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Consultancy opportunity: Proofreading and formatting of antenatal care technical documents

Background

At IntraHealth, we are a global team of creative, committed humanitarians on a mission. We are advocates, technologists, health workers, and communicators. We are passionate and diverse; and are united in our belief that everyone everywhere should have the health care they need to thrive. That's why we work every day to improve the performance of health workers around the world and strengthen the systems in which they work.

For 40 years in over 100 countries, IntraHealth has partnered with local communities to make sure health workers are present where they're needed most, ready to do the job, connected to the technology they need, and safe to do their very best work. Our programs are designed with a deep understanding of and appreciation for the context of human rights, gender equality and discrimination, economic empowerment, and changing populations.

Are you a consultant with experience in the development of clinical guidelines and protocols, proofreading and formatting technical documents? This opportunity might be of interest to you.

IntraHealth is seeking an experienced consultant to support MOH/RBC and USAID Ingobyi Activity to review, edit and format recently developed antenatal care technical documents. The USAID Ingobyi Activity is a five-year cooperative agreement to improve the quality of reproductive, maternal, newborn, and child health (RMNCH) and malaria services, in a sustainable manner with the goal of reducing infant and maternal mortality in Rwanda. The USAID Ingobyi Activity builds upon the tremendous gains Rwanda has made as well as previous USAID investments in the health sector. USAID Ingobyi Activity aims to contribute to the reduction of infant and maternal mortality and the incidence of malaria in Rwanda. The Activity partners with the Government of Rwanda to build on the country's considerable achievements, guided by national health strategies, goals, objectives, and data. The Activity is not just building capacity and capability but aims to achieve a shared understanding of the patterns and systemic structures that underlie the health system and where and how to bring about measurable sustainable improvements. It is expected that efforts will generate a virtuous cycle that produces a stronger health system through increased access, skills, standards, and institutions.

As a key member of the RMNCH technical and associated sub-technical working groups, Ingobyi Activity works in close collaboration with the MOH/RBC/MCCH Division and other partners to support implementation of key maternal and newborn health priorities, including the review, development and/or updating of technical guidelines and protocols. Recently, through this collaborative approach, the MOH/RBC and key RMNCH stakeholders developed various documents related to the implementation of National ANC guidelines, such as the national ANC training manual, ANC facilitator manual, ANC file, ANC register, and MCCH handbook. Upon completion, the documents were reviewed by a technical team during a workshop held in Musanze in November 2021 that recommended final proofreading by a technical expert to ensure that the content matches with approved National ANC, nutrition and immunization guidelines. In addition, training materials were tested during a training of trainers and final editing and formatting were recommended prior to finalization and use in cascade trainings.

Purpose of the consultancy

The purpose of this consultancy is to carry out proofreading, editing, and formatting of five ANC -related technical documents: ANC training manual, ANC facilitator manual, ANC file, ANC register, and MCH handbook, while ensuring the content matches with the National ANC, nutrition, and immunization guidelines.

Expected tasks

The consultant will be expected to undertake the following tasks:

Name of the document	Key tasks
Antenatal care for a positive pregnancy experience health care worker training: facilitator manual	<ul style="list-style-type: none"> • Proofread, edit document, and ensure that the content matches with other approved national guidelines (ANC, nutrition guidelines, immunization guidelines) • Design and insert front and back cover pages with relevant logos (to be provided) • Insert acknowledgment (to be provided) • Insert list of contributors (to be provided) • Review table numbering and headings • Replace slides with clearer version to be provided • Insert any omitted slides and sections • Correcting current formatting and layout problems • Adjust table of content • Submit a draft with track changes in MS Word for review • Provide final document in MSWord and PDF
Antenatal care for a positive pregnancy experience health care provider training: training manual	<ul style="list-style-type: none"> • Proofread, edit document, and ensure that the content matches with other approved national guidelines (ANC, nutrition, , immunization guidelines) • Design and insert front and back cover pages with relevant logos (to be provided) • Insert acknowledgment (to be provided) • Insert list of contributors (to be provided) • Review table numbering and headings • Replace slides with clearer versions (to be provided) • Insert any omitted slides and sections • Correct current formatting and layout problems • Adjust table of content • Submit a draft with track changes in MS Word for review • Submit final draft of the document in MS Word and PDF
Ifishi y'ubuzima bw'umubyeyi n'ubwumwana: ANC file (in Kinyarwanda)	<ul style="list-style-type: none"> • Proofread, edit and format document while ensuring the content matches with the national ANC Guidelines • Work on layout and formatting (margin, orientation, size, etc.) in in A5 printing size • Provide draft layout in MS Word for review • Submit a draft with track changes in MS Word for review • Submit final draft of the document in MS Word and PDF
ANC register	<ul style="list-style-type: none"> • Proofread in French • Work on layout and formatting (margin, orientation, size, etc.) • Adding one-page explanation note on register filing • Submit a draft with track changes on MS Word for review • Provide final document in MS Word and PDF
Agatabo k'ubuzima bw'umubyeyi n'ubw'umwana: MCH handbook (in Kinyarwanda)	<ul style="list-style-type: none"> • Proofread and edit without changing technical content • Insert a half-page section on preconception care - to be taken from the preconception care guidelines under development • Work on layout and formatting (margin, orientation, size, etc.)

