

**TERMS OF REFERENCE (TOR)
FOR CONDUCTING A BASELINE SURVEY UNDER**

“Improve access to inclusive and comprehensive eye health services in Bangladesh” project

01. SUMMARY OF THE DOCUMENT

Program/Project, Project Number	Improve access to inclusive and comprehensive Eye Health services in Bangladesh (IEH)
CBM project id	P00253
Implementing Organization	Association of Voluntary Actions for Society (AVAS)
Project	1st December 2022 to 31 November 2025
Purpose	<p>Is to generate.</p> <ul style="list-style-type: none"> comprehensive baseline information of the project locations according to the project documents and to identify present socio-economic situation, knowledge and skills on disability and inclusive development of project beneficiaries, disability inclusiveness of the development process of local level (district and sub-district) institutions (e.g. local government institutions both urban and rural, nation building departments of government at sub-district and district level) and assess disability inclusiveness of national policies. comprehensive baseline data on indicators set in the log frame, suggest additional/alternative indicators where necessary to measure results, objective achievement and impact of the project. This baseline will be the basis in future to measure the key changes of condition and progress of the project, also with relevance for Mid-term, final (impact) evaluation.
A Type of Survey	Baseline survey
Commissioning organization/contact person	Association of Voluntary Actions for Society (AVAS) Project Manager, IEH Project.
Survey Team members	Survey team including the team leader/principle consultant, 1/2 ophthalmologist/refractionist 1/2 associates (if required), A person with disability representing disability issues from OPD (Organization of Persons with Disabilities) and one personal assistant/care giver (if required) and one sign language interpreter for data collection days (if required).

Primary Methodology	Interactive dialogue, one to one discussion, meeting with the focus group, Survey Questionnaire, data collection from secondary sources and validation.
Proposed survey Start and End Dates	Start: February 15 2023
Anticipated Report Release Date	February 28,2023
Recipient of Final Report	Rahima Sultana Kazal, Executive Director, AVAS Mr. Mushfiqul Wara, Country Director, CBM Global Disability Inclusion Bangladesh (CBMG)

1. INTRODUCTION

AVAS is a non-government organization responsive to social, cultural, economic and disaster issues, and respectful to all citizens, in respect of religion, race, caste, sex or place of birth. The organization with its committed staffs, honorable members enlightened entrepreneurs, and all concerned are continuing its interventions to bring positive change among the targeted disadvantaged community. With support of CBM Global disability Inclusion-Bangladesh AVAS is seeking to hire an individual or consultancy firm to conduct a baseline study under the project titled: Improve access to inclusive and comprehensive eye health services in Bangladesh.”

2. BACKGROUND & RATIONALE OF THE BASELINE SURVEY:

As per National Blindness Survey, Bangladesh 2020, about 1.43 million people are living with mild to severe visual impairment in Bangladesh. 19 in every 100 adults aged 30 years or older suffers from any degree of visual impairment. 1 in 10 Bangladeshi adults aged ≥40 years have low vision or blindness, with cataract being the single most attributing factor. Moreover, in Bangladesh cataract is the primary cause of preventable blindness, which is responsible for 81% of the severe visual impairment. Besides Cataract, AMD, glaucoma and diabetic retinopathy are the major factors for blindness. As the disaggregated data of persons with disabilities was not collected during the survey. The eye health problem of persons with disability was not represented separately. More than 6 million people in Bangladesh need vision correction by spectacles or by any other means.

National eye care services primarily can be accessed only in tertiary care hospitals. To decentralize the eye care services, Government of Bangladesh has started establishing community level vision centers at sub-district level. More than 90 vision centers are functioning across the country which is covering only five crore people to provide treatment for different eye diseases. District level Govt. hospitals (medical college/tertiary) are considered as the base center for all the vision centers of the same district which relates to

vision centers of the district through online. These centers are still not enough to serve the total number of populations. Most importantly vision centers and base hospitals are not accessible, and services are not inclusive. Also, people living in the remote areas are unable to come to the vision centers due to lack of transportation cost.

