

STEPS Survey 2019; Data Analysis and Report Generation Terms of Reference (TOR)

1. Back ground

The first nationwide STEPs Survey on noncommunicable disease (NCD) risk factors was conducted in Bhutan in 2014. Nationwide data were generated and analyzed. As part of NCD routine surveillance, WHO recommends to conduct a population-based nationwide survey every 3-5 years to assess trends in prevalence of risk factors and coverage of health services and implementation level of key policies and programs.

Hence the second nationwide STEP survey is proposed five years after the first survey to track the changes in prevalence of key risk factors since 2014 as well changes in service coverage. The survey was carried out from April-July, 2019 with financial support from WHO SEARO.

2. Objectives:

General objective: To publish 2019 STEP survey Report

2.1 Specific Objectives

1. To work with the 2019 STEP data, extract key areas under various thematic areas. Information has to be clear, focused and scientific.
2. To analyze data and generate report in line with the objectives of the survey. The report should align with scientific writing procedure under different thematic areas provided by the program
3. To conduct editorials and design in relevant software and provide soft copy both in InDesign format and pdf version. The pdf version should be ready for launching on web sites.
4. To perform print proof reading for printing at the publication firm selected by the MoH.

3. Expected deliverables

The selected firm shall deliver following deliverable:

1. The fact sheet of NCD STEPS Survey 2019 in InDesign format, MS Word and PDF version.
2. The final NCD STEPS Survey 2019 report in InDesign format, MS Word and PDF version.

4. Scope of the work

The selected national consultant firm in consultation will analyze the STEP survey, draft report under various thematic areas and design the report ready for publication. The data and information including report shall be approved by the Department of Public Health. The consultant will present the final draft to the MoH and proof read the draft before publication.

Activity	# Days	Responsibility
Review and further clean the current cleaned data provided by MoH in STATA and excel format	5 days	NCD program will provide full complete cleaned data in STATA and excel format
Analyze the data to generate variables as per the various thematic areas	7 days	Consultant
Draft report under various thematic areas	7days	Consultant
Discuss the report and incorporate the comments from the MoH and stake holders	7 days	Consultants will provide draft, NCD program will provide comments and suggestions
Perform editorials and design the report in InDesign software for printing with appropriate infographics wherever necessary	7 days	Consultant
Proof read the publication and approve the printing with final approved proof read copy	3	Consultant and NCD program will proof read and sign off for printing by firm selected by MoH
Total working days	36 days	

5. Institutional arrangement

It will be the responsibility of the selected firms to have software, computers and other accessories that is required for completions of this assignment.

6. Reporting

The consultant will report directly to the NCD program of NCDD, DOPH, MoH.

7. Essential requirement for bidding firm

1. Master's in public health/Social Science or other health related subjects and above.
2. Should have a team with expertise to deliver the assignment professionally.
3. The team may include public health expert, scientific writer, editor designer and statistician.
4. Previous experience in similar works with team leader having not less than ten publications in the international peer reviewed journal
5. Adequate knowledge and skills in data analysis and publication

8. Duration of assignment

The assignment should be completed with 45 days from the day of signing the contract.

9. Documents to be submitted when submitting the proposal

- 9.1. A letter of confirmation of interest and their availability for the assignment.

- 9.2. Personal CV, indicating all requirements as per the criteria set in this ToR and contact details including exemplary works and minimum of not less than 10 publications in international peer reviewed journal.
- 9.3. Submit a Statement of Work (SoW) to ensure that he/she has an adequate strategic knowledge in undertaking the assignment.
- 9.4. The SoW and financial proposal should be submitted in two separate envelopes to Dy. Chief Procurement Officer, Ministry of Health.
- 9.5. The documents need to be submitted in person to Procurement Officer, DoS, MoH and should reach the Ministry of Health (HQ), Bhutan by 18 May, 2020

10. Scope of price and payment schedule will be as follows:

- 10.1. NTA shall quote **all-inclusive daily fees for the contract period**. The term “all-inclusive” implies that all costs (daily professional fees, daily subsistence allowances while traveling away from his or her work station, communications, consumables, etc.) that could be incurred by the firm in completing the assignment). The printing cost will be borne by the MoH.
- 10.2. Payments shall be done as reflected below upon verification of completion of deliverables by PM, NACP and approval by the appropriate heads of the Ministry of Health against the agreed time line.
 - a. 20% upon signing the contract.
 - b. 50% on delivery of production of first draft report.
 - c. 30% after submission of the final print version

11. Evaluation

Criteria for selection of the firm

- The firm will be only selected based on fulfilling the criteria of essential requirement including publications. Firm not fulfilling the above requirement will be rejected.
- Once the firms fulfill the technical requirements, the firms shall be selected as per following criteria:
 - Technical Criteria weight: 75 points
 - Financial Criteria weight: 25 points.

12. Criteria for Technical Evaluation (75 points maximum) for firm

- a. Minimum of 5 years of research experience in publication and research (20 points).
- b. Publications in peer reviewed journals by lead team (10 points base for firm with 10 publications and one point each for publication to maximum of 20 points)
- c. CVs of relevant experience for other technical team (20)
- d. Excellent research, writing, and analytical skills, as evidenced by past works and the experience listed in the candidate’s CV (15 points maximum).