



**Terms of Reference for carrying out health facility assessment for strengthening health
infrastructure**

**Strengthening Climate Resilience of the Lao's People's Democratic Republic (PDR) Health System
Project**

Final Version: 3 March 2025

**Save the Children International
Lao PDR
2024**

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1. Introduction

Save the Children (SC) is a global leader in humanitarian and development programming worldwide, working as the preeminent voice for children for 100 years. We are the world's largest independent child rights organization, underpinned by a vision of a world in which every child attains the right to survival, protection, development, and participation. Our mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. SCI Laos has worked in tandem with the Government of Lao (GoL) since 1987, driving changes in policy and practice to support the implementation of high-impact, lifesaving interventions at scale.

SCI Laos' long presence in Lao PDR, coupled with broad and deep operating platforms, has forged strong relationships with GoL actors and the communities we serve. SCI Laos has a current operational presence in seven provinces with Health, Education, Climate Resilient/DRR, and Child Protection programs. SCI Laos works with existing structures while strengthening multi-sectoral teams of national implementers, the MoH, and other line ministry frontline worker capacities to facilitate, monitor, and expand national and community engagement processes and systems for improved health. In addition to national-level engagement, SCI Laos is active in seven provinces working in partnership with the Ministries of Health, Education, Labor and Social Welfare, and Natural Resources and Environment.

2. Background and Context

Save the Children International Laos received funding from the Green Climate Fund (GCF) to implement the project titled "Strengthening Climate Resilience of the Lao's People's Democratic Republic (PDR) Health System". The project will support the Government of Laos (GoL) to advance progress on its national climate change and health priorities and commitments by increasing the climate resilience of the health system and strengthening community capacity to manage the current and anticipated health impacts of climate change. The project will work both at national and subnational levels using multiple, interrelated approaches. It will strengthen leadership and governance within the health system so it is climate resilient; expand access to and use of climate information and key WASH indicators so the health system can track, prepare for, and manage climate-related risks to health; and strengthen health system capacity in 25 climate-vulnerable rural districts to better manage climate-related disease burdens. It will strengthen 100 health facilities in the 25 districts to better prepare for the health impacts of climate change and upgrade the infrastructure in 79 of those facilities to increase climate resilience.

This project aims to upgrade health facilities to climate climate-resilient and energy-efficient. The project will carry out infrastructure upgrades designed to make the health facilities significantly more resilient to the impacts of climate change and to increase their energy efficiency thereby reducing the GHG emissions. In 2023 health facility infrastructure, electrical, and WASH service site assessments were conducted as part of the *Health Facility Infrastructure Action Plan* (Annex) to inform program design. The assessment focussed on desk review of national building standards, site assessments of nine representative target health facilities, and supply chain and labor assessment. The findings revealed that, while each site had some unique challenges, a summary of common infrastructure, electrical service, and WASH service deficiencies across assessed sites were identified and suggested illustrative upgrade activities by category.

3. Purpose, Objectives, and Scope of Study

3.1 Purpose, Objectives, and Scope

The purpose of this assignment is to assess, review, and validate the infrastructure upgrade needs and verify the proposed illustrative activities outlined in the Health Facility Infrastructure Action Plan. This will involve conducting on-site assessments at each of the 79 target health facilities to confirm the feasibility of the recommended upgrades identify any changes needed and develop an infrastructure upgrade plan (repair, rehabilitation, retrofitting) for each health facility including electrical (with calculation of capacity for solar panels) and WASH upgrade with waste management transfer stations. The consultant will prepare the necessary drawings

and BoQs for the facility for further advancement and approval. These assessments will serve as a critical step in finalizing the pre-infrastructure update plan, ensuring alignment with the Health Facility Infrastructure Action Plan report while addressing the actual needs of the health facilities. The specific objectives are:

1. Validate health facility site assessment protocols and tools for infrastructure, electrical, and WASH services including pre-testing.
2. Conduct on-site assessments at each of the 79 target health facilities to confirm the infrastructure upgrade requirements outlined in the Health Facility Infrastructure Action Plan. (Repair / Rehabilitation / Retrofitting of infrastructure, Electrical and WASH service) (Exterior & interior Infrastructure upgrades, Electrical service upgrades, Water Rehabilitation for Primary Water System: Inbound (potable) water service upgrades, Secondary water supply services, Sanitation facility upgrades, and Sewerage service upgrades) as an indication in the infrastructure action plan with needs for bio-water filters.
3. Review and validate the proposed list of infrastructure update activities recommended in the action plan to ensure they address the actual infrastructure needs.
4. Determine if any gaps remain unaddressed or if any previously identified needs have already been met since the initial assessment.
5. Review the health site-specific needs and recommended upgrade priorities with health facility management, district health office, and provincial health office to secure consensus on prioritized upgrades by site.
6. Collaborate with health facility managers and other key stakeholders including the Provincial Health Department, and Provincial Naamsaat to validate the assessment findings.
7. Produce site maps with GPS location, site-specific infrastructure designs, and plan incorporating Gender Equality Disability and Social Inclusion (GEDSI) considerations), along with bills of quantity (BoQ). Share plans and pricing with health facilities, district health office, and provincial health office stakeholders, and get the endorsement of the plan.
8. Lead survey in 79 health facilities for drawing, designing, and calculating bill of quantities BoQ as per GCF project requirement
9. Lead the drawing and design detail section of health facilities essential rehabilitation and repair by two or three demission as required.
10. Ensure high quality of drawing, designing, and BoQ with materials specification to complement the construction and rehabilitation of health facilities.
11. Develop monitoring tools and orient government and SCI key staff on the monitoring tools.

