

## **TOR for Mid-Term Project Review**

### **Project Title: Qatar Creating Vision Project, Bangladesh**

#### **Background:**

Bangladesh is a developing country in South Asia with a population of 160 million, 40% are largely comprised of children. Around 51,200 children are blind and 1.3 million have refractive errors with an additional 153,000 children affected by low vision problems which are avoidable through timely intervention <sup>1</sup>. High prevalence of childhood blindness and visual impairment due to uncorrected refractive errors, strabismus, cataract and ocular injury are compounded by inadequate access to quality eye care service and lack of sustainable child eye health services. To address these problems, Bangladesh has conceptualized a comprehensive child eye health care project under the Qatar Creating Vision Project funded by Qatar Fund For Development. This is a regional project which is being implemented in both Bangladesh and India.

The project will complete one and half years in December 2017 and Orbis Bangladesh plans to conduct its mid-term review (MTR) in early 2018. A review team combining both external consultant and internal staff is proposed who will carry out the mid-term review. Orbis now wants to hire an external consultant who will lead the mid-term review in Bangladesh.

#### **Overview of the project:**

##### ***Project goal:***

The overall goal of QCV project in Bangladesh is to reduce childhood blindness and improvement of child eye health.

##### ***Objectives:***

The specific objectives are: i) Access to child eye health services increased by 60% by June 2020; ii) Improved quality of child eye health service of eight pediatric eye care centers by 2019; and iii) Enabling environment created during the project period for delivery and sustainability of high quality child eye health through collaboration, integration and advocacy.

##### ***Target Population and Project Sites:***

The QCV project has targeted 1 million children for screening, treatment of 100,000 children with eye health problems including uncorrected RE, and perform 15,000 eye surgeries. Orbis will also train 450 doctors, 175 allied health professionals and over 7,300 community stakeholders such as frontline health workers, volunteers, teachers and rural medical practitioners. The QCV project is being implemented in eight districts and areas including capital city Dhaka.

##### ***Implementing partners:***

The QCV project is being implemented by nine partners. Of them, eight partners have their own eye hospitals. The project has engaged BRAC as 9<sup>th</sup> implementing partner to strengthen the community based activities of four paediatric eye care centers to reach out communities for awareness raising, early identification, set up primary eye care services through vision centers and referral.

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<sup>1</sup> Source: Bangladesh Childhood Blindness Study 2002

***Project Strategy / Approach:***

Orbis's global strategic tools such as fellowship training, Hospital Based Program (HBP), Volunteer Faculty (VF) and Cyber-sight and Flying Eye Hospital (FEH) are used to establish best practices in paediatric eye care services in the partners' hospitals in the country. To achieve the objectives, the QCV Bangladesh project is following WHO Health Systems Framework and the key strategies include: i) Strengthening pediatric eye care service delivery, ii) Introducing ROP service in one center outside Dhaka city, iii) Extending pediatric eye care services in two new centers, iv) Enhancing partners' capacity through training and effectively utilizing Orbis strategic tools and available technology, v) Improving community based child eye health service delivery through primary eye care centers, vi) Enhancing leadership capacity and addressing gender and equity issues for sustainable pediatric eye care services, and vii) Promoting child eye care services through evidence generation, advocacy and campaign.

***Project duration:*** July, 2016 to December, 2020.

**Objective of the Mid-Term Review:**

The objective of the mid-term review is to assess project implementation and achievement (results) to date, to identify strengths, gaps and challenges and to make recommendations for mid-course corrections for the remaining years of the project.

**Key Mid-Term Review Questions:**

1. To what extent have the project objectives and results targets (outputs, outcome) been achieved to date? What are the factors that are contributing to these results or achievement?
2. How effectively and efficiently has the project been implemented and managed?
3. Has the project been relevant in terms of adopting the most appropriate approach for the problem and context and does it remain relevant for the remaining years of the project?
4. What have been the strengths, gaps/challenges and lessons learned of the project to date?
5. Are there recommendations for changes, mid-course corrections, or additional actions for the remaining years of the project?

