

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: National Consultant – Technical Assistance for the LQAS Surveys	Funding Code: WBS: 3900/A0/08/881/00 1/004	Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Freetown (with travels to Moyamba, Bonthe and Karene District)
<p>Background:</p> <p>UNICEF is supporting the Ministry of Health and Sanitation (MoHS) to institutionalize the use of the Lot Quality Assurance Sampling (LQAS) Survey as a means to assess performance in disaggregated units (supervision areas – e.g., district or community health centre (CHC) catchment area within districts) and to reliably compare coverage and health status indicators for routine monitoring of health and nutrition activities. The LQAS Survey further provides health planners and managers with the data needed to make programmatic decisions during periods between regular surveys such as DHS and MICS, and key programme-related data not captured by DHIS2.</p> <p>Within this framework, MoHS, with support from UNICEF, uses LQAS Survey to set baselines and targets, monitor the progress, assess the endline outcomes for several projects/programmes. These projects/programmes include so far the Integrated Child Survival and Development (ICSD) project that aims to improve health and development for children under five in the Moyamba district, the Stronger with Breastmilk Only (SWBO) Campaign that aims to enhance optimal infant feeding and caring practices, especially exclusive breastfeeding among infants under six months, in the Moyamba and Western Area Urban districts, and the application of Appreciative Inquiry for Methods of Transformation (AIM-T) and evidence based planning for strengthening Primary Health Care (PHC) in the Bonthe and Karene districts. In the next six months, the following LQAS Surveys are scheduled to take place:</p> <ul style="list-style-type: none"> - The survey to collect baseline values for the SWBO Campaign and mid-term values for the ICSD project in the Moyamba district - The survey to collect endline values for the ICSD project in the Moyamba district - The survey to collect baseline values for the PHC interventions in the Bonthe and Karene districts <p>UNICEF is seeking for a national consultant to work with the MoHS to oversee the LQAS Survey exercises, analyse data and provide comprehensive reports on the findings and results.</p>			
<p>Purpose and objectives:</p> <p>The overall purpose of the assignment is to provide technical assistance to the Ministry of Health and Sanitation to use the LQAS method to complete baseline surveys for the SWBO Campaign in the Moyamba District and the PHC interventions in the Bonthe and Karene districts, and midline and endline surveys for the ICSD project in the Moyamba district. The findings of the LQAS surveys will inform decision making for ongoing programme implementation as well as performance evaluation of the projects and programmes.</p> <p>The specific objectives are to support:</p>			

- Baseline Rapid Health survey of i. mothers of infants 0-5 months and pregnant women, including adolescents to examine the uptake of exclusive breastfeeding (using LQAS methodology); and ii. health care workers (health workers in Baby Friendly Hospital Initiative (BFHI) hospitals and Periphery Health Units (PHUs)) and community health workforce (Community Health Workers (CHW)-Peer Supervisors (PS) and Mother Support Group (MSG) lead mothers) to assess knowledge to engage with pregnant women, mothers, parents and caregivers to facilitate uptake of exclusive breastfeeding in the Moyamba district
- Midline and Endline household surveys of i. mothers of children 0 to 23 months of age to examine knowledge and practices of health and nutrition, with a focus on early childhood development; and ii. mothers of children 24 to 59 months of age to examine knowledge and practices related to child health, nutrition and WASH
- Baseline household survey of target groups of the PHC interventions to examine families' knowledge, attitudes and practices related to health and nutrition care
- Of the above household surveys, identify survey Supervision Areas (SAs) with "inadequate" performance and SAs with "adequate" performance to support ongoing programme decision making, adjustments and future programming.
- Complete the above through the MoHS and District Health Management Teams (DHMTs), building their capacities and leaving in place mechanisms for similar and ongoing periodic assessments.

Methodology and Technical Approach

The consultant will be based in Freetown and will be embedded with the MoHS Directorate of Planning, Policy and Information (DPPI). The Consultant will provide technical guidance and coaching to DPPI officials tasked with leading the surveys. S/he will be required to be present in Moyamba, Bonthe and Karene districts for key survey activities including training of enumerators, field data collection, and feedback on survey findings.

Specific Tasks of the Consultant

The consultant will work under the overall guidance of Senior Monitoring and Evaluation Specialist of the MoHS DPPI. S/He will work very closely with the DPPI Data Manager, who will be the Survey Coordinator. The UNICEF Health Specialist (Systems Strengthening) will provide supervisory oversight of the consultant. The consultant will perform the following tasks:

- Review, contextualize and finalise survey methodology
- Review and finalize survey data collection tools
- Coordinate the development and configuration of electronic data collection app. in tablets
- Supervise training of survey enumerators on using LQAS method in surveys
- Supervise field data collection and institute and manage a system for daily cleaning of data uploaded during field data collection
- Supervise comprehensive review and cleaning of data immediately after data collection
- Supervise DPPI, Directorate of Food and Nutrition (DFN), Directorate of Primary Health Care (DPHC), Directorate of Reproductive and Child Health (DRCH), Moyamba, Bonthe and Karene DHMTs and Enumerators in analysis of collected data
- Write comprehensive survey reports
- Supervise feedback meetings and community accountability sessions
- Present survey findings to DPPI, DFN, DPHC, DRCH, Moyamba, Bonthe and Karene DHMTs and UNICEF and make further recommendations on institutionalizing the use of the LQAS method in MoHS and district programme implementation.

