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| **TERMS OF REFERENCE** |
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| **End line Evaluation** |
| **Project: Restoring vision to empower rural and marginalized women and children in Bangladesh** |
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1. **Introduction**

The Fred Hollows Foundation (The Foundation) is a secular non-profit public health organization based in Australia which was founded in 1992 by eminent eye surgeon Professor Fred Hollows. The Foundation focuses on treatment and prevention of avoidable blindness caused by Cataract, Trachoma, Diabetic Retinopathy, Refractive Error and other diseases. As of today, it operates in more than 20 countries across Australia, The Pacific, South and South East Asia, and Africa. In 2013, The Foundation was named The Australian Charity of the Year 2013 in the inaugural Australian Charity Awards.

The Foundation started its operations in Bangladesh in 2008. It has been working successfully to eliminate avoidable blindness in Bangladesh through health systems strengthening and setting up sustainable eye care programs through Public Private Partnerships. The Foundation aims to strengthen the local health infrastructure, develop human resources, improve access to, and affordability of eye health services for the rural population, raise awareness of and build support for eye health programs in Bangladesh. Its work focuses on vulnerable and marginalized population such as the indigenous communities and poor women.

1. Background

Integration of eye care into other non-eye care sectors can be an effective strategy in order to tackle the current backlog of avoidable blindness (disproportionately distributed across gender) in Bangladesh. FHF Bangladesh team explored various avenues and partners around for potential innovative integration opportunities. The Country Manager having previously worked in the field of maternal and child health care in Bangladesh for over 20 years, had the insights into the Maternal & Child Health services. PKS MCH clinics work to ensure delivery ofquality health care services at an affordable cost in both rural and urban areasin Khulna**.** These clinics primarily offer maternal and child health care services and have a huge female client flow of patients of diverse age groups. Tackling backlog of blindness through multi-sectoral approach has always been a suggested priority of National Eye Care (NEC) plan of Bangladesh. The vast network of NGO clinics, and reputation of providing quality MCH services ensures high demand and flow of patients at the NGO clinics. These patients are part of an untapped yet high priority population in need of eye care, who would benefit greatly if comprehensive eye care services are brought to their reach in their community through these clinics. The project strongly focuses on gender and aims to reduce gender inequity existing in the uptake of eye care services. As greater proportion of patients at these clinics are women (97% as suggested by the clinic management), this project, if implemented efficiently will contribute significantly in increasing access and information to women and bring quality eye care in their reach. This project will not only result in reducing the burden of the disease, but primarily implement a gender focussed integration project to establish eye care service provision at community level.

**End Line Evaluation**

**Project Goal:** Improving the vision and preventing vision loss for women and children in Khulna division of Bangladesh.

**Project Objectives:**

1. Integrate functional eye care services in Maternal and Child health (MCH) clinics.
2. Increase community knowledge on eye care diseases, services and facilities.
3. Increase utilization of eye care services by women and children at the MCH clinics
4. Create a sustainable plan for continuation of the Eye care integration model at MCH clinics developed

The key implementation approaches were as follows:

* Awareness raising activities
* Health workforce training
* Support the development of eye care services within existing health facilities
* Develop effective referral pathways and co-ordination mechanisms
* Rigorously assess the effectiveness of the approaches applied.

**Evaluation Purpose**

The Foundation’s Bangladesh office is commissioning an end-term evaluation for this project. The purpose of the evaluation is to assess the extent to which integration of the comprehensive eye care program into MCH clinics contributed to changes in awareness and uptake of eye health by women and children in Khulna division. The findings from this evaluation will be used to assist in the development of continued eye health service considering gender equitable services. It will also inform The Foundation more broadly in terms of what works in vulnerable populations eye health programming in this context. The key audience for this evaluation will therefore be The Foundation’s Bangladesh country program, who will use the findings for future program planning. Other key audiences will be government and non-government project stakeholders in Khulna Division, the project donor (ANCP and L’occitane) and The Foundation more broadly.

