



## TERMS OF REFERENCE FOR Implementation of a Needs Assessment

<b>PROGRAM TITLE:</b>	Disability Integration Services and Therapies Network for Capacity and Treatment (DISTINCT)
<b>DONOR:</b>	USAID
<b>IMPLEMENTING AGENCY:</b>	The Sustainable Health Development Center (VIETHEALTH)
<b>LOCATION:</b>	Thai Binh Province, Vietnam
<b>LOCAL PARTNERS:</b>	Provincial People's Committee of Thai Binh Thai Binh DOLISA, DOET, DOH 7 districts of Thai Binh province

## 1. BACKGROUND INFORMATION

Established in 2008, the Sustainable Health Development Center - VietHealth is a non-governmental, non-profit organization registered under the Vietnam Union of Science and Technology Associations. VietHealth's mission is to improve health status of Vietnamese especially focusing on vulnerable and disadvantaged populations. VietHealth aims to enhance the quality of life and the ability of vulnerable and disadvantaged populations to integrate into society through researching, designing, experimenting, implementing, and promoting health initiatives and intervening models. Focusing on childhood disability, water and sanitation, reproductive health, primary health care and HIV/AIDS, VietHealth uses a sustainable community-based approach to implement health interventions, and to deliver services for Children with Disabilities (CWDs) and women at reproductive age.

Realizing a big gap in the field of early detection and intervention for CWDs, VietHealth has taken the great effort to develop and implement successfully the program of "early childhood disabilities prevention, identification and intervention" in a numbers of provinces across the country. The great gratitude is expressed to Irish Aid, The Finnish Evangelical Lutheran Mission (FELM), and Development Alternatives, Inc (DAI) for their critical supports to VietHealth to carry out the program in Vinh Long, Da Nang, Phu Tho and Bac Giang. Initiating the cooperation between health, education, and social work systems at provincial, district, and commune levels; and encouraging the participation of the community and families of CWDs in identifying and taking care for CWDs are the key innovations of the program.

With 4-year experience in implementing the program of "early childhood disabilities prevention, identification and intervention", the wide network with leading specialized organizations and experts in healthcare, special education and social work sectors, and strong commitment to improve the quality of life of CWDs and their families. VietHealth has been awarded by USAID to implementing the program, entitled "***Disabilities Integration of Services and Therapies Network for Capacity and Treatment (DISTINCT)***" in Thai Binh Province".

### **Program goal:**

To improve the quality of life of CWDs under 6 years old and their families by implementing a comprehensive model of early childhood disability detection and intervention (ECDDI) with services, development and education, and to reintegrate into society.

### **Specific Objectives:**

1. Comprehensively strengthen the capacity of key personnel in Thai Binh Province in early childhood disability detection and intervention for children under 6 years old and manage their information.
2. Implement the ECDDI model for children under 6 years old for 7 districts of Thai Binh Province.
3. Raise awareness of the community on childhood disability and ECDDI model.

4. Facilitate the development of the plan for integrating the ECDDI model into regular activities with local and other mobilized resources; and initiate advocacy for the implementation of the ECDDI model in policy forums at national and regional level.

#### **Planned project progress in Thai Binh Province in 4 years:**

- Year 1: Thai Thuy District
- Year 2: Kien Xuong & Tien Hai Districts
- Year 3: Hung Ha & Quynh Phu Districts
- Year 4: Dong Hung & Vu Thu Districts

## **2. RATIONAL OF THE NEEDS ASSESSMENT**

- To achieve the expected results of the program, the relevance of capacity building activities will be assessed. It includes the existing capacity of officers of DOLISA, DOET and DOH, community health workers, kindergarten teachers, social officers and parents of CWDs. Besides, this assignment will also evaluate the feasibility of the implementation of ECDDI model, awareness raising activities and advocacy activities.
- It is important to obtain baseline data about (1) the current capacity of target groups on early childhood disability detection and intervention for children under 6 years, (2) the number of people of target groups will be trained, (3) the number of children under 6 years old will be screened at 7 districts and (4) availability and accessibility of early intervention services in Thai Binh province.