Expected Deliverables

Deliverables	Timeframe (working days)
1. Review, contextualize and finalise survey methodology	4 working days
2. Review and finalize survey data collection tools	9 working days
3. Coordinate the development and configuration of electronic data collection app in tablets	9 working days
4. Supervise training of survey enumerators on using LQAS method in surveys	20 working days
5. Supervise field data collection and institute and manage a system for daily cleaning of data uploaded during field data collection	34 working days
6. Supervise comprehensive review and cleaning of data immediately after data collection	14 working days
7. Supervise DPPI, DFN, DPHC, DRCH, Moyamba, Bonthe and Karene DHMTs and Enumerators in analysis of collected data	14 working days
8. Write comprehensive survey reports (x4 – though data collection for SWBO baseline and ICSD midline will be integrated, two separate reports need to be prepared)	40 working days
9. Supervise feedback meetings and community accountability sessions	12 working days
10. Present survey findings to DPPI, DFN, Moyamba DHMT and UNICEF and make further recommendations on institutionalizing the use of LQAS method in MoHS programme implementation.	4 working day
11. Weekly technical reporting	At the end of week
12. Final technical report with supporting documentation	End of assignment
Total number of working days	160 working days (Over six months)

- **Management, Organization and Timeframe**

The position will be managed and supervised by the UNICEF Health Specialist (HSS) and DPPI Senior M&E Specialist. The consultant will provide weekly updates on the activities implemented and deliverables achieved. The fees of the consultant will be processed by UNICEF with submission of his/her monthly progress report along with deliverables certified by the supervisors.

The duration of the consultancy is 160 working days.

Start date: 1 May 2022

End date: 31 October 2022

Child Safeguarding

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

NA

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

6 Months

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	
Review, contextualize and finalise survey methodology	Submission of weekly report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 2 May 2022 Bonthe and Karene PHC Baseline: 1 June 2022 Moyamba ICSD Endline: 1 Aug	
Review and finalize survey data collection tools	Submission of weekly report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 4 – 6 May Bonthe and Karene PHC Baseline: 2-4 June Moyamba ICSD Endline: 2-4 Aug	
Coordinate the development and configuration of electronic data collection app in tablets	Submission of weekly report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 9-11 May Bonthe and Karene PHC Baseline: 6-8 June Moyamba ICSD Endline: 5-8 Aug	
Supervise training of survey enumerators on using LQAS method in surveys	Submission of weekly report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 12-18 May Bonthe PHC Baseline: 22-28 June Karene PHC Baseline: 30 May -6 June Moyamba ICSD Endline: 10-16 Aug	
Supervise field data collection and institute and manage a system for daily cleaning of data uploaded during field data collection	Submission of weekly report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 19 -30 May Bonthe PHC Baseline: 30 June – 9 Jul Karene PHC Baseline: 7 Jul – 18 Jul Moyamba ICSD Endline: 17-27 Aug	

Supervise comprehensive review and cleaning of data immediately after data collection	Submission of weekly report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 31 May - 3 June Bonthe PHC Baseline: 11-14 Jul Karene PHC Baseline: 19-22 Jul Moyamba ICSD Endline: 29 Aug -1 Sept	
Supervise DPPI, DFN, Moyamba DHMT and Enumerators in analysis of collected data	Submission of weekly report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 4-8 June Bonthe PHC Baseline: 15-19 Jul Karene PHC Baseline: 23-27 Jul Moyamba ICSD Endline: 3-7 Sept	
Write comprehensive survey report	Submission of final consultancy report and supporting documentation	Moyamba SWBO Baseline and ICSD Midline: 9-20 June Bonthe PHC Baseline: 15-25 Jul Karene PHC Baseline: 23 Jul – 3 Aug Moyamba ICSD Endline: 8-19 Sept	
Supervise feedback meetings and community accountability sessions	Submission of final consultancy report and supporting documentation	Moyamba SWBO Baseline: 21-24 June Moyamba ICSD Midline: 21-24 June Bonthe PHC Baseline: 26 – 29 Jul Karene PHC Baseline: 4 – 8 Aug Moyamba ICSD Endline: 21-24 Sept	

1. Present survey findings to DPPI, DFN, DPHC, DRCH, Moyamba, Bonthe and Karene DHMTs and UNICEF and make further recommendations on institutionalizing the use of LQAS method in MoHS programme implementation.

Budget Year: 2022	Requesting Section/Issuing Office: <i>Health and Nutrition Section</i>	Reasons why consultancy cannot be done by staff: The consultant will provide direct technical support to the MoHS. The MoHS is embarking on institutionalizing the use of the LQAS method in survey implementation and has requested for technical support that will include coaching and mentoring of its staffs during the implementation of the initial stages of the institutionalization. The assignment requires dedicated time to lead multiple surveys and write reports within the allotted time period which existing Health and Nutrition staff will not be able to perform due to competing priorities. Moreover, this is an embedded technical assistance (TA) to the MoHS with double reporting lines to MoHS and UNICEF staff.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: Royston Wright, Health Specialist (HSS)	Start Date: 1 May 2022	End Date: 31 October 2022	Number of Days (working): 160 Working days over 6 months period

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: An advanced university degree is required in Public Health, Social Science, Demography, Computer sciences, Geographic Information Systems, Statistics, Epidemiology, Health Education, or a relevant field.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> • A minimum of five years of professional work experience • Post graduate Degree in Monitoring and Evaluation, Public Health, Community Development Studies, Social Sciences or related field • Propose approach and methodology in responding to the objective of the assignment • Possess inter-disciplinary knowledge in relevant experience in conducting baseline assessments, project/programme monitoring and evaluation, program management and reporting, supportive supervision, mentoring and coaching. • Excellent report writing skills – demonstrated by the submission of three sample reports • Excellent analytical and communication skills • Demonstrated understanding of the Sierra Leone Health System • Reference information of at least two similar assignments executed in the last three years
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>