

# Training Materials Preparation for National CHV Program in Zanzibar

## SCOPE OF WORK

**Reports to:** Program Manager

**Start Date:** March/April 2019

### Background

The Zanzibar MOH and President's Office, Regional Administration, Local Government and Special Departments (PORALGSD) are in the process of updating Zanzibar's national Community Health Strategy (CHS). One of the aims of the updated CHS is to improve the provision of health service delivery at the community level through a national community health volunteer (CHV) program. Through this national program, CHVs will deliver an integrated package of health services in order to provide better-coordinated care for households and improve health outcomes. Initially, the CHV health service package will focus on Reproductive, Maternal, and Child Health (RMNCH), nutrition, and early childhood development (ECD). CHVs will be supervised by staff based at nearby health facilities. We anticipate that each supervisor will be responsible for 10-20 CHVs.

Both health facility staff and CHVs will utilize mobile applications to facilitate their work. For CHVs, the mobile application will guide their interactions with clients during household visits, capture data as a byproduct of the interactions, enable automated pay-for-performance schemes, and guide CHV workflow around group counseling sessions. The supervisor application will facilitate remote follow-up by providing supervisors with CHV performance data and highlight any issues or challenges.

D-tree International has worked with the MOH and partners to develop the content for the CHV mobile application by drawing from existing national and international resources and guidance on RMNCH, nutrition, and ECD. After extensive internal and external review and MOH approval, the protocols will be digitized to form the basis of the CHV mobile application. In addition to the CHV mobile application, each CHV will have access to a detailed health and nutrition book called Bango Kitita, which was developed by UNICEF and Save the Children during the recent Afya Bora program.

The MOH, with support from partners, is currently in the process of finalizing the mobile application and planning for CHV recruitment and community sensitization. The national CHV program is expected to launch in June 2019 with training CHVs and supervisors in one district of Unguja, Zanzibar. The subsequent district trainings are expected to continue in August 2019.

### Objective

The objective for this consultancy is to prepare the CHV and CHV supervisor training materials for the national CHV program.

## Activities and Deliverables

### **Deliverable 1: Outline facilitator guide for CHV training**

1. Review the draft of the updated Community Health Strategy to understand the CHV service package, roles, and responsibilities and the envisioned nature and content of CHVs' work.
2. Review the content of the mobile application to understand the content of CHV household visits, including key messages, and health, nutrition, and ECD topics that CHVs will cover during client interactions.
3. Understand plans for CHV group counseling sessions in order to determine additional skill or content training required.
4. Based on your review and understanding of the Zanzibar national CHV program content and CHV responsibilities, outline facilitator guide for a 10 day CHV training, including at least 1 day of practical sessions in the community. The facilitator guide outline should include:
  - a. Training overview including general objectives, methodologies, and key skills expected to be gained through the training.
  - b. Outline of session topics. Session learning objectives, delivery methodologies, and session duration(s) should be specified for each topic.

### **Deliverable 2: Prepare CHV Training Facilitator Guide and Session Materials**

1. After receiving MOH, PORALGSD and partner review and approval of facilitator guide outline, prepare content of each training session by drawing from existing materials as much as possible. A number of materials already exist in Swahili (D-tree has collected these and will supply to consultant) so we do not anticipate that much material will need to be developed from scratch. Rather, material will need to be compiled and/or adapted. Consult with MOH technical focal points, master trainers, and key partners throughout the process to ensure alignment of training materials with MOH's vision and objectives for the CHV national program. The facilitator guide should be prepared in Swahili and must be presented in a clear and standardized format.
2. Prepare Swahili session materials to complement the facilitator guide (e.g. PowerPoint presentations, handouts, role plays and other practical exercises, etc.). As each CHV will have access to the CHV mobile application and *Bango Kitita*, session materials should complement these resources rather than reproduce this content. The facilitator guide should refer and direct participants to these resources throughout the training, and incorporate these materials directly into the sessions.

### **Deliverable 3: Prepare CHV Supervisor Training Package**

1. Review the Community Health Strategy and speak with the MOH, PORALGSD, and key stakeholders to better understand CHV supervisor functions. Review the CHV Supervisor mobile application content to understand supervisors' tools and performance metrics.
2. Outline a training facilitation guide for CHV Supervisors. Supervisors will receive a 2-day independent supervisor training and then join CHVs for 1 day of joint training. The facilitator guide outline should include:
  - a. Training overview including general objectives, methodologies, and key skills expected to be gained through the training.
  - b. Outline of session topics. Session objectives, delivery methodologies, and session duration should be specified for each topic
3. After review and approval from the MOH, PORALGSD, and key stakeholders develop a CHV Supervisor training package including a facilitator guide and complementary training materials. Training should refer to the CHV supervisor mobile application.

### **Deliverable 4: Lead MOH and stakeholder review and validation of training materials**

1. Lead consultative meetings with MOH technical focal points for technical review of content.
2. Lead validation meeting of training materials with Community Health Technical working group and/or

key MOH, PORALGSD, and stakeholders.

3. Prepare a short PowerPoint presentation in English (up to 15 slides) that provides an overview of training materials, which can be shared with MOH and partners to describe the CHV training.

#### **Deliverable 5: Support training preparation and incorporate feedback**

1. Prepare an orientation guide for trainers who will lead the CHV and CHV Supervisor trainings. Orientation guide should focus on content of training and delivery methods.
2. Participate in the central level training of trainers (3 days) to support master trainers as needed.
3. Elicit feedback from trainers in first roll-out district and incorporate any required changes in to the materials before the next rounds of training take place.

#### **Timeline and Milestone Payment**

The Consultant will be paid upon completion of the following deliverables.

<b>Milestone</b>	<b>Deliverable and Method of Verification</b>	<b>Expected Time Frame</b>
#1: Outline facilitator guide for CHV training	Outline of facilitator training guide in English	April 15, 2019
#2: Prepare CHV Training Facilitator Guide and Session Materials	CHV training facilitator guide and accompanying session materials (all in Swahili)	May 10, 2019
#3 Prepare CHV Supervisor Training Package	CHV Supervisor training facilitator guide and complementary training materials (all in Swahili)	May 24, 2019
#4 Lead MOH and stakeholder review and validation of training materials	PowerPoint presentation (up to 15 slides) that provides an overview of training materials (English)	May 10, 2019
	Confirmation from D-tree that MOH, PORALGSD, and key stakeholders have approved materials	May 31, 2019
#5 Support training preparation and incorporate feedback	Orientation guide for trainers who will lead the CHV and CHV Supervisor trainings	May 31, 2019
	Final training materials, which incorporate feedback from initial CHV and CHV supervisor trainings	July 15, 2019

#### **Requirements**

- Experience in instructional design and training material development
- Fluency in Swahili and English
- Experience in developing training materials for community or non-professional cadres preferred
- Experience in developing health related training materials preferred

#### **Application Instructions**

Interested applicants should submit the following to D-tree International's Zanzibar Program Manager, Allyson Nelson ([anelson@d-tree.org](mailto:anelson@d-tree.org)) by Friday, March 22, 2019:

1. Curriculum Vitae
2. 1-2 paragraph description of relevant experience and availability to begin assignment
3. Simple budget of labor cost by deliverable (for each deliverable, include consultant daily rate x number of days).
4. Example of training materials that you have prepared in a prior relevant assignment