3.2 Scope

The scope of the assignment involves a comprehensive review and validation of the infrastructure upgrade needs outlined in the Health Facility Infrastructure Action Plan for 79 target health facilities. It will validate health facility site assessment protocols and tools for infrastructure and WASH services, assessment tools and protocols, understand the proposed upgrades and illustrative activities followed by on-site assessments of each facility to evaluate their current state and verify whether the illustrative activities remain valid or require adjustments based on any recent changes or developments. The assignment will undertake desk review, and consult health facility managers, local authorities, and other relevant stakeholders to gather feedback and ensure the recommendations reflect on-ground realities. A comprehensive report will be prepared summarizing the validated infrastructure needs, observed changes, revised recommendations, cost estimates, and a prioritized action plan for each health facility, along with guidance on follow-up actions to support the pre-infrastructure update plan.

4. Methodology

Document Review

1. Desk review project documents to have a clear understanding of the “Strengthening Climate Resilience of the Lao’s People’s Democratic Republic (PDR) Health System” project design and the intended objectives.

2. Desk review of the Health Facility Infrastructure Action Plan and validation of the assessment protocols and tools.
3. Desk review of Health Care Without Harm and WHO-related documents on health infrastructure upgradation and decarbonization.

Stakeholder Consultation

1. Consult key stakeholders MoH, DHHP including SCI, WHO, ADB, World Bank, Health Care Without Harm (HCH), health facility, district health office provincial health office, and relevant stakeholders.

Onsite Physical Assessment

1. Validate the assessment protocols and tools. Conduct on-site assessments at each of the 79 target health facilities to confirm the infrastructure upgrade requirements outlined in the Health Facility Infrastructure Action Plan. (Repair / Rehabilitation / Retrofitting of infrastructure, Electrical and WASH service) (Exterior & interior Infrastructure upgrades, Electrical service upgrades, Water Rehabilitation for Primary Water System: Inbound (potable) water service upgrades, Secondary water supply services, Sanitation facility upgrades, and Sewerage service upgrades) as an indication in the infrastructure action plan with needs for bio-water filters.
12. Develop post-monitoring tools for monitoring infrastructure updates for electrical and WASH services.

4.1 Data Sources and Data Collection Methods / Tools

The data sources and collection methods for this assignment will be a combination of document reviews, on-site assessments, and stakeholder consultations. Key data sources include the existing Health Facility Infrastructure Action Plan which outlines the proposed infrastructure upgrades and illustrative activities. On-site assessments at the 79 target health facilities will serve as the primary method for gathering firsthand data on the current state of infrastructure, verifying the identified needs, and any new gaps or resolved issues. Additionally, stakeholder consultations with health facility managers, local authorities, and other relevant actors will provide qualitative insights to validate findings and ensure alignment with the infrastructure upgrade plan.

A range of project documentation will be made available to the study team that will provide information for the design, and implementation of the project. The study team is required to adhere to the [Save the Children Child Safeguarding: Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying](#); and Data Protection and Privacy policies throughout the study process.

5. Expected Deliverables

- a. An inception report outlining the understanding of the ToR, the proposed methodology for the assessment, health facility assessment protocols and tools, and work plan and timeline.
- b. Onsite assessment report detailing findings from each health facility, including validated requirements with a final list of infrastructure update activities and action plan.
- c. Final comprehensive report including validated infrastructure requirements and action plan, technical specifications, cost estimates, recommendations, and prioritized actions including post-facility upgrade monitoring tools/checklists.
- d. All original files including the data collection tools. Share technical specifications and the BoQ in both English and Lao.

6. Reporting and Governance

The consultant will report to the Project Manager SCI for any technical guidance and support and provide weekly updates on the progress of the assignment.

7. Terms and Conditions

All the reports, documents, and datasets, prepared and generated during and after the assignment will be treated as the property of SCI and as such, cannot be sold, used or reproduced in any manner without prior written approval from SCI.