**Evaluation Scope:**

Increased awareness and uptake of eye health services by women and children in Khulna division through integration of comprehensive eye care program into MCH clinics.

**Key Evaluation Questions and sub-questions:**

1. To what extent did the project increase awareness and uptake of eye health services by women and children in Khulna Division?

* *Were vision detection corners established at static clinics and satellite clinics? Were other facilities established for eye care at static clinics?*
* *What systems were put in place to develop the referral systems? Were people using them?*
* *Do community members have an increased awareness of eye care diseases, services and facilities?*
* *How many and what type of workers were oriented on basic eye care? How many and what type of SBCC campaigns were developed and implemented, and where?*

1. What impact did this project have on the delivery of services currently provided by MCH clinics and the public health system?

* *How many women and children used the eye care services at the MCH clinics?*
* *How many women of reproductive age used the eye care services?*
* *How many elderly women (over child bearing age) underwent basic eye care screening, by location? How many elderly women underwent cataract surgery?*
* *How many children were screened and treated for URE?*

1. How appropriate was the project’s design of introducing eye health into MCH clinics for meeting women’s eye health needs in Khulna District, including addressing barriers to women’s eye health care?

* *How will the risk of women having to travel a long distance to reach the static clinic be mitigated?*
* *How the financial issues can be reduced?*
* *Due to lack of accompanying person, women number of service utilization is less than expected. How can this issue be resolved?*
* *How will the family issues for women to come and utilize the services in the static clinic can be minimized?*

1. To what extent does this project support the continued improvement of existing health systems in Khulna District and beyond?

* *How will PKS clinics maintain motivation for integrating eye care into MCH clinics?*
* *How can the number of male patients be increased?*
* *How can the service quality be improved and maintained?*
* *How can awareness among community be increased?*
* *How will the risk of children coming into contact with strangers during screening visits be mitigated?*

### Approach

The preferred approach for this evaluation is “future-focused”, i.e. is structured so that it will directly inform future programming. An appropriate methodology should be provided by the evaluator, but may consist of the following:

* Analysis of secondary information including existing publications, data, reports (MIS reports, six-monthly reports) and other project documentation
* Consultation and discussion with The Foundation’s Bangladesh team and partner staff involved with project implementation
* Observations from field visit
* Key Informant Interviews, focus group discussions with stakeholders (both primary and secondary) including health facility staff, community members and other key persons.

The evaluator will be provided with the following project monitoring and other relevant data:

* All project design documents, including monitoring framework and indicators
* Formative research results (existing knowledge, attitudes and practices of community members and the health care workforce; baseline capacity of health system to deliver eye care).
* Other existing baseline data
* Baseline data
* All MIS data collected throughout the project
* All project monitoring reports (including donor reports)

The consultant will take the responsibility of ethical consent, clearance, FHF [Research, Ethics and Data Management Policy](https://frednet.hollows.org/our-calendar/policies/programs-partnerships#Research%20Ethics%20and%20Data) whenever/if required.

### Deliverables

The following deliverables are expected for this evaluation:

* Evaluation Plan and methodology, including timeline
* Ethics Approval certificate
* Presentation of preliminary and ultimate findings
* Draft Evaluation Report
* Raw Data (Hard copy will be delivered to FHF office & Soft copy Excel file as well as SPSS format)
* Final Evaluation Report (including a full report, summary report and 1-page brief)

The Foundation will provide:

* Feedback on the Evaluation Plan and methodology
* Feedback on draft reports and other deliverables
* Necessary documents as described above
* Dissemination of findings and reports to internal and external stakeholders

### Schedule

Evaluation Plan and methodology:

Data collection and analysis: 20th November to 10th December- 2019

Draft report: 18th December 2019

Final report: 28th December 2019

### Evaluation team & qualifications

This evaluation will be contracted to an independent evaluator or team who will work closely with The Foundation staff during the design and implementation of the evaluation. The Foundation seeks to engage the services of an independent Bangladeshi registered organisation, who have following experiences and expertise in project/program evaluation

