

TERMS OF REFERENCE FOR

Mid-term review

PROJECT TITLE:	Disability Integration Services and Therapies Network for Capacity and Treatment (DISTINCT)
DONOR:	USAID
IMPLEMENTING AGENCY:	Sustainable Health Development Center (VietHealth)
LOCATION:	Tay Ninh, Dong Nai and Binh Phuoc provinces, Vietnam
LOCAL PARTNERS:	DOLISAs, DOHs and DOETs of Tay Ninh, Dong Nai provinces; DOLISA and DOH of Binh Phuoc 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 several 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 Tay Ninh, Dong Nai and Binh Phuoc provinces.

DISTINCT project aims 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 a chain of activities: screening, diagnosis and evaluation, providing intervention services including rehabilitation, special education, and integration into society. The ECDDI model is implemented by the collaboration between VietHealth and system of local partners such as Department of Labor Invalid and Social Affair, Department of Health and Department of Education in Tay Ninh, Dong Nai, and Binh Phuoc provinces.

From 2016 to 2022, DISTINCT has been providing trainings to build capacity on ECDDI for staffs of local partners at all levels from commune to provincial, then coaching them using learned knowledge and skills to provide services for CWDs in 9 districts (all districts) in Tay Ninh, 2 districts (Long Khanh Town and Bien Hoa City) in Dong Nai, and other 2 districts (Dong Phu and Hon Quan) in Binh Phuoc.

At the end of the project, about 2,900 CWDs will be served with various direct assistance services: Examination, developmental assessment, counseling, rehabilitation, special education, referral, and assistive devices provision. By collaboration and working closely with DOLISA, DOH, and DOET sectors in all activities and stages of the project in three provinces, DISTINCT also is aiming to transfer ECDDI model to government systems at local levels.

Program goal:

To improve the quality of the life of CWDs under 6 years old and their families by implementing a comprehensive model of ECDDI with services, development and education and social integration.

Specific Objectives:

1. Strengthened capacity of key personnel in early childhood disability detection and intervention for children from 0 to 6 years old;
2. Successful implementation of the ECDDI model for children from 0 to 6 years old in project sites;
3. Enhanced awareness for community on childhood disability and ECDDI model via communication;
4. Adoption and Replication of ECDDI model provincially and nationally;

2. PURPOSE

The Mid-term review (MTR) has the following major purposes:

1. Assess progress towards and the likelihood of achieving the project's expected results and objectives;
2. Assess the effectiveness and the efficiency of the project's operating modalities;
3. Make recommendations for any changes needed to improve the project's effectiveness and sustainability;
4. Collecting critical data for Dong Nai and Binh Phuoc.

3. INTENDED USE AND AUDIENCE

The mid-term review will assess the overall functioning of the project and progress towards stated goals. It helps guide VietHealth through program completion, also helps all involved to better understand the initial results achieved, and to re-focus and strengthen the program (if needed).

The audience of this evaluation report will be VietHealth, implementing partners, and USAID.

4. OBJECTIVES

1. Validate the design of the project:
 - a. Is the current design of the project, modified from the original, still valid and relevant and likely to lead to the achievement of the project's results and objective?
 - b. Is the current design of the project likely to lead to the sustainable achievement of the project's results and objectives?
 - c. To what extent the modified design of the project match with new approach and strategies of USAD?
2. Assess progress towards and the likelihood of achieving the project's expected results and objectives and make recommendations for any changes needed to improve the project's effectiveness.
3. Assess the effectiveness and the efficiency of the project's operating modalities and make recommendations for any changes needed for their improvement.
4. Assess the sustainability of the project's model and make recommendations for promoting it.
5. Answer below learning questions:
 - a. How does the implementation of ECDDI model create changes to the life of children with disabilities, in terms of the following aspects?
 - i. Quality of life

- ii. Severity of disability
 - iii. Accessibility to services and supports
 - b. How does the implementation of ECDDI model help reduce the difficulties and burden of CWDs' families, in consideration of below angles?
 - i. Ability to access complete and accurate information about their children's disability
 - ii. To what extent intervention duration and quality enhanced when CWDs' families participate in the intervention process
 - iii. How CWDs' families respond to their children's situation
 - iv. Parents know how to care and interact (talk, teach, ...) with their children
 - c. How do the project activities generate changes in the service delivery systems (health and education), in terms of:
 - i. Service delivery network
 - ii. Capacity of staff
6. Collecting critical data related to early intervention services in Dong Nai and Binh Phuoc for children with disabilities, including:
- a. Policy, budget and human resources
 - b. Availability and accessibility

5. LOCATION

Ha Noi, Tay Ninh, Dong Nai and Binh Phuoc provinces.

6. TARGET GROUPS

- Children with disability and their parents/care givers;
- Provincials' partners (DOET and/or DOH and/or DOLISA);
- Community workers;
- Doctors, rehabilitation technicians and health workers;
- Kindergarten teachers, special educators and practitioners.

