

REQUEST FOR PROPOSAL:

Independent Monitoring of Schools and Commune Health Centers during Mass Drug Administration Campaigns in Phú Thọ, Hòa Bình, Thanh Hóa and Nghệ An

1. BACKGROUND

East Meets West (EMW) is partnering with Evidence Action and the Vietnamese government to implement a school-based deworming program in Phu Tho, Hòa Bình, Thanh Hóa and Nghệ An. School-based mass drug administration (MDA) campaigns, whereby anthelmintic medication is administered to school-age children, are a model proven to cost-effectively control intestinal worm infections.

The first round of school-based deworming as part of this program is scheduled to be implemented in the final week of April (April 25-29). Deworming will be implemented in primary schools in two phases: (i) the main deworming day will be implemented over a 1-to-2 day period (April 26 and/or April 27) targeting all school-age children attending primary schools; (ii) a 'mop-up' day will be implemented on April 29, targeting children who could not receive deworming medication on the main deworming day. Deworming medication will be administered by commune health workers at the schools, with the assistance of teachers. At each school, the commune health workers will record, class-by-class, the number of children who received the deworming medication (albendazole). Following the mop-up day, the commune health staff will collate the information from each class and complete a reporting form detailing the number of children dewormed in all primary schools in the commune (constituting all main and 'satellite' schools). The week prior to deworming, representative commune health workers and teachers will receive training, detailing how albendazole should be administered safely, and how data should be collected.

Monitoring and evaluation (M&E) is an integral component of any large-scale drug-distribution program. M&E is an essential mechanism to ensure the efficient implementation of the program so that the target population achieves maximum benefit through cost-effective treatment. For a school-based deworming program, rigorous M&E at all stages of the process allows for issue identification and resolution during program execution, and lessons learned to be applied to decision-making for subsequent deworming rounds. As part of the technical assistance to the Government of Vietnam, East Meets West and Evidence Action will provide extensive monitoring of the school-based deworming program to evaluate whether key processes are performed correctly and the accuracy of reported data.

East Meets West and Evidence Action are seeking a survey agency to provide and train independent monitors to carry out the monitoring activities in primary schools and commune health centers across the four provinces targeted by the school-based deworming program. Firms interested and able to provide the required technical and logistical support for this study are invited to submit a proposal which addresses the scope of work described in this document.

2. PURPOSE

The purpose of this monitoring exercise is to:

- Assess whether the expected processes are followed by commune health workers and teachers during the school-based deworming campaign
- Assess the accuracy of the reporting by the commune health staff

3. SCOPE OF WORK

The implementation of the school-based deworming program in the four targeted provinces will take place during the school week of April 25-29. Administration of albendazole to school-age children will be implemented in a two-phase strategy whereby provinces will implement the main deworming over a 1-to-2 day period (April 25 and 26), followed by a single day mop-up day (April 29). East Meets West and Evidence Action require a total of 144 schools to be visited during this week of deworming - 72 schools (1 school per district) will be visited during the main deworming days and 72 additional schools (1 school per district) will be visited on mop-up day. Across three days in the week following deworming (May 4-May 6), East Meets West and Evidence Action require a total of 144 schools and 144 commune health centers (2 schools and 2 commune health centers per district) to be visited in order to assess the accuracy and reliability of the data reported by commune health workers. In order to visit schools as part of this monitoring plan, approvals from the relevant education authorities must be obtained by the firm in advance; similarly, in order to visit commune health centers, approvals from the relevant health authorities must be obtained by the firm in advance. The table below summarizes the monitoring activities required.

Monitoring Activity	Number of Monitoring Visits Required					Dates for Monitoring
	Pho Tho	Hoa Binh	Thanh Hoa	Nghe An	TOTAL	
Monitoring of deworming at schools: main deworming day	13 1 per district	11 1 per district	27 1 per district	21 1 per district	72	April 25 & 26 ^A
Monitoring of deworming at schools: mop-up day	13 1 per district	11 1 per district	27 1 per district	21 1 per district	72	April 29
Coverage Validation: commune health centers	26 2 per district	22 2 per district	54 2 per district	42 2 per district	144 ^B	May 4, 5 & 6
Coverage Validation: schools	26 2 per district	22 2 per district	54 2 per district	42 2 per district	144 ^B	

^A some districts/communes may implement the main deworming day on April 25, others may implement on April 26. For communes with numerous schools (some primary schools comprise separate satellite schools), the main deworming day may be implemented over a 2-day period.