**Qualifications of evaluation team leader**

* At least Master Degree Education in related subjects e.g. Social Science or Development Economics, Public Health
* At least 7 years of work experiences specially on evaluating development projects, impact evaluation project funded by any INGOs, bilateral, multilateral organizations
* Experience of evaluation in the health sector, and preferably knowledge of eye health in Bangladesh and experience assessing primary health services.
* Demonstrated track record of producing high quality evaluations
* Knowledge and understanding of the political and cultural context of Bangladesh and in-depth knowledge of Bangladesh’s economy and institutional framework
* Experience working on health sector improvement projects, with the ability to understand from a program and/or health facility manager’s perspective what would be useful information and recommendations from this evaluation.
* Ability to analyse quantitative and qualitative data
* Experience in conducting evaluations and/or reviews in related areas (the consultant is also required to produce a copy or excerpt of at least 2 recent evaluation reports that they have completed).

### Management and logistics

The management arrangements for the evaluation will be as follows:

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| Stakeholder | Key Contact | Role/responsibility in the evaluation |
| The Foundation | Evaluation Focal Point | Focal person for coordination and support to undertake the evaluation.  Provide access to relevant documents.  Introductions to partners and key stakeholders.  Ensure milestones are met.  Coordinate review and approval of deliverables. |
| Consultant Evaluator | TBA | Manage the evaluation  Provide quality evaluation products  Deliver agreed deliverables on time  Coordinate with The Foundation in the design and implementation of the evaluation  Advise The Foundation on any issues arising that affect the evaluation process |

**Ethical clearance**

Please note that the KAP Study requires ethical clearance from the Ethical Review Committee of Bangladesh Medical Research Council (BMRC).

**Other considerations**

**Confidentiality**

The consultancy team agrees to not divulge confidential information to any person for any reason during or after completion of this contract with The Foundation. Upon completion or termination of this contract, the consultancy team undertakes to return to The Foundation any materials, files or property in their possession that relate to the business affairs of The Foundation.

**Intellectual Property**

All intellectual property and/or copyright material produced by the consultancy team whilst under contract to The Foundation remain the property of The Foundation. The consultancy team is required to surrender any copyright material he has created during the term of the contract to The Foundation upon completion of termination of the contract. The consultancy team also consents to The Foundation using any works produced as part of this consultancy without attribution and waives all other moral rights in this work.

**Insurance**

Any consultants involved in this research protocol will be required to have in place insurance arrangements appropriate to provision of the requirements in this ToR including travel insurance.

**Other**

The Fred Hollows Foundation strongly condemns all forms of child abuse and categorically states that it is unacceptable in any circumstance. The Foundation is committed to ensuring a safe environment and culture for all children with whom we come in contact during the course of our work. All members of the Evaluation Team will be required to comply with the FHF Child Protection Policy, Counter terrorism, Anti-Corruption, Welfare Evangelism & partisan political and sign off on its.

**Application**

Interested individuals or consulting firms must submit the following:

1. Detailed Proposal
2. Expression of Interest as per the template provided
3. Financial Proposal (in USD and BDT; mention exchange rate)
4. CV of Principle Investigator

If possible, one sample KAP study report and end line evaluation report from previous works be may submitted (applicant may refer to a website that can be accessed)

### Application procedures

To express interest in undertaking the work described, please submit the following

1. An **Offer Letter**, signed by a duly authorized representative of the Applicant’s organization, presenting the total bid amount.

2. The **Technical Proposal** document;

3. The **Financial Proposal** document, *outlining daily consultant rates and any other expenses as requested in the RFP*;

4. The **Organization Information** form as provided in Appendix 1;

5. Copies or links to two examples of previous written work (e.g. published reports or executive **summaries of past evaluations) that are relevant to this assignment**.

6. **Past performance References -** Please provide a Past Performance Projects List including past performance reference and two recommendations with contact details.

7. **Police Verification –** A police verification report of the applicant is to be submitted.

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