

TERM OF REFERENCE FOR CONSULTANCY SERVICE

Technical support for ChildSight® project in Tra Vinh province and Can Tho city

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, Son La and most recently Tra Vinh 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® project 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® project, with the generous support from Mécénat Servier and USAID, HKI will continue with the phase 2nd in primary and secondary schools in Tra Vinh province and scale up ChildSight® project in the group of preschool children in Can Tho city. The project will be implemented from December 2020 to May 2021 in Tra Vinh province and from December 2020 to February 2022 in Can Tho city. Throughout the implementation of this project, and all subsequent work plans, it will ensure to establish a sustainable system for school-based vision screening and the provision of affordable and quality eyeglasses to schoolchildren in the project sites.

This consultancy service is designed to seek qualified consultant, who is capable of providing trainings on vision screening for school health workers/teachers and community health workers in Tra Vinh province and Can Tho city. After the trainings, it is expected that they are expected to be capable of organizing and screen, identify and refer children with eye health problems in the targeted schools in the project sites. In addition, he/she will collaborate with local eye care team and provide technical support in eye care services to all children in the project sites. The detailed requirements for this activity are indicated in the scope of work.

SCOPE OF WORK

1. Services:

- Prepare training materials for vision screening.
- Provide training courses on vision screening for school health workers/teachers and community health workers in the project sites.
- Provide technical support in refraction and advanced pediatric eye health services for the local eye team.
- Support to correct (if needed) knowledge relating to refractive errors and skills on refraction of health staff from the local eye team (especially among pre-school age children).
- Check the quality of eyeglasses provided by the local optic shop before giving to school children and teachers with refractive errors.
- 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 Manager 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	4 - 13 December 2020	None	- CV, Letter of Interest, technical proposals (related to the SOW above) - Proposed gross consultant fee per day and per pair of glasses checked
2	Successful candidate announcement; negotiation and finalization of the consultancy service procedures	14 December 2020	None	- Contract signed
ACTIVITIES				
A.	Tra Vinh Province		8 days + actual quantity glasses checked	
1	Refraction	From December 2020 to January 2021 (1 trip)	4 days field trip + 0.5 day for reporting	- Field trip and report
2	Follow-up checking	From January 2021 to February 2021 (1 trip)	3 days+ 0.5 day for reporting	- Field trip and report
3	Check the quality of eyeglasses		1,100 pairs	Based on actual quantity
B.	Can Tho City		19 days+ actual quantity glasses checked	
1	Training on vision screening	From January to February 2021 (2 days/trip* 2 trips)	4 days + 0.5 day for preparation + 0.5 day for reporting	- Training materials - Agenda - Pre- and Post-test - Field training - Training report
2	Refraction	From March to November 2021 (3 days/trip * 3 trips)	3 days/trip + 0.5 day for reporting/1 trip * 3 trip	- Field trips and reports
3	Follow up checking	From December 2021 to February 2022 (1 trip)	3 days + 0.5 day for reporting	- Field trip and report
4	Check the quality of eyeglasses		400 pairs	Based on actual quantity
Total			27 days (not including working time for checking the quality of eyeglasses which is paid based on the actual quantity checked)	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 and pre-school 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 to conduct the whole service or a specific service/ 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 **13th December 2020.**

Only short-listed candidates will be contacted.