  3. Health System Strengthening for early detection and management of NCDs and their risk factors
    - Access to health services
    - Health workforce
    - Community-based approaches
  4. Surveillance, monitoring and evaluation
    - Strengthening Surveillance
    - Improve monitoring and evaluation
    - Strengthening Research
- Collaborate closely with a separate consultant who will determine cost estimates for each action, to ensure every action is costed according to the details developed in the Strategic Plan.
- For each action of the Strategic Plan, include a schedule for implementation, based on guidance from MoH.

#### **4. Outputs**

Three outputs are required with this consultancy:

- Output 1: Brief report of the review of secondary resources assessing best practice related to developing action plans for national ministries of health
- Output 2: A scoping document that confirms the list of actions to detail and schedule.

- Output 3: Final document – Myanmar National Strategic Plan for NCDs

The consultant must write all outputs, but especially Output 3, in clear language so that they can be easily understood, avoiding long sentences, jargon, abbreviations and technical terms to the extent possible, and should as necessary define the terms used. If appropriate, the outputs may also contain diagrams or other visual materials to illustrate material and guide the reader.

**Output 1:** Brief Review. The brief report of about 3-5 pages documents the available tools and best practice experiences from other countries. It must recommend what should be applied to the Myanmar National Strategic Plan for NCDs. Where appropriate, some references may be cited or national plans referred to, although an extensive literature review is not expected.

**Output 2:** Scoping Document. This document must be written based on the outcomes from the workshop of stakeholders for national NCD Strategic Planning. It serves to ensure agreement from all parties on the scope of the Strategic Plan, in particular the coverage and level of detail expected for each activity.

**Output 3:** Final document, Myanmar National Strategic Plan for NCDs. This document will be based on the current draft Myanmar NCD policy document. Additions or deletions to the sections or to specific activities will be made according to the Scoping Document (Output 2). Each action must have its own cost estimate summary and schedule for implementation. The cost estimate summary for each action must match the Cost Estimation Analysis Report, an Appendix to be written by a separate costing consultant. The format of the Strategic Plan document must conform sufficiently to existing formats for MoH strategic plans (e.g. malaria, TB, HIV, Reproductive Health, Adolescent Health).

## 5. Time requirements and duration

The assignment is to be conducted by a person with past experience working with a Ministry of Health in a developing country. The work is expected to take in the range of 30-40 working days. The following is an indicative timeframe, spread over about 3 months; actual timing will depend on meetings with various stakeholders, particularly MoH and HelpAge and its partners. This consultancy is high priority and will be filled as soon as practical.

Week 0 – Consultant appointed

Week 1 – Discussions with HelpAge/partners and Ministry of Health; desk research and writing of Output 1, Brief Review. Submit Output 1 to HelpAge for approval. Revise as necessary.

Week 2 – Workshop of stakeholders for national NCD Strategic Planning; write draft of Scoping Document, Output 2 and submit to HelpAge / partners.

Week 3 – Receive feedback from stakeholders on draft Scoping Document. Revise and obtain approval from HelpAge prior to proceeding with costing analyses.

Weeks 4-6 – Determine detailed descriptions for all actions, working with MoH to determine parameters, assumptions, coverage, etc. Write draft of Strategic Plan, Output 3 and submit to HelpAge / partners.

Week 7 – Receive feedback from stakeholders on draft Strategic Plan document. Revise as necessary.

Weeks 8-9 – Determine scheduling of each action, utilizing meetings and other communications with MoH and HelpAge / partners.

Week 10 – Write draft of final document, Myanmar National Strategic Plan for NCDs, Output 3 and submit to HelpAge / partners.

Week 11 – Receive feedback from stakeholders on draft Myanmar National Strategic Plan for NCDs. Revise as necessary.

## **6. Qualifications of consultant**

HelpAge anticipates hiring a consultant with the following qualifications:

### Essential

- Degree(s) in a health field highly relevant to the nature of the work
- Demonstrable understanding of the development and content of national health policy documents and action plans
- Strong writing skills in English with a clear, straightforward writing style
- Strong communication skills for achieving consensus amongst multiple stakeholders
- Demonstrable experience working with multiple stakeholders on writing a strategic document
- Familiarity with academic literature on health policy for NCDs in Low and Middle Income Countries
- Exceptional research, analytical and summarising skills
- Appropriate IT/computer skills
- International work experience, i.e. in contexts other than one's home country
- Experience working on health development projects in South-East Asia

### Desirable

- Experience working with MoH in Myanmar
- Clear understanding of NCD policy and response actions
- Clear understanding of M&E mechanisms and action plans for major health projects
- Experience working on NCDs
- Hands-on experience with the implementation capacities and constraints of governments in developing countries, particularly Low and Middle Income Countries
- Experience with WHO or other international health bodies
- Master's degree or PhD in related field
- Resident of Myanmar
- Myanmar language literacy

## **7. How to apply**

Interested consultants are invited to submit an Expression of Interest (EOI) for delivery of the assignment. The short EOI (about 3-4 pages) should include:

- 1) Proposed methodology and any comments on TOR and Outputs
- 2) Clear work plan including outputs/deliverables and detailed time frames
- 3) Total costs including daily rates and any additional costs anticipated, in Myanmar Kyats
- 4) Appendixes (not included in the 3-4 pages)
  - a. CV of the consultant(s)
  - b. Contact information for 2 professional references
  - c. 1-2 relevant studies previously produced, if available

Selection of the consultant will be by a HelpAge project committee and based on the experience of the consultant, the quality and relevance of the EOI, and the proposed

budget, keeping in mind value for money within the resources available. Final negotiated terms and fees will be specified in the consultancy contract.

The deadline for submission is midnight **9 Dec 2015**. Please contact Human Resources at [hr.helpagemyanmar@gmail.com](mailto:hr.helpagemyanmar@gmail.com) and [hein.htetaung@helpagemyanmar.org](mailto:hein.htetaung@helpagemyanmar.org) for further information or to submit your EOI.