^B for coverage validation, both a school and the commune health center with responsibility for that school, will be visited as a pair. The commune health center must be visited immediately prior to the school in order for the monitor to access the records collected by the commune health workers.

3.1. Monitoring of Mass Drug Administration

Monitoring the process by which deworming medication is administered to school children is a fundamental aspect of assessing the quality of the program and highlighting issues that need to be addressed for future deworming campaigns.

In total, albendazole will be administered at over 1750 primary schools across the four targeted provinces. East Meets West and Evidence Action require that a total of 144 primary schools are visited, 2 in each district: monitoring of 72 primary schools (1 in each district) will be performed on the main deworming day, and monitoring of an additional 72 primary schools (1 in each district) on mop-up day. The selected schools will be randomly selected in advance by East Meets West and Evidence Action, and the list will be provided to the firm.

3.1.1. Monitoring of Schools on the Main Deworming Day

The monitors must call the school, or the commune health center under which the school falls, in advance to verify the day of deworming (some schools will implement deworming on Monday April 25, others will implement on Tuesday April 26). On the day of deworming, each monitor must reach his/her assigned schools by 7:00 AM.

At each school, the monitor will conduct a brief interview with the head teacher (or senior teacher present) following an interview-format/checklist provided by East Meets West and Evidence Action. This interview is designed to assess the effectiveness of the training, the material-distribution system, the general logistics, and the community and school awareness of programs implemented as part of the deworming campaign.

Once the commune health workers are ready to begin the process of administering the medication to the children, the monitor will randomly select one class to visit. The monitor will observe the process by which deworming medication is administered to the children. A checklist will be provided to the firm by East Meets West and Evidence Action which will serve as the basis for monitors to record their direct observations of the deworming process; this will serve to verify that deworming is actually taking place, and that front-line workers are conducting the drug-administration according to the protocol. In the selected-class, the monitor will conduct a brief interview with the commune-health worker in-charge of the drug-administration, the class teacher, and a randomly-selected child; the interview-formats/checklists will be provided by East Meets West and Evidence Action.

Over 1750 primary schools will be targeted by this deworming program. However, many of these primary schools comprise 'main' schools and 'satellite' schools; the total number of individual school 'units' targeted for deworming is 2867. At each main school, the monitor will be required to enquire about the number and locations of satellite schools, and record details for each satellite school on a format to be provided. For schools which include satellites, the monitor will be required to visit one satellite (some primary schools comprise more than one satellite). At each satellite school visited, the same observations and interviews performed at the main school will be conducted. In the event that the commune health staff have completed the administration of deworming medication at the satellite school by the time the monitor arrives (in which case, direct observation of the deworming process and interviewing of the commune health worker will be impossible), the monitor should still proceed to interview the senior teacher present and a randomly selected child.

3.1.2. Monitoring of Schools on Mop-Up Day

The monitors will have to call the school, or the commune health center under which the school falls, in advance to verify the mop-up day (mop-up day will be implemented 2-3 days after the main deworming day). On mop-up day, the monitors will need to reach the assigned schools by 7:00 AM.

The same process as detailed in section 3.1.1. will be conducted at schools on mop-up day. The monitors will need to reach the assigned schools by 7:00 AM. The head teacher will be interviewed, and subsequently, one class will be randomly-selected where observational monitoring of the drug administration process will be conducted along with the interviewing of the teacher and a randomly selected student.

As described in section 3.1.1., if the school visited on mop-up day has satellite schools, as determined by the monitor requesting this information from the head teacher, the monitor will be expected to record information about the satellite schools using the provided format, and visit one satellite school.

3.2. Coverage Validation

The key indicator of the success of a deworming program is the 'coverage' – the percentage of the target population that received deworming medication. Verifying that the reporting of data is accurate and reliable is crucial for assessing the impact of the program, and highlights issues that need to be addressed for future deworming campaigns. Accordingly, 'coverage validation' is an important component of Evidence Action's strategy for understanding whether the number of children reported as being dewormed during the MDA is accurate and reliable.

