

TERM OF REFERENCE FOR CONSULTANCY SERVICE
Consultant to prepare lectures on theory and practice of refraction and provide training
courses on refraction for health workers in 9 district health centers
in Can Tho within the SIB project in 2019

INTRODUCTION

Helen Keller International (HKI) is an international non-governmental organization. Its mission is to save the sight and lives of the most vulnerable and disadvantaged by combating the causes and consequences of blindness and malnutrition. We do this by establishing programs grounded in evidence-based research in eye health and nutrition.

In the period between 2016-2018, HKI in collaboration with Orbis and ECF is implementing the project “Sight for children and elderly people in the Mekong Delta” with funding from Standard Chartered Bank (also known as SIB project). The project aims at achieving the following objective: “Children and people over 50 in Can Tho city and Ca Mau province of the Mekong Delta region with visual impairments or other avoidable eye-health conditions are identified and diagnosed at early stages of their conditions and have access to quality, affordable eye-care services”.

Within the project, HKI focuses on the school-based eye care program, especially in refractive error care in Can Tho city as stated at the Object 2 of the project: to establish a quality and sustainable eye care program for students, especially in girls and poor students with difficult circumstance who suffer from visual impairment in 3 districts of Can Tho city, including Ninh Kieu, Thot Not and Vinh Thanh districts.

So far, the project has achieved almost all set objectives in these three districts. However, Can Tho has 9 districts in total and most of the staff in the remaining 6 districts still do not have qualified skills and knowledge to diagnose and treatment of pediatric eye diseases, especially refractive errors. In order to secure sustainability of project activities and project outcomes at the request from Can Tho Department of Health, HKI will coordinate with Can Tho Department of Health to organize a short-term training courses on refraction for health workers at District Health Centers in Can Tho province. The training course’s aim is to provide district health nurses and doctors with basic skills on refraction, how to use trial lenses and giving eyeglasses prescriptions for people with refractive errors. Thus, HKI is seeking for a qualified refraction specialist to prepare lectures and provide training courses on refraction. The course is expected for about 20 people and takes place in two weeks from 9th to 21st September 2019.

SCOPE OF WORK

1. Services:

- Prepare and finalize lectures on theory and practice of refraction
- Provide training courses on refraction
- Write consultancy report
- Directly accountable to the Program Coordinator and the Country Director during this consultancy period.

2. Timeline: Consultant shall perform Services and provide the Deliverables in accordance with the following schedule, tentative timing and terms:

#	Task	Tentative Timeline	# of days entitled to consultancy fee	Deliverables
1	Preparation and submission of bidding documents	29 th August 2019	None	- CV, Letter of Interest, proposed Agenda (with sample of training materials is a plus) - Proposed gross consultant fee per day
2	Successful candidate announcement; negotiation and finalization of the consultancy service procedures	30 th August 2019	None	- Contract signed
3	Prepare and finalize lectures on theory and practice of refraction	7 th September 2019	8	- A complete training manual
4	Provide training courses on refraction	9 th – 21 st September 2019	12	- Pre-test and Post - test result - Participant list for each day
5	Write consultancy report	27 th September 2019	4	- A report in Vietnamese and/or English
Total			24 days	The travel days are not entitled to consultancy fee, but to per-diem only. The training days at field are also entitled to per-diem.

3. Required:

Academic Qualification: Bachelor's degree or equivalent in optometrist, eye health, public health, eye health, social science or related field is a requirement. Further education or a concentration in monitoring and/or evaluation would be an asset.

Experience: A combination of minimum 10 years of recognized expertise in:

- Vision care related training, especial on refractive errors for health staff
- Community eye care related work

4. Specifications: The Services and Deliverables shall be provided in accordance with the following requirements:

- ❖ The duties must be carried out with due diligence and efforts so as to protect at the highest possible level the legitimate rights and interests of HKI-Vietnam

- ❖ The Consultant must take legal responsibility for the quality as well as legality of the consultancy services to be provided according to the laws of Vietnam
- ❖ The Consultant must be responsible for the professional quality, technicality, accuracy and timely completion of his/her work.

5. Logistics:

- ❖ HKI will be responsible for arranging logistics for the consultants to travel from and to the project sites including transportation and accommodation if applicable.

6. Management:

- ❖ The consultant will work under the supervision of the Program Coordinator and HKI Vietnam Country Director.

7. Notice and payment:

- ❖ The consultants will be informed in written for the acceptance of the scheduled or changed activities at least 2 days in advance before carrying out the activities.

8. Budget: The fee for consultant will be negotiated and applied in accordance with HKI Vietnam regulations.

The consultants who are interested in providing the services, please submit cover letter with proposed gross rate and CV, and other documents as afore mentioned.

To: Helen Keller International Vietnam Room 305-306, A2 Building, Van Phuc Diplomatic Compound, 298 Kim Ma, Ba Dinh, Hanoi, Vietnam

Email: Vietnam.procurement@hki.org

The deadline for application submission is **29th August 2019.**

Only short-listed candidates will be contacted.