Name of the document	Key tasks
	<p>Design and insert front and back cover pages with relevant logos and photos (to be provided)</p> <ul style="list-style-type: none"> • Adjust table numbering • Insert table of content after reviewing the headings • Correct current formatting and layout (margin, orientation, size, etc.) problems • Submit a draft with track changes in MS Word for review • Provide document in MS Word and PDF

Deliverables

The consultant will be expected to provide the following deliverables.

1. Draft antenatal care for a positive pregnancy experience health care worker training (facilitator manual) with track changes in MS Word
2. Draft antenatal care for a positive pregnancy experience health care worker training (training manual) - with track changes in MS Word
3. Draft antenatal care file (ifishi y'ubuzima bw'umubyeyi n'ubwumwana) with track changes in MS Word
4. Draft antenatal care register with track changes in MS Word
5. Maternal and child health handbook (agatabo k'ubuzima bw'umubyeyi n'ubw'umwana) with track changes in MS Word
6. Final version of antenatal care for a positive pregnancy experience health care worker training (facilitator manual) in MS Word and PDF
7. Final version of antenatal care for a positive pregnancy experience health care worker training (training manual) in MS Word and PDF
8. Final version of antenatal care file: ifishi y'ubuzima bw'umubyeyi n'ubwumwana in MS Word and PDF
9. Final version of antenatal care register in MS Word and PDF
10. Final version of maternal and child health handbook (agatabo k'ubuzima bw'umubyeyi n'ubw'umwana) in MS Word and PDF

Requirements

The ideal candidate (consultant) is expected to meet and/or possess the following qualifications and requirements:

Education and training

- Degree in medicine, midwifery, or nursing, preferably with a master's in public health

Experience and skills

- At least 5 years of experience in developing clinical guidelines/protocols
- Proven collaboration experience with MOH/RBC and key stakeholders in developing RMNCH national guidelines, protocols, and training materials
- Proven experience in copy editing, designing, and proofreading or editing RMNCH documents
- Strong clinical background with sound knowledge and experience in the Rwanda health sector.
- Excellent communication skills in English and Kinyarwanda
- Ability to work independently and to take initiative
- Excellent interpersonal skills, strong organizational skills, and an ability to work effectively in a multicultural environment

Expected duration of the consultancy

The estimated total level of effort for this work is 42 days. The work should be completed within two months from the date the contract is signed.

#	Task	Number of pages	Level of Effort
1.	Antenatal care for a positive pregnancy experience health care worker training: facilitator manual	211	18
2.	Antenatal care for a positive pregnancy experience health care worker training: training manual	196	13
3.	Antenatal care file: ifishi y'ubuzima bw'umubyeyi n'ubw'umwana	9	4
4.	Antenatal care register	4	3
5	Maternal and child health handbook: agatabo k'ubuzima bw'umubyeyi n'ubw'umwana	35	4
	Total number of days		42 days

Supervision

The consultant will work closely with RBC/MCCH and USAID Ingobyi Activity under the direct supervision of the Senior RMNCH Specialist.

Selection criteria

Applications will be assessed on financial reasonableness and technical considerations. Maximum scores for technical and financial applications will be 70% and 30%, respectively.

Technical evaluation criteria/ 70 marks

Degree in medicine, midwifery, or nursing, preferably with a master's in public health(10pts).	At least 5 years of experience in the development of clinical guidelines/protocols (10pts)	Proven experience collaborating with MoH/RBC and health sector partners to develop national guidelines and training materials is mandatory (20 pts)	Proven experience in copy editing, designing, and proofreading RMNCH documents (20pts)	Excellent communication skills in English and Kinyarwanda (10pts)
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How to Apply

Applications must be sent to the Chief of Party via email: ingobyiprocurement@intrahealth.org with "Proofreading and formatting of Antenatal care documents" in the subject line, no later than 3rd June 2022 before 5.00 pm, Kigali time.

The application should include:

- Motivation letter and updated CV.
- Three professional references with full names, phone numbers, and email addresses.
- Technical proposal (3 pages maximum), including your experience in similar assignments, understanding of the current assignment, and how you plan to carry out the assignment/methodology.
- Proof of successful completion of similar assignments within the last 5 years; and
- Financial proposal - the service fees, including taxes, will be charged by each deliverable and the time necessary to complete the assignment in a professional and timely manner Proposed timeline for the assignment. Financial proposal should be separate from technical proposal. The proposed services fees should be in Rwandan francs(FRW) currency only.

Equal opportunity employer

IntraHealth International is proud to be an **equal opportunity employer**. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law, and requires affirmative action to ensure equality of opportunity in all aspects of employment. This is also to include inquiry about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Note: Only applicants fulfilling the above requirements will be contacted. If you don't hear from us within one week from the submission deadline, consider your application unsuccessful.