The mechanism by which the number of children dewormed is reported will operate as a reverse cascade – data will be sent from commune level, to district level, to province level, and ultimately, national level. Aggregation occurs at each successive level. The reporting forms used in this reverse cascade serve as the principle means for verifying the numbers of children dewormed. The first step of this reverse cascade happens on deworming day and mop-up day when the names of children who receive albendazole will be recorded in class lists by commune health workers, assisted by teachers (these class lists are prepared in advance of deworming day by each class teacher and provided to the local commune health center; on the morning of drug-administration, the class lists are brought to the school by the commune health worker). These class lists will facilitate the chief commune health worker to compile a summary of the deworming activities within the commune – the numbers of children dewormed in all schools in the commune, including all satellite schools, will be recorded in a single **commune reporting form**. The original of this commune reporting form will be kept at the commune health center, and a copy will be submitted to the next level of the reporting cascade (the district health center) by May 3.

Coverage validation will be performed at 144 schools and 144 commune health centers across the four targeted provinces (2 schools and 2 commune health centres per district). The schools will be randomly selected by East Meets West and Evidence Action and the list will be provided to the firm; the randomly selected schools will dictate the commune health centers that will be visited (each school is served by a single commune health center). Coverage validation will begin on May 4, the day after commune health centers are instructed to submit the commune reporting form to district level, and must be completed by May 6.

For coverage validation, the monitor will first visit the commune health center. At the commune health center, a brief interview with the head of the commune health center will be conducted, following a format provided by East Meets West and Evidence Action. As part of this interview, all of the individual class lists used on the deworming days will be checked against the final commune reporting form to verify that the total number of children dewormed, as reported in the individual class lists, is correctly reported in the commune reporting form. A monitoring form, provided by East Meets West and Evidence Action, will be used by the monitor to record the number of dewormed children reported in the class lists and the commune reporting form.

Upon completion of the interview with the commune health worker, the monitor will randomly choose class lists:

- for the assigned primary school, three class lists will be randomly selected by the monitor
- additionally, in the event that the randomly-selected primary school comprises a satellite school, all class lists for the satellite school will be selected
 - in the event that more than one satellite school is attached to the assigned primary school, one satellite school will be randomly selected by the monitor, and all class lists for that satellite school will be selected.

The monitor will request permission to take these randomly selected class lists to the school(s) to perform the second phase of coverage validation; if the commune health staff do not permit the removal of the original class lists, the monitor will request copies to be made. Upon arrival at the main school, the monitor will meet with the head teacher to explain the purpose of his/her visit and seek permission to visit the three classes corresponding to the class lists randomly selected earlier at the commune health center; in each of these randomly-selected classes, the monitor will randomly selected three students who will be briefly interviewed about the recent deworming following an interview format/checklist provided by East Meets West and Evidence Action.

If the school selected for coverage validation includes satellite, the independent monitor will be required to record the location and details of satellite schools in the provided format, and visit the satellite school that corresponds to the class lists randomly selected earlier at the commune health center. Upon arrival at the satellite school, the monitor will perform the same duties as performed at the main school: the monitor will randomly select three classes, and three children in each of the randomly-selected classes will be interviewed. If the satellite school has less than three classes, all classes will be visited.

3.3. Training of Monitors

The firm will be responsible for training the personnel who will conduct the monitoring visits, including any functionaries who will serve as supervisors. Prior to training, the firm will be fully oriented by East Meets West and Evidence Action on the various checklists and interview questionnaires that will be used during the monitoring visits. Training will take place the week prior to deworming, to be completed no later than April 22. Training sessions will have a maximum of 50 trainees in attendance. Each training session will be organized and facilitated by the firm, with representation from East Meets West and Evidence Action. Training sessions will cover each of the checklists and interview questionnaires, as well as protocols to be followed during the monitoring

visits. The firm will ensure that sufficient personnel are trained to account for any need to substitute monitors at any time during the field-work.

4. STUDY REQUIREMENTS

4.1. Team Structure, Management, and Coordination Activities

The firm will be responsible for ensuring that adequately experienced surveyors are available to collect data in the field. The proposal should indicate how the personnel will be recruited, trained, and how they will operate in order to achieve the project objectives according to the time line detailed in section 5 below.

The firm will be responsible for coordinating with the relevant authorities to ensure the timely delivery of the project activities. The proposal should outline the experience the firm has with liaising and coordinating with authorities in the four target provinces, particularly the local health and education authorities.

The proposal should indicate the management structure to be set in place, detailing the previous experience of the program management team in implementing previous programs of a similar nature.