## **3. OBJECTIVES OF THE NEEDS ASSESSMENT**

- To define the training needs of targeted groups, including their current capacity and expectations, comparing with the designed training activities to find out the obstacles to achieve the objectives.
- To identify available services for CWDs under 6 years old and their families
- To assess the feasibility of implementation of screening activity and ECDDI model
- Make recommendations for the implementation of designed training curricula on capacity building activities and implementation of ECDDI model if needed

## **4. EXPECTED RESULTS OF THE NEEDS ASSESSMENT**

The needs assessment will give full understanding about:

- What is the current capacity of the target groups including the existing knowledge and skills of early childhood disabilities detection and intervention
- How appropriate does the designed training activities to match the objectives.
- How does the feasibility of implementation of the ECDDI model
- An overview of the situation of services for CWDs in Thai Binh province

- Recommendations for the implementation of training curricula on capacity building activities and implementation of ECDDI model.

## 5. TARGET GROUPS

Primary group	Officers from Provincial DOLISA, DOET and DOH who are in-charge of disabilities and children issues Health workers, kindergarten teachers and social officers from 7 districts in Thai Binh city
Community Group	Kindergarten teachers, Communal health workers, health volunteers, communal social officers Parents of CWDs

## 6. LOCATION

7 districts in Thai Binh provinces including Thai Thuy, Kien xuong, Tien Hai, Hung Ha, Quynh Phu, Dong Hung and Vu Thu.

## 7. SCOPE OF WORK

- Collect information on the current roles and responsibilities of the officers from provincial DOET, DOH, DOLISA who in-charge of the child care and protection, district and communal social officers, kindergarten teachers and community health workers.
- Collect information about the current capacity of early childhood disabilities detection and intervention of the target groups.
- Collect the baseline data about: (1) the current capacity of target groups on early childhood disability detection and intervention for children under 6 years old, (2) the number of people of target groups will be trained, (3) the number of the children under 6 years old will be screened at 7 districts and (4) availability and accessibility of early intervention services in Thai Binh province.
- Assess the feasibility of the designed training activities and the implementation of ECDDI model.
- Make recommendations for designed training activities and the recommendation of ECDDI model.

## 8. SURVEY METHODOLOGY

- The methodology is based on a combination of desk study, field work, quantitative and qualitative methodologies to obtain the necessary information. That includes in-depth interviews with key target informants (number and selection of them will be discussed with the selected consultant team), group discussions with a maximum of 6 to 8 participants with

homogeneous profile (also to be defined with the consultant team once selected).  
Questionnaires can be used where it is considered necessary and useful to collect data.

- The consultant team must submit a proposal, stating in detail the methodology and the tools used. It must submit all forms before beginning work on field.

## **9. SAMPLING**

The sample should include at least:

- The provincial officers from DOET, DOH and DOLISA who in-charge for child care and protection
- Community health workers, kindergarten teachers and social officers at district and communal levels at 7 districts of Thai Binh province
- Parents of CWDs at 7 districts of Thai Binh province

## **10. DATA SUMMARY AND ANALYSIS**

- A qualitative data will be summarized based on the results of in depth-interviews and group discussions.
- A quantitative data will be done with any software which is proved to be efficient for needs assessment.

## **11. FINAL PRODUCTS**

The final report should follow the following specific schema:

### **1. Introduction**

- Background and objective of the consultancy
- Brief Description of Project Methodology and tools used in
- Constraints and limits of study
- Description of work performed
- Structure of the documentation submitted
- Description of fieldwork.

### **2. Description of:**

- The current roles and responsibilities of the officers from provincial DOET, DOH and DOLISA, who in-charge of the child care and protection, and community health workers, kindergarten teachers and social officers.
- The current capacity of early childhood disabilities detection and intervention of the target groups
- The baseline data about: (1) the current capacity of target groups on early childhood disability detection and intervention for children under 6 years old, (2) the number of people

of target groups will be trained, (3) the number of the children under 6 years old will be screened at 7 districts and (4) availability and accessibility of early intervention services.