7. SCOPE OF WORK

- Conduct Qualitative qualitative surveys in the form of focus group discussions and key informant interviews to provide a comprehensive understanding of perceptions of the target groups;
- Collection of primary data must emphasize a participatory approach with stakeholders and beneficiaries. Semi-structured interviews with focus groups and key informants can be interspersed for flexibility and efficiency. Roundtables and short workshops might also be appropriate for assessment and learning with implementing partners, Non-Government Organizations. The evaluation team should select the sites and activities independently;
- Collect information on the current services and responsibilities of
 - Provincials' partners (DOET and/or DOH and/or DOLISA);
 - Technical partners;

- Other implementing partners funded by USAID,
- Collect information of and analyze about the improvement changes of provincial service providers' capacity of early childhood disabilities detection and intervention of the target groups.
- Assess the effectiveness, progression, sustainability and make recommendations of the implementation of ECDDI model;
- Information can be collected through a review and analysis of secondary information paired with collection and analysis of primary information. Triangulation of findings will be required to address inherent bias. The evaluation team should also be prepared to conduct interviews with key informants, as well as conducting site visits and team planning meetings;
- Review of existing M&E data stored at the central and provincial levels;
- In Dong Nai and Binh Phuoc provinces, collect baseline data about:
 - availability and accessibility of early intervention services in these provinces;
 - the current capacity of target groups on early childhood disability detection and intervention for children under 6 years;

8. EVALUATION METHODOLOGY

- The evaluation team must submit a proposal, stating in detail the methodology and tools used. The team is requested to submit all forms before beginning work on field;
- The mid-term review needs to be carried to the extent possible in a positive and participatory approach;
- The evaluation team should use a wide range of methods and approaches for collecting and analyzing the information required to assess the evaluation objectives and answer the learning questions. 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, group discussions with key target informants. Questionnaires can be used where it is considered necessary and useful to collect data;
- Collection of primary data should emphasize a participatory approach with stakeholders and beneficiaries. Semi-structured interviews with focus groups and key informants can be interspersed for flexibility and efficiency. Roundtables and short workshops might also be appropriate for assessment and learning with implementing partners, Non-Government Organizations. The evaluation team should select the sites and activities independently;
- Information can be collected through a review and analysis of secondary information paired with collection and analysis of primary information. Triangulation of findings will be required to address inherent bias. The evaluation team should also be prepared to conduct interviews with key informants, as well as conducting site visits and team planning meetings;

9. DELIVERABLES

1. Detailed work plan of the Evaluation
2. Evaluation tools
3. Database
4. Preliminary report
5. Final report. The final report should follow the following specific schema:

5.1. Introduction:

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

5.2. Description of:

- The current services and responsibilities of provincial partners, technical partners and other implementing partners funded by USAID;
- The improvement of capacity of early childhood disabilities detection and intervention of the target groups

5.3. Provide executive summary, recommendations, and emerging lessons learned amongst others

5.4. The baseline data of Binh Phuoc and Dong Nai provinces about: 1) availability and accessibility of early intervention services, 2) the current capacity of target groups on early childhood disability detection and intervention for children under 6 years old.

5.5. Recommendation of ECDDI model;

5.6. Answering for learning questions

The consultant team is requested to deliver two copies of final report, in digital MS Word format in English and Vietnamese. Apart of the related schema, the consultant team must also provide VietHealth with the following annexes:

- Assessment mission itinerary
- List of persons/institutions interviewed
- Questionnaires, interviews, and other tools
- List of Reference literature used.

10. TIMEFRAME

The evaluation team is expected to implement this MTR from March 18th 2019 to May 31st 2019, with major task detailed below:

- Study the program documents and discuss with the VietHealth team on terms of reference
- Develop detailed work plan for the mid-term review and research tools
- Meeting/discuss with VietHealth management team to agree on work plan and tools
- Field visit, conduct surveys and collect data
- Preliminary report
- De-brief and discuss with VietHealth
- Final report (before 4 pm May 31st 2019)

11. MANAGEMENT ARRANGEMENTS

The research team will provide weekly updated information in writing to VietHealth along the whole process of the mid-term review.

12. REQUIREMENT TO EVALUATION TEAM MEMBERS

Required qualifications

1 team leader	<ul style="list-style-type: none">- Extensive experience in designing, conducting mid-term review and analyzing qualitative and quantitative research in the field of sociological studies;- At least 10 years of experience in leading a research team- Knowledge of the services and support for people with disabilities in general and children with disabilities in particular;- Experience in rehabilitation, special education or early childhood disability detection and intervention preferred.- Experience in working with front-line workers;- English and Vietnamese language skills.
Team member(s)	<ul style="list-style-type: none">- At least 3 years of experience in conducting needs assessment/survey in the field of sociological studies;- Experience in rehabilitation/special education/early childhood disability detection and intervention is a must.- Knowledge of the services and support for people with disabilities;- Experience in working with children and families;

13. APPLICATION PROCEDURE

Interested consultancy institute/organization/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. The documents must be packed and sealed in 1 envelope. The envelope must be sent to VietHealth Office before closing time, as below:

Address:

Mss. Ngo Yen Ly

Sustainable Health Development Center - VietHealth

Room 1702, Block A, Viglacera Building

No. 671 Hoang Hoa Tham street, Ba Dinh district, Ha Noi city

Closing time for applications: 4 pm March 7th 2019

Only short-list candidate will be contacted