**Methodology:**

The review team is expected to design an appropriate methodology to meet the review objective and address the key questions. The methodology and data collection tools will be finalized in consultation with concerned colleagues of UK office, Global M&E team especially Director-Monitoring and Evaluation, M&E Managers of Orbis India and Bangladesh and external consultant. However, the proposed methodology and approach should include:

***A. Review of Secondary data*** including but not limited to: the project plan; performance monitoring plan, quarterly and annual progress reports; financial reports; medical/hospital data; event reports, case studies, special assessments/surveys conducted and any other relevant documents.

***B. Generation of primary data*** via methods such as the following:

- Retrieving data directly from the HMIS/records for a core indicators in order to analyse trends in volume of patient services provided (e.g. # of patient visits, # of spectacles prescribed, # of surgeries performed etc.) from partner hospitals. This will help to validate data with which are already reported.
- Key Informant Interviews with partners focal points and management staff.

- Focus Group Discussions (FGD) with service recipients (adult, child, men and women). A FGD guideline to be developed and used for data collection.
- In-depth interview with the hospital staff (clinical and non-clinical) who received training under QCV project. This interview will help to understand the effectiveness of the training they received from QCV project. An open-ended interview guidelines will be used for this.
- The evaluation team (consultant and Orbis staff) will visit to partner hospitals, conduct facility observation and data collection on several quality indicators at partner hospital such as follow-up rates, availability of standards and guidelines, availability and functionality of equipment). A semi-structured checklist can be utilized for observations.
- One consultative meeting with Orbis staff who are related to QCV project is proposed in this-mid term. Some participatory methods such as SWOT analysis, Matrix ranking and Venn Diagram can be used during consultative meeting.
- Case stories. It is proposed that the review team will find some interesting cases to show the outcome or impact of the project. The cases can be any patients who received services from the partner hospitals or hospital staff (e.g. doctors, nurses) who received training with the support from QCV project.

#### **Selection of sites or partners for the MTR:**

Though QCV project is being implemented by nine partners in Bangladesh, we are proposing to select three to four partners for this review. The selection should be purposive and the following criteria can be considered:

- Low and high performing partners in terms of all aspects.
- New and old partners.
- Geographical representations.

#### **Team formation and Responsibilities:**

The MTR team members in Bangladesh will include both internal staff and external consultant. Director of Programs, Senior M&E Manager, Senior Medical Specialist and Program Manager are proposed to be in the team. However, Director of Programs and Monitoring and Evaluation Manager of Orbis India will also join in Bangladesh team for cross-learning. In addition to internal team, an external consultant will be hired to lead the entire MTR process.

##### ***a. External consultant:***

- Prepare inception report and share with staff of Orbis International and Bangladesh Country Office
- Develop the design, methodology and appropriate data collection instruments for the review with the support from Orbis colleagues.
- Lead the review team and collect, compile and analyze the data
- Produce draft and final MTR reports (maximum 10 page)
- Present findings to Orbis and partner staff
- Maintain regular communication with key contact person(s) of Bangladesh Country Office throughout the contract period

**b. Orbis staff:**

- Selection and hiring of external consultant
- Assist consultant in the design of the review methodology and data collection tools
- Communicate with partner staff and ensure logistic support for the review team
- Participate in discussion and data collection
- India and Bangladesh team will do cross-learning visit
- Assist in preparing draft report and organize meeting to share MTR findings
- Relevant staff of UK office and Director of M&E will be engaged in designing the MTR, selection of consultant and tools development.
- Dissemination of the findings with partners, donors and OI level.