The Bangladesh government has several commitments in various policies to provide accessible eye-health services at local and national levels. This is achieved through local hospitals, vision centers and other entities. These commitments are not universally realized in Bangladesh.

Against this background, CBM Global decided to set up the project “Improve access to inclusive and comprehensive eye health services in Bangladesh”, implemented in Barisal District. Findings from this survey will contribute to the project goal and outcomes. This project aims to achieve the following result areas:

- Increased awareness among community people about the services that community clinics, vision centers and base hospitals in the region offers.
- strengthened OPDs and advocate with Govt. to make the eye health service inclusive.
- Develop and Inclusive Eye Health (IEH) model (that incorporates a base hospital and its associated community clinics and vision centers) as best practice.
- Sensitize national and local governments and relevant networks about IEH barriers and identify ways for them to improve the coordination of Inclusive eye health services.

3. OBJECTIVES OF THE SURVEY:

Focusing on Barisal (upazila/city Barishal Sadar, Banariparam Bakergonj), CBM Global supports the establishment of an inclusive-eye-care system that works between the main base-hospital and its associated community clinics and vision centers. This new system will be promoted in communities so that people with disabilities, other groups at risk, men, women especially in rural areas, will take advantage of these services. This project also aims to build a model that will serve as an example for the government to provide accessible, adequate and quality eye care services. The project will be implemented under the lead of the partner organization Association of Voluntary Actions for Society (AVAS), based in Barisal, in close cooperation with public and private hospitals, and further include Organizations for Persons with Disabilities (OPD), in different implementation areas. The objectives of the database include the followings:

- Create a baseline dataset of Vision centers number of patient, engagement of OPD in eye healthcare services, number of surgeries performed in a year.
- Make a database on available eye services in the target area and ensure disability inclusion in the centers.
- Review govt. action plan regarding eye care and involvement of district/upazilla disability protection committee

3. INTENDED USE AND SCOPE OF WORK

The consultancy will be for Baseline Survey in February 2023. In this consultancy, the project baseline survey will be undertaken to guide as reference for measuring progress, achievements, failure, and success of the project.

3.1. SCOPE OF THE SURVEY, GENERAL RESPONSIBILITIES OF THE CONSULTANTS

This survey is to be conducted within the sampling target areas of 12 unions in 3 sub-district of Barishal as per the project result areas (details information's will be shared) which includes persons with disabilities and their family members, community people, civil society representatives, elected representatives of local government institutions, representatives of different government service providers and other stakeholders of the project. Survey should be collecting the following information's and data:

- Common eye diseases in the area.
- knowledge level of people on basic eye care and common eye health problems in the community.
- Available eye health services available in the area
- Current situation at established Vision centers, number of patients comes at vision Centre.
- Level of knowledge on disability Inclusion among vision center staffs.
- Quality of eye surgery at base hospitals and other hospitals
- Understanding of preventive measures for eye diseases and/or low vision.
- Understanding of OPDs about rights of people with disabilities. and inclusive eye health services.
- Information and status of Disability protection committees.
- Identification of the challenges and gaps of govt. to implement eye care plan along with the commitments govt. made in eye health.

Selected Firm/ individual person will be carrying out following activities in the baseline survey:

- Review of secondary sources of information and relevant project documents
- Designing of the baseline in consultation with relevant staff of AVASH, OPDs and CBMG.
- Submit detail work plan with timeframe and responsible individual experts.
- Survey methodology with appropriate data collection methods and data analysis tools and techniques
- Prepare data collect tools like questionnaire, checklist for the field data collection. Firm/individual person will conduct field test and finalize tools and techniques of data collection. Data collection tools should in both Bengali and English language
- Proper data management, coding, entry, cleaning, and analysis in terms of purpose of the survey
- Preserve and provide soft copy of data (SPSS or Excel) both clean and unclean file.
- Prepare and submit draft report.