4.2. Approval for Monitoring Visits

All approvals/permissions necessary for the monitors to visit schools and commune health centers must be arranged in advance by the firm. The proposal should indicate how the firm will obtain the necessary approvals and the time frame by which they will be obtained.

4.3. Analysis of Data

The firm is responsible for analyzing the data collected during the various surveys:

4.3.1. Analysis of Data from Monitoring of Main Deworming Day

- **Checklists:** analysis of findings from observational monitoring of the main deworming day
- **Interviews:** analysis of findings from interviews of commune health workers, head teachers, teachers and students performed at schools on the main deworming day

4.3.2. Analysis of Data from Monitoring of Mop-Up Day

- **Checklists:** analysis of findings from observational monitoring of the mop-up day
- **Interviews:** analysis of findings from interviews of commune health workers, head teachers, teachers and students performed at schools on mop-up day

4.3.3. Analysis of Data from Coverage Validation

- **Interviews at commune health centers:** analysis of findings from interview of commune health worker at the commune health center during coverage validation
- **Interview of students at schools:** analysis of findings from interview of children performed at schools during coverage validation

The proposal should indicate how data will be entered, including methods to be used to ensure accuracy of data entry, and how data analysis will be performed.

4.4. Reporting

Upon completion of independent monitoring, the firm will be required to submit a report, in a format to be agreed between East Meets West and the firm, which will include the following:

- description of how monitors were recruited and trained
- description of how the study was implemented and managed
- maps showing the geographical distribution of all surveyed schools (including satellite schools) and commune health centers
- complete analysis of all data (see section 4.3.)
- reports of problems, if any, encountered during field-based monitoring
- recommendations for future surveys of this nature

4.5. Delivery of Data

The firm is responsible for delivering all raw data collected during the various surveys in Excel format to East Meets West according to the time line detailed in section 5 below.

5. TIME LINE & DELIVERABLES

Upon contract signature, the firm will begin the process of recruiting the field personnel and obtaining the necessary permissions for them to visit schools and commune health centers – all permissions must be obtained prior to field work commencing. Training of all personnel must be completed no later than April 22. Monitoring of deworming (both the main deworming day and mop-up day) will take place the school week of April 25-29. Coverage validation will commence on May 4 and must be completed by May 6. The timeline of the surveys and expected deliverables are shown below.

	April				May	
	Week 3 (April 18-22)		Week 4 (April 25, 26 & 29)		Week 1 (May 4, 5 & 6)	
Obtain Permission for Monitors to Access Schools and Commune Health Centers						
Training of Independent Monitors						
Monitoring of Main Deworming Day						
Monitoring of Mop-Up Day						
Coverage Validation						

The deliverables, with expected due date to East Meets West, are as follows:

Deliverable		Expected Completion Date
1	Obtain permission for monitors to access schools and commune health centers	April 21, 2016
2	Training of personnel	April 21, 2016
3	Final report	May 31, 2016
4	Raw data collected from all monitoring visits	May 31, 2016

All deliverables are subject to review and approval by East Meets West and Evidence Action.

6. QUOTE SUBMISSION REQUIREMENTS

Prospective bidders will ensure the following are included in their proposals:

- Summary of previous experience of conducting field-based surveys in Vietnam
- Summary of prior experience of key personnel
- Detailed logistical plan explaining how the monitoring will be implemented, including the number of monitors to be recruited and how they will be trained and mobilized
- Description of how data will be analysed and presented
- Detailed budget, containing the following costs:
 - costs associated with training of personnel
 - costs associated with field work: travel, per diems, allowances etc.
 - costs associated with analysis of data/reporting
 - costs associated with management of project
 - any other costs required for completion of the scope of work

7. CRITERIA FOR EVALUATION

Proposals will be assessed according to the following weighted criteria:

Considerations	Scoring
How well the proposal addresses all components laid out in the Scope of Work (section 3) and Study Requirements (section 4)	10
How well the proposal suggests the timely completion of activities and submission of deliverables	10
Total Cost of Proposal	10
	30

Proposals need to be submitted in English by **March 29, 2016** to Ms. Nguyen Hong Nhung (nhung.nguyen2@eastmeetswest.org). Any questions about this proposal request should be addressed in writing, in English, to Nguyen Hong Nhung at the above specified email.