

TERM OF REFERENCE FOR CONSULTANCY SERVICE
ChildSight® project in Nam Dinh, Lai Chau and Tra Vinh provinces
(Project “Scaling up HKI's school-based refractive error care services”)

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.

Uncorrected refractive errors are significant causes of avoidable visual impairment, blindness and disability, especially in developing countries. HKI's ChildSight® program was first implemented in Kon Tum Province in 2011, followed by Nam Dinh, Hoa Binh, Ha Noi, and most recently Can Tho and Son La province. The goal of the program is to improve the academic potential of young children by removing the basic barriers that prevent them from obtaining proper primary eye care: Limited access and prohibitive costs. The ChildSight® program focuses on school-based refractive error issues including vision screening, refraction, providing quality, subsidized eyeglasses (free for poor and disadvantaged school children), and referral of children with more significant eye conditions. The program has also implemented awareness-raising activities and provided training and equipment to improve local vision care services.

Based on the significant results within ChildSight® program, with the generous support from TOMS, Henry E. Niles and Mecenat Servier, HKI will scale up ChildSight® program in Nam Dinh, Tra Vinh and tentatively Lai Chau provinces. The project will be implemented from April 2019 to May 2020. In order to monitor the quality of the activities, this consultancy service is designed to seek qualified consultant, who is capable of fulfilling the detailed requirements for this activity indicated in the scope of work.

OBJECTIVES OF PROGRAM:

1. Establish HKI's sustainable system for school-based vision screening and the provision of affordable quality eyeglasses to school children in the project sites;
2. Enhance the capacity of community health and school staff to screen, identify and refer children with eye health problems in the targeted schools in the project sites;
3. Reduce the number of children with uncorrected refractive errors by screening, refracting and providing free or subsidized eyeglasses to all children who need them in the targeted primary and secondary schools;
4. Improve the knowledge of teachers, students, parents and community members about the importance of maintaining good vision for all family members.

SCOPE OF WORK

1. Services:

- Attend the planning meetings of ChildSight® program.
- Prepare lectures on vision screening.

- Provide training courses on vision screening for school health workers/teachers in the project sites.
- Provide technical support in refraction for the local eye team.
- Provide technical support in local optic shop surveys
- Support to correct (if needed) knowledge relating to refractive errors and skills on refraction of health staff from the local eye team.
- Check the quality of eyeglasses provided by the local optic shop before giving to school children and teachers with refractive errors.
- Attend eyeglasses distribution ceremony and art competition on refraction.
- Upon HKI's request, check visual acuity of schoolchildren with prescribed glasses and providing basic knowledge on refraction errors and eyecare in communication session at project schools.
- Provide technical support to the local team to conduct follow-ups examination.
- Write consultancy report with best practices/recommendations that may be used in future programming.
- Directly accountable to the Program Coordinator and the Country Director during this consultancy period.

2. Timeline: The 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	30th September 2019	None	- CV, Letter of Interest, technical proposals (related to the SOW above) - Proposed gross consultant fee per day
2	Successful candidate announcement; negotiation and finalization of the consultancy service procedures	2nd October 2019	None	- Contract signed
ACTIVITIES				
	Hai Hau District, Nam Dinh Province		13 days	
1	Technical support for communication event	10 th October 2019 (1 trip)	1 day	At eyeglasses distribution and art competition
2	Refraction	From 14 th – 25 th October 2019 (2 trips)	7 days	- Field trips
3	Follow-ups checking	November – December 2019 (1 trip)	3 days	- Field trips

#	Task	Tentative Timeline	# of days entitled to consultancy fee	Deliverables
4	Check the quality of eyeglasses	From October 2019 to December 2019		Estimated 1000 pairs of eye glasses. Based on actual quantity (VND 5,000/pair gross)
5	Write consultancy report (0.5 day/trip* 4 trips)		2 days	- A report in Vietnamese - Submit one report after each field trip
Tra Vinh Province			13 days	
1	Training on vision screening	October 2019 (1 trip)	2 days	- Training materials - Agenda - Pre- and Post-test - Field training - Training report
2	Refraction	From November 2019 to December 2019 (3 days/trip * 2 trips)	6 days	- Field trips
3	Follow-ups checking	February 2020 (1 trip)	2 days	- Field trips
4	Technical support for communication event	January 2020 (1 trip)	1 day	At eyeglasses distribution and art competition
5	Check the quality of eyeglasses	From December 2019 to January 2020		Estimated 500 pairs of eye glasses. Based on actual quantity (VND 5,000/pair)
6	Write consultancy report (0.5 day/trip* 4 trips)		2 days	- A report in Vietnamese - Submit one report after each field trip
Lai Chai Province			19 days	
1	Optic shop survey	November 2019 (1 trip)	1 days	Report with recommendation
2	Training on vision screening	November 2019 (1 trip)	2 days	- Training materials - Agenda - Pre- and Post-test - Field training - Training report
3	Refraction	From December 2019 to January 2020 (4 days/trip * 2 trips)	8 days	- Field trips
4	Follow-ups checking	February 2020 (1 trip)	4 days	- Field trips

#	Task	Tentative Timeline	# of days entitled to consultancy fee	Deliverables
4	Check the quality of eyeglasses	From December 2019 to February 2020		Estimated 700 pairs of eye glasses. Based on actual quantity (VND 5,000/pair)
5	Technical support for communication event	January 2020 (1 trip)	2 day	At eyeglasses distribution, art competition
6	Write consultancy report (0.5 day/trip* 4 trips)		2 days	- A report in Vietnamese - Submit one report after each field trip
Total			45 days (not including the check-up of eye glasses)	The travel days are not entitled to consultancy fee, but to per-diem only.

3. Required:

Academic Qualification: Bachelor's degree or equivalent in eye health care. Further education or a concentration in monitoring and/or evaluation would be an asset.

Experience: A combination of minimum 5 years of recognized expertise in:

- Refraction, eyeglass dispensing, especially for children
- Having thematic expertise in ophthalmology, blindness prevention, especially in refractive errors
- Having training experience in relevant fields

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, may apply for the whole service or a specific location as needed. 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 **30th September 2019.**

Only short-listed candidates will be contacted.