- Facilitate draft report sharing workshop with project staff and management of AVAS for their inputs on the findings.
- Incorporate feedback and finalize the report.
- After submitting draft report, project team will review and provide necessary feedback. Firm/individual person should submit the final report addressing the feedback received from project team.

3.2 INTENDED USE

- The findings from the survey/survey will be important for AVAS and CBM in identifying the gaps and keeping as baseline to check/monitor milestones of the project.
- Learning's from this survey will enable CBM and AVAS to further strengthen and refine the indicators of the AVAS-IEH project.
- Both, CBM and AVAS can use the report of the baseline in future for their development purpose.
- Any logical changes of Project implementation strategy may take place based on critical findings.
- The survey/survey process will take a participatory approach by involvement of project stakeholders, especially the targeted persons with disabilities & Organization of persons with disabilities.

Gender

The base line survey will consider gender aspects of the project and report on this. Data collected will be disaggregated according to gender. The methodology will ensure that the voices of both men and women are heard and considered.

Child Safeguarding

The baseline survey must consider child safeguarding aspects and report on this. Like the present status of child safeguarding in the project location. Existing mechanisms which are practicing ensuring a child safe working environment.

4. METHODOLOGY

- The survey team will utilize information available through secondary sources, review literatures and conduct interviews with various stakeholders ranging persons with disabilities and their family members, communities, representatives of local government institutions, relevant Government Department and Institutes and relevant NGOs.
- The firm/individual person is responsible to develop appropriate methodology to the purpose of the survey considering Covid19 protocol. The methodology should be mixed with both qualitative and quantitative data collection and analysis. Firm/individual person will be responsible to conduct field test before the starting the survey.
- Sample size should be define considering 99% confidence level. Firm/individual person is expected to determine sample size based on targeted working area. Sample size selection should be detailed in the methodology portion. Firm/individual person will

also provide the data collection like including when, how and where data will be collected with detail time framework.

- Firm/individual person will be provided detail work schedule including when and how data will be collected with appropriate data collection method in the working methodology. Data analysis tools, framework and reporting outline should be mentioned in the methodology section of technical proposal. In the analysis section of report should highlighted by disaggregated data by sex, socio-economic condition, disability, types of disability, age, disability inclusion in the mainstream development process.

5. LIMITATIONS

Considering the pandemic situation of COVID19 any reasonable change may take place in consultation of both parties during the period of survey/ survey work.

6. TEAM QUALIFICATION AND MANAGEMENT RESPONSIBILITIES

The required qualifications and experience for firm/individual person are given below:

- At least 5 years' experience conducting and leading baseline, end line survey both in quantitative and qualitative, should be with reputed organizations (INGOs, NGOs, UN and other humanitarian agencies) as well as experienced in the filed of eye health care in Bangladesh
- Firm/Individual person should have all legal papers e.g. valid trade license, latest audit report, TIN etc.
- Experienced in questionnaire development, testing and training.
- Experienced with survey in Disability, Disability inclusive development, inclusive Eye health care.
- Excellent knowledge, skills and experience in research methodology and statistical analysis
- Proven advanced computer skills (SPSS and Excel), strong written, analytical skill.
- Excellent communication skills for facilitations and organized training and workshop
- Excellent writing skill of report writing in English.
- Experience in disability Inclusion.

7. DELIVERABLES

Firm/selected consultant will provide following deliverables considering digital accessibility:

- Inception report including detail methodology, data collection plan and time framework.
- Data collection tools both in Bangla and English
- Soft version (SPSS or Excel) of data base
- Draft reports (Combined and separate) in soft copies in MS Word and PDF format
- Final report (Combined and separately) soft copies in MS Word and PDF format.