**3. Assessment** of the feasibility of the designed training activities and the implementation of ECDDI model.

**4. Recommendation** for designed training activities and the recommendation of ECDDI model.

**The consultant team will deliver two copies in digital word format in English and Vietnamese.**

**Apart of the related schema, the consultant team must provide VietHealth with the following Annexes:**

**Assessment Mission Itinerary; List of persons/institutions interviewed; formats questionnaires, interviews, and other tools; list of Reference literature used.**

## 12. PRODUCT DELIVERABLES AND TIMELINE

- The research team is expected to implement this needs assessment between **time to time** as detailed below:

No	Task	Deliverables	Person days	Deadline
01	Study the program documents and discuss with the VietHealth team on terms of reference	TORs agreed		September 21 <sup>st</sup> , 2015
02	<ul style="list-style-type: none"> <li>- Develop a plan for the NA and research tools</li> <li>- Closely work with VietHealth Management team to identify and agree on project indicators<sup>1</sup> and data.</li> </ul>	<ul style="list-style-type: none"> <li>- Plan for NA and research tools developed</li> <li>- Mutually agreement on project indicators and data</li> </ul>		September 25 <sup>th</sup> , 2015
03	Field visit	Survey completed		October 5 <sup>th</sup> , 2015
04	Preliminary report	Draft report submitted		October 23 <sup>rd</sup> , 2015
05	Final report	Final report approved		October 30 <sup>th</sup> , 2015

## 13. MANAGEMENT ARRANGEMENTS

<sup>1</sup> Project indicators are included in the Annex 1.

The research team will provide frequent updated information to VietHealth along the whole process of the assessment.

#### 14. REQUIREMENT TO CONSULTANT(S)

##### CRITERIA OF RESEARCH TEAM MEMBERS

###### *Required qualifications*

01 team leader	<ul style="list-style-type: none"> <li>- Extensive experience in conducting needs assessment and analysing qualitative and quantitative research in the field of sociological studies;</li> <li>- Knowledge of the services and support for people with disabilities;</li> <li>- Experience in rehabilitation, special education or early childhood disability detection and intervention preferred.</li> <li>- Experience in working with front-line workers;</li> <li>- Experience in curriculum development and training will be an assets.</li> <li>- English and Vietnamese language skills.</li> </ul>
Team member <sup>2</sup> (s)	<ul style="list-style-type: none"> <li>- Extensive experience in conducting needs assessment/survey in the field of sociological studies;</li> <li>- Experience in rehabilitation/special education/early childhood disability detection and intervention is a must.</li> <li>- Knowledge of the services and support for people with disabilities;</li> <li>- Experience in development area;</li> <li>- Experience in curriculum development and training will be an assets.</li> </ul>

#### APPLICATION PROCEDURE

Interested consultancy institute/organisation/firm and individual consultants with teams must submit a consultancy proposal (scope of activities, survey sample, survey methodology, timelines and budget), updated curriculum vitas of the team leader and team members to VietHealth, via email to following e-mail addresses:

- [ngocanh\\_nguyen@viethealth.org.vn](mailto:ngocanh_nguyen@viethealth.org.vn)
- [ngocanh.viethealth@gmail.com](mailto:ngocanh.viethealth@gmail.com)

**Closing time for applications is on: September 16<sup>th</sup>, 2015 before 5p.m**

**Only short-list candidate will be contacted.**

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<sup>2</sup> VietHealth will provide list of specialists for the reference in case consultant(s) need support to find potential team member(s)

## **ANNEX I: DISTINCT PROJECT INDICATORS**

- Number of local authorities, service providers (including social officers, health workers and kindergarten teachers), community workers aware of ECDDI
- Number of service providers who in charge/ support for children with disabilities (including social officers, health workers and kindergarten teachers) trained on disability classification/identification, special education, rehabilitation and case management
- Number of kindergarten teachers received bachelor's degree on special education
- Number of parents having children with disabilities aware of ECDDI
- Number of parents having children with disabilities trained on special education and rehabilitation
- Number of parents of children with disabilities participated and received support through parents' club
- Number of children under 6 year old received ECDDI services (screening, classification, evaluation, intervention and referral)
- Number of communication products on ECDDI model (including articles, radio news, communication handbook, etc) developed and disseminated
- Number of policy brief on ECDDI in Thai Binh province
- Number of provincial ECDDI Action Plans (activities)