**Expected deliverables from the external consultant:**

- An inception report with detailed work plan
- Data collection instruments in English
- Draft and final report and presentation of draft report (preferably in ppt.)
- Quantitative data set, qualitative transcripts, and other relevant documents

**Structure of the report**

The MTR report should be written in English and include the following sections:

- Executive summary
- Table of Contents
- Introduction—purpose of MTR
- Background—overview of project, strategy and activities
- Methodology—methods, limitations
- Findings/Conclusion—overall and by objectives, outputs and partner hospital -
- Conclusion—strengths, gaps/challenges and lessons learned
- Discussion
- Recommendations for the future
- Annexes—TOR, data collection tools, lists of interviews/documents reviewed/sites visited, disclosure of any conflict of interest by an evaluation team member, any other pertinent documents

**Proposed Timeline:**

The mid-term review will take place during January – February, 2017. Below are the milestones of MTR:

- Proposals received from interested consultants- by 30<sup>th</sup> November, 2017
- Complete selection of consultant- by 21<sup>st</sup> December, 2017
- Evaluation design and tools development – by 4<sup>th</sup> January, 2018 ( 15 days)
- Country level field visits, cross-visit and data collection –by 31<sup>st</sup> January, 2018 ( 14 days)
- Data analysis, write up and draft report submission – 15<sup>th</sup> February , 2018 ( 14 days)
- Presentation of findings by consultant- by 18<sup>th</sup> February, 2018
- Feedback on draft report from Orbis- 22<sup>nd</sup> February, 2018
- Submission of final report- 28<sup>th</sup> February, 2018
- Dissemination of findings at partners, donors and OI- TBD.

#### **Expected competencies of consultant:**

- The consultant should have at least a master's degree in the field of public health/medical professional/development studies/social science/other relevant discipline
- Experience in research and evaluation in health systems, public health, community health, community development and eye health care services
- Professional familiarity with hospital settings
- Strong methodological skills in the development and implementation of data collection tools, data management, and analysis and interpretation of results
- Strong report writing skills
- Proficiency in oral and written Bengali and English

#### **Selection Criteria for External Consultant:**

Criteria	Weighted Score
<b>Personal Background</b>	
Relevant academic qualification	15
Past relevant experience	25
<b>Proposal Developed by Consultant for Mid-Term Review</b>	
Assessment Approach & Methodology	35
Proposed data management and analysis plan	10
Structure and presentation of proposal	5
Work plan/ time frame	10
<b>Total</b>	<b>100</b>

#### **Submission Checklist for Proposal:**

The consultant will submit a detailed proposal for the review. The proposal must describe the methodology, tools and analysis plan in detail. The proposal should be divided into two parts i.e. technical and financial. The technical part will contain the following sections:

- Background
- Detailed methodology of MTR
- Detailed work plan/timeframe
- Detailed CV of the consultant including relevant experience.
- Financial information: estimated cost for the evaluation in detail including the consultant's daily rate

#### **Mode of payment:**

- 1<sup>st</sup> installment (40%) will be made upon signing of the contract.  
 2<sup>nd</sup> installment (30%) will be made upon submission of first draft.  
 3<sup>rd</sup> installment (30%) will be made upon submission of final report.

#### **How to apply:**

Interested applicants are requested to submit proposal (technical and financial) and required documents on or before 5:00 pm, **30<sup>th</sup> November, 2017**. Application should be submitted via email to [qcv.mtr@gmail.com](mailto:qcv.mtr@gmail.com) Please mention "**QCV Project Mid Term Review Proposal**" in the email subject line.

**Ethical Considerations:**

The MTR will respect human subjects' considerations such as confidentiality of responses in staff and patient surveys as well as any personal patient information (which will not include identifiers), and obtaining informed oral consent from patients participating in interviews or surveys.

**Child Protection Policy:**

The firm/individual shall comply with the Child Protection Policy of Orbis International. Any violation /deviation in complying with Orbis' child protection policy will result in termination of the agreement.

**Binding:**

All documents, papers and data produced during the assessment are to be treated as Orbis property and restricted for public use. The contracted agency/consultant will submit all original documents, materials and data to Orbis International, Bangladesh Country Program.

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