Before the initiation of the research, informed consent will be obtained from all participants. This includes a clear explanation of the study's purpose, the role and potential risks of participating in the baseline study, and the right of the participants to withdraw at any time without penalty.

All data collected during the study will be treated with the utmost confidentiality. Identifiable information will be anonymized or pseudonymized to protect the privacy of the participants. Data storage and transfer will comply with SCI data protection regulations to ensure the security of sensitive information.

SCI should be notified in time in the event the consultant requires additional time, above the previously agreed time to complete the task, but without SCI changing the scope of work, SCI prior written approval shall be necessary for the same.

8. Study management and timeline

The study deliverables and tentative timeline (subject to the commencement date of the study) are outlined below. The study team lead and SC study Project Manager will agree on final milestones and deadlines at the inception phase.

Activity	Responsible person	Deadline
Deadline for application by consultants	Save the Children	23 rd March, 2025
Review of technical proposal and shortlisting	Save the Children	25 th March, 2025
Interviewing and selection of the consultant	Save the Children	27 st March, 2025
Signing of the contract by the consultant	Save the Children	31 th March, 2025
Secondary document review and preparation of the inception report.	Consultant	15 th April, 2025
Validation of assessment findings with stakeholders	Consultant	23 Health Facilities (HF) - 15 th June, 2025 All 54 HFs- 30 th November 2025
Submission of the final assessment report for all 54 health facilities Note: 23 Health facilities' final assessment is expected by the end of June 2025	Consultant	15 th December, 2025

9. Study Team and Selection Criteria

Interested consultants/firms will be required to submit an Expression of Interest which should demonstrate adherence to the following requirements.

Understanding of Requirements and Experience to be considered, the study team members together must have demonstrated skills, expertise and experience in:

- A degree in Civil Engineering, Structural Engineering, or a related field.
- At least five years of experience in infrastructure assessment, Survey base information of health centers, and Designing structural by AutoCAD two and three dimensions preferably in health facilities.
- Knowledge of national health facility infrastructure standards and guidelines.
- Proven experience in preparing technical reports and cost estimates.
- Strong communication and stakeholder engagement skills.
- Availability to travel to the health facility sites.

10. Financial Proposal

Save the Children seeks value for money in its work. This does not necessarily mean "lowest cost", but the quality of the service and reasonableness of the proposed costs. Proposals shall include personnel allocation (role/number of days / daily rates/taxes), as well as any other applicable costs.

11. Annexes

Project Proposals

<https://www.greenclimate.fund/sites/default/files/document/sap030-sca-lao-peoples-democratic-republic-2.pdf>

List of project target districts and Health Facilities.

Province	District	Health facility
Salavan	Toum Lan (10 villages)	1. District Hospital 2. Donkhaiyoung Health Centre (HC) 3. Sano HC 4. Lameuk HC
	Salavan (10 villages)	1. Kengsim HC 2. Napho HC 3. Huaylard HC
	Ta-oy (10 villages)	1. Ta-oy District Hospital 2. Toumlithong HC 3. Tahuak HC 4. Soytam HC
	Samoy (8 villages)	1. Samuay District Hospital 2. Awow HC 3. Kinair HC 4. Asok HC
Khammouan	Mahaxay (8 villages)	1. Ban Vern HC 2. Ban Mun HC 3. Sangpok HC
	Xebangfai (8 villages)	1. Yangkham HC 2. Kasi HC 3. Banthab HC

	Nongbok (8 villages)	1. Sadee HC 2. Phonpheng HC 3. Navang HC
	Ngommalath (8 villages)	1. Nasok HC 2. Ban Hai HC 3. Namphid HC
	Xaybuathong (8 villages)	1. Nakapoc HC 2. Naphao HC 3. Dongnakham HC
Sekong	KaLeum (15 villages)	1. Kaleum District Hospital 2. Tavang HC 3. Kro HC
	DakCheung (12 villages)	1. Dakcheung District Hospital 2. Tangyerng HC 3. Ayoun HC
Luang Prabang	Ngoy (10 villages)	1. Hadsa HC 2. Sobkhing HC 3. Muanxun HC
	Chomphet (10 villages)	1. Banna HC 2. Vangsa HC 3. Nangiw HC
	Viengkham (10 villages)	1. Samsoum HC 2. Phadeng HC 3. Mokka HC
	Phonexay (10 villages)	1. Phonthong HC 2. Donkham HC 3. Chomchieng HC
Oudomxay	Pakbeng (10 villages)	1. Mokven HC 2. Longyong HC 3. Khokka, Tangon area HC
	Beng (10 villages)	1. Beng District Hospital 2. Bankhon HC 3. Napa HC
	Houn (10 villages)	1. Navang HC 2. Namtam HC 3. Phouviengxay HC
	Nga (10 villages)	1. Nga District Hospital 2. Naneaung HC 3. Naxan HC
Phongsaly	Yot-ou (10 villages)	1. Ou-Neua HC 2. Bantang HC 3. Seochay HC
	Mai (10 villages)	1. Phonexay HC 2. Mai District Hospital 3. Pakphae HC
	Khua (10 villages)	1. Buamphan HC 2. Khua District Hospital 3. Latxang HC
	Phongsaly (10 villages)	1. Hatsa HC 2. Ngyetai HC

