



Scope of Work (SoW)

Consultancy to Rollout Business Skills Training (BST).

(BST Rollout Consultant)

Title: Business Skills Training (BST) Rollout Consultant

Department: Marketing and Communications (MCD)

Reports to: Private Sector Business Development Analyst

Liaises with: Private Sector Engagement Advisor

Based in: Various locations as per the BST training schedule.

Assignment Summary:

MOMENTUM Private Healthcare Delivery (MPHD) Nepal is part of a suite of innovative awards funded by the U.S. Agency for International Development (USAID) to holistically improve maternal, newborn and child health (MNCH) services, voluntary family planning (FP), and reproductive health (RH) care in partner countries around the world. The project helps to expand public and private partnerships to strengthen the enabling environment for MNCH/FP/RH in support of the MOMENTUM suite of awards. The project aims to catalyze and sustain the delivery of high-quality FP services to adolescents (15-19 years) and young adults (20-29 years) through private sector engagement by improving technical and managerial capacity of selected private sector sites.

MPHD Nepal Phase 1 was implemented in two provinces and supported 105 private health facilities to improve technical and managerial capacity. Starting from October 1, 2022, the project commences Phase 2 that aims to refine and scale up the private sector FP approach to sustain the delivery of high-quality FP services to adolescents and young people through private sector engagement. In Phase 2, MPHD Nepal is reaching 811 new private sector health facilities and pharmacies from 67 municipalities across six provinces in Nepal. A refined Two-days BST package has been developed to scale-up the business skills training to MPHD Nepal Phase 2 Private Health Facilities (herein after refer as Service Delivery Points (SDPs)). The revised 2-days BST package consists of sessions on Business Strategy, Operations Management and Financial Management, HR Management, Marketing and Health Facility Initiated Demand Generation (HFIDG). The objective is to train owners/providers of all 811 private health facilities and pharmacies in different geographies by clustering them based on their location. In this endeavor, the major role of the BST Rollout Consultants will co-lead the Training of Trainers (ToT) sessions and lead the BST rollout for SDPs at the municipal level which will be co-led by field team (Program Coordinators and Sr. Program Officers) who would have taken the ToT.

Major assignments:

The consultant hired for this task will be under PSI's management and will assist PSI/N deputed team to achieve MPHD Nepal's project objectives in the following areas:

- Co-lead 4-days ToT sessions and support to develop 2-days BST rollout plan in close coordination with MPHD field team.
- Collaborate with respective Program Coordinators, Sr. Program Officers, Training Officers in the provincial level and develop a joint training facilitation plan.
- Rollout 2-days BST to SDPs ensuring the quality of training with sincere consideration of session time, session plan, experience sharing and group exercises.
- Ensure that the post-training implementation plan are developed by all the participants and field team are aware on the follow-up actions.

- Coordinate with field team and ensure the finalization of logistics arrangement and venue to accommodate the training participants with sufficient space to engage in group work and exercises. And ensure all the training materials including stationeries, hands out and exercise sheet are in place.

Deliverables:

- Develop training rollout plan including geographical detail, training dates, tentative participants, and venue details.
- Deliver 6-9 batches of BST in the designated municipalities with sincere consideration on quality of the training (session time, session plan, group exercises, experience sharing and post-training action plan)
- Develop training report of each training venue including the number of participants, lesson learned, innovations and challenges.

Requirements and essential skills:

- Master's degree in business administration/studies (MBA/MBS) Or degree in other relevant field with 5 years of work experience in development project or private companies on sales and marketing.
- Experience in delivering business development services and business-related training to pharmacies, hospitals, clinics, polyclinics or Small and medium-sized enterprises (SMEs)preferably in Fast Moving Consumer Goods (FMCG).
- Proven experience in facilitating training and workshops covering essential business skills such as, Business Strategy, Operations Management and Financial Management, HR Management, and Marketing.
- Prior experience in providing technical business development coaching & mentoring support to the field implementation team.
- Knowledge of Family Planning and Reproductive Health will be an asset.

Work days calculation:

S.No	Activities	Month and No. of days				Deliverables
		Sep	Oct	Nov	Dec	
1	Preparation day for ToT	1				Training schedule including role division of each session
2	Co-lead 4 days Training of Trainers (ToT)	4				Report including sessions facilitated
2	Preparation for training rollout		2			Training rollout plan
3	Rollout Two-days BST training in the field (6-9 batches)			8	10	Detail training report of each training site
4	Reporting and final settlement				3	Summary report of all the training facilitated
Number of days per month		5	2	8	13	
Total consultant days		28				

Total of 28 days allocated for the assignment with condition to redeem as per the actual activities carried out during the contract period.

Note: In case of travel requirement outside Kathmandu, PSI/Nepal will bear all the travel expenses as per the organizational policy.

Contract effective date: 11 September, 2023 – December 31, 2023 with 28 days involvement in total.