8. DURATION AND PHASING

Output	Deliverables	No. of days required
Planning and developing survey (indicators, work plan and timeframe)	Inception Report	2
Develop and finalize methodology, sample size and data collection tools & techniques		2
Train field enumerators and field test		3
Data collection and data entry	Baseline Data Base	5
Data error checking and data cleaning		2
Data Analysis, Presentation and Validation	Draft Baseline Report	3
Draft Report		2
Final Report	Final Baseline Report	2
Total Days		21

Duration of the survey will be maximum 21 days within

9. Financial proposal:

Along with the technical proposal the consultant should submit a financial proposal including Tax and Vat (Not more than 11 Lac) as per government compliances.

10. PAYMENT SCHEDULE

The cost for baseline survey should consider all HR costs and professional fees, travel costs, daily allowances, and other expenses. AVAS will make payments by bank transfer to the firm's/individual's bank account according to the ToR. Payment will be made based on deliverables upon submission of invoice and complete of work.

- 1st Payment: 20% of contract value will be paid based on submission and acceptance of inception report
- 2nd Payment: 50% of contract value will be paid based on submission and acceptance of final data base
- 3rd Payment: 30% of contract value will be paid based on submission and acceptance of final baseline report

VAT and tax will be deducted as per government's NBR policies.

11. EVALUATION PROCESS OF TOR

For evaluating the firm/individual person, cumulative analysis weighted scoring method will be applied.

Criteria	Weightage Value
Technical Proposal	70%
Experiences of the Firm/ individual person	15%
Methodology and work plan	25%
Expertise of the Survey Team	30%
Financial Proposal	30%
Total	100%

12. Application procedure:

Interested firms/individual person should submit their expression of interest to AVAS by 13 February 2023. In the subject line please mention Baseline Survey of IEH Project. Application should include.

- Technical Proposal which contains cover letter, firms/individuals' profile, previous experience, detail methodology, work plan, team profile including Curricula Vitae (if required) etc.
- Financial Proposal which contains breakdown of all costs.
- Should have submit all legal papers e.g. valid trade license, latest audit report
- Copy of VAT registration certificate (for consulting firm);
- Copy of valid TIN certificate and bank account detail.

13. DOCUMENTS FOR REVIEW

After final selection of the consultant, all relevant project documents will be shared with firm/individual.

14. APPENDIX: STAKEHOLDER ANALYSIS FOR BASELINE SURVEY.

- Community people of the project locations (Selected).
- Members of citizen forums.
- Elected members of Union Parishads and City Corporation Wards.
- Secretary and members of UP committees.
- Members of UP standing committees, UDCC, UDMC, WDMC, Community Group, Program Implementation Committee who will receive training and orientation from the project.
- Officials of government departments at the UP level who will receive orientation and information regarding disability from the project.

- Staff of Community Clinics (CC), Vision Centers, Base Hospitals and Union Health and Family Welfare Centers (UHFWC) who will receive training, orientation and information regarding disability from the project.
- Government officers at district and Upazilla levels (e.g. Social Service Department, Department of Youth Development, project Implementation Officer (PIO).
- General Economics Division, Ministry of Planning, which will receive inputs on disability inclusion for drafting the 8th Five-Year Plan 2021-2025 and Bangladesh Perspective Plan 2021-2041.
- Physical Infrastructural Division (PID)/General Economic Division (GED) of Bangladesh Planning Commission which will technically support on accessibility and adaptation issues.

15. Penalty clause

The consultant/consulting firm is expected to provide services within time frame as well as submit the final report maintaining the quality as mentioned. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform AVAS in time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 0.5% for each day of delay. If the quality is not maintained as mentioned AVAS will deduct 15% of the total contracted amount.

How to Submit Proposals:

Interested consultancy firms/consultants are requested to submit the Expression of Interest Hardcopy with relevant documents (Follow instructions outlined on the Terms of Reference) to following Address-

Executive Director

Association of Voluntary Actions for Society (AVAS)

AVAS Bhaban, Amirkutir Lane, Alekanda, Barishal-8200, Bangladesh.

Closing Date of Application: 25 February 2023 at 5.00PM

For any further queries, please communicate to the following

E-mail address: avasiehprojectpm@gmail.com or avasiehprojectfam@gmail.com