		3. Hat Hin
Luangnamtha	Long (13 villages)	1. Provincial Hospital 2. Bathad HC 3. Xiengkok HC
	Sing (12 villages)	1. District Hospital 2. Meutor HC 3. Xiengkhaeng HC
7 provinces	25 districts	79 health facilities

List of 54 HF's that need to be prioritized first.

Province	District	Health facility
Salavan	Toum Lan (10 villages)	1. District Hospital 2. Donkhayoung Health Centre (HC) 3. Sano HC 4. Lameuk HC
	Salavan (10 villages)	1. Kengsim HC 2. Napho HC 3. Huaylard HC
	Ta-oy (10 villages)	1. Ta-oy District Hospital 2. Toumlithong HC 3. Tahuak HC 4. Soydam HC
	Samoy (8 villages)	1. Samuay District Hospital 2. Awow HC 3. Kinair HC 4. Asok HC
Khammouan	Mahaxay (8 villages)	1. Ban Vern HC 2. Ban Mun HC 3. Sangpok HC
	Xebangfai (8 villages)	1. Yangkham HC 2. Kasi HC 3. Banthab HC
	Nongbok (8 villages)	1. Sadee HC 2. Phonpheng HC 3. Navang HC
Sekong	KaLeum (15 villages)	1. Kaleum District Hospital 2. Tavang HC 3. Kro HC
	DakCheung (12 villages)	1. Dakcheung District Hospital 2. Tangyerng HC 3. Ayoun HC
Luang Prabang	Ngoy (10 villages)	1. Hadsa HC 2. Sobkhing HC 3. Muanxun HC
	Chomphet (10 villages)	1. Banna HC 2. Vangsa HC 3. Nangiw HC

	Viengkham (10 villages)	1. Samsoum HC 2. Phadeng HC 3. Mokkha HC
	Phonexay (10 villages)	1. Phonthong HC 2. Donkham HC 3. Chomchieng HC
Oudomxay	Pakbeng (10 villages)	1. Mokven HC 2. Longyong HC 3. Khokka, Tangon area HC
	Beng (10 villages)	1. Beng District Hospital 2. Bankhon HC 3. Napa HC
	Houn (10 villages)	1. Navang HC 2. Namtam HC 3. Phouviengxay HC
	Nga (10 villages)	1. Nga District Hospital 2. Naneaung HC 3. Naxan HC
5 provinces	17 districts	54 health facilities

How to apply:

Interested firms/ candidates are expected to submit documents in accordance with the following criteria:

I. Essential Criteria

1. Valid legitimate business address
2. Valid Tax registration number & certificate
3. Valid business registration certificate
4. Trading license (if any)

(For freelance consulting engineers, please provide a copy of your passport)

II. Substantiality Criteria

1. Team member structure
2. C.V

III. Commercial Criteria

1. Cost-effectiveness and ensuring value for money provide competitive price

IV. Capability Criteria

1. Technical Compatibility (Methodology & Approach)
 - 1.1. Understanding of Scope, Objectives and Deliverables
 - 1.2. Methodology and Data Collection
 - 1.3. Recommendations and Reporting
2. Capability, Technical Expertise
 - 2.1. Qualifications and Certifications of Technical Leads
 - 2.2. Communication Skills
 - 2.3. Language- Demonstrated proficiency in English, Lao and any local dialect
3. Relevant Experience
 - 3.1. Similar Consultancy Experience
 - 3.2. Regional and Sector-Specific Experience
4. Workplan, Timeline and Feasibility

Offline inbox:

Enclose the original documents in a sealed envelope and send them to the registration office during office hours at the following address:

Save the Children International in Laos, Rue Nerhu, 5th floors, Unit 25, Ban Phonxay, Xaysetha District, P.O. Box 7475, Vientiane Capital, Lao PDR

Online inbox:

Electronic submission via Email addressed to SCiL Procurement Committee at:

procurement.laos@savethechildren.org

The deadline for submitting bids is 12:00 PM on 23rd March 2025.

If you have any questions, please contact the Procurement Department at 021 454 201-3, during office hours
or email to Procurement Committee:

pccommittee.laos@savethechildren.org