

Terms of Reference for a consultancy to conduct an End of project Evaluation

Primary Health Care Project Haiti

World Vision International, Haiti Earthquake Response
September 2010

Introduction

The World Vision Haiti Earthquake Response program plans to conduct an objective End of Project (EOP) evaluation of the SIDA funded Primary Health Care Project. The project is aimed to provide access of primary health care services among the earthquake affected families in 10 camps, targeting IDPs. This term of reference hereby narrates the scope of the project and the expected results in order to guide interested individuals or groups to submit their applications.

Project Description

Project	The Primary Health Care Project
Evaluation type	End of Project Evaluation
Purpose	Contribute towards the reduction of morbidity and mortality through provision of urgently needed health services and access points.
Geographical coverage	Port-au-Prince (Petion-Ville and Delmas)
Target Groups	IDPs and Host Community members
Duration	1 st April 2010 – 31 st December 2010 (9 months)

On January 12, 2010, shortly before 5:00pm, a 7.0 earthquake—the most powerful to hit Haiti in over 200 years—struck at 18.451°N, 72.445°W, 10 miles (15 kilometers) southwest of heavily populated Port-au-Prince. The depth of the quake's source, only 6 miles (10 kilometers) underground, produced severe shaking for 35-40 seconds that resulted in the collapse of many buildings. Strong shocks were felt as far away as Cuba. Dozens of aftershocks followed, including at least two at 5.9 and 5.5 magnitude shortly after the initial quake. Much of Port-au-Prince (PaP) and its vicinity have been destroyed, including not only poorly-constructed dwellings common to Haitian shantytowns but even better-constructed residential, hospital, banks, and government buildings. Extensive damage to the Western Hemisphere's poorest nation, where 80% live below the poverty line, has affected an estimated 3.7 million persons and caused great loss of life. Haitian government reports indicate that to date over 200,000 people died and an estimated 300,000 were injured in this event.

The collective impact of this earthquake has had an immediate and profound effect nationwide. The International Organization for Migration (IOM) estimates that 2,000,000 displaced, non-displaced and those living with host families are in need of shelter materials as their homes were destroyed or compromised. At the same time, impassible roads blocked by rubble coupled with an affected service industry (human capital and physical structures) have limited access to food, water, medicines and other essential items in these same areas, further limiting the ability of the government to meet basic needs of the population. In addition to current needs, the potential mid and longer-term consequences of these events could be even more damaging to Haiti's fragile social and economic stability. Pre-earthquake, the UNDP estimated that 72.1% of the population lives on less than \$2 a day. Post-earthquake, the situation is very dire and will continue to worsen if immediate action is not taken.

Hospitals and primary health care has been crippled in Port-au-Prince (PaP). Immediately following the disaster World Vision (WV) Haiti national staff began handing out supplies that were being stored for distribution in their regular national programme to nearby hospitals and clinics. Currently there are over 800 camps in PaP hosting internally displaced people that are in need of shelter, health, water and sanitation services.

Given the gap for medical and health services, in particular to prevent the outbreaks of communicable diseases, World Visions provides access to primary health care by having set up mobile clinics, organized camp health management committees, established Points of Counseling for infant feeding, and Health and Hygiene promotion through Awareness clubs. Community health workers are trained on maternal and child care and nutrition education and have established disease surveillance. Prevention of HIV and sexual violence is conducted through condom distribution in 10 camps. World Vision implements these activities through the assistance of SIDA funds in the camps in Port-au-Prince where it has present interventions.

Overall Objective of the Project

1. Contribute towards the reduction of morbidity and mortality through provision of urgently needed health services and access points in Port au Prince.

Specific Objectives Project

1. Prevention of outbreaks of communicable diseases by mobilizing communities with public health messages, equipping and supporting community health workers and establishing disease surveillance.
2. Addressing maternal child and newborn health, prevention of HIV and sexual violence by implementing the Minimum Initial Service Package (MISP) for sexual and reproductive health

Purpose of the Study

The Basic Services Project end of project evaluation carries six specific objectives; these are to,

1. Assess if the project was effective and efficient in achieving the intended outcomes
2. Assess the appropriateness of the project design and implementation strategy
3. Ascertain the relevance of the project, including geographic targeting and beneficiary targeting
4. Assess the impact of project achievements
5. Document the unexpected impacts made by the presence of the project in the target communities
6. Make recommendations to inform future operations of other such projects

Ensure that the approach used in the evaluation builds the capacity of World Vision staff to carry out future evaluations.

Evaluation Type

The End of Project evaluation is in honour of the affirmation made by World Vision International to SIDA in the project agreement and WV DME standards. World Vision made a commitment to engage an external consultant upon project completion to review the overall project success.

Evaluation Stakeholders

The consultant is expected to conduct a participatory evaluation putting into consideration all the key project stakeholders who include; project beneficiaries, partners and other interest groups within the project area. Special attention should be given to the following partners who have been key during the project life

Stakeholder	Interest/role	Comments
Affected children,	Humanitarian assistance needs lack	Were engaged with the

Stakeholder	Interest/role	Comments
families and communities	of access to essential services.	design, implementation, monitoring and evaluation of activities as appropriate and possible.
Communities hosting earthquake survivors	Humanitarian assistance needs, pre-existing problems greatly exacerbated by influx of displaced people from Port-au-Prince and surrounding areas. Helping to meet needs of disaster-affected families.	Were be engaged with the design, implementation, monitoring and evaluation of activities as appropriate and possible.
World Vision Haiti Emergency Response Office	Distribute essential services, and contribute to the recovery of earthquake-affected households and displaced populations. Protect the security of staff and beneficiaries.	Responsible for project implementation and management, reporting to WV Germany and SIDA
Ministry of Health and civil protection units	Safeguard the stability of disaster-affected areas and coordinate response to the earthquake.	WV Haiti has strong relationships with local government in all WV operational areas, and is coordinating closely with relevant authorities to support the effective implementation of WV's response program.
Humanitarian actors	Distribute assistance effectively, enable effective early recovery, and avoid duplication of interventions.	Active participation in Cluster meetings to ensure interagency coordination and avoid duplication. Opportunities for collaboration

Methodology

While conducting the evaluation, a number of methods (both qualitative and quantitative) should be used to generate information required. The consultant will be required to review project documents including any other secondary data sources. However, the major information source will be direct field research and interviews with key informants and partners.

The consultant will prepare a draft and submit to World Vision Haiti response a work plan to guide the assignment. The Draft work plan will give details on but not limited to: the primary information needs, the methodology to be used, the budget required, and the work plan/work schedule of roles and responsibilities of World Vision and that of the consultant as agreed upon by the two parties. With respect to the methodology, the consultant will provide an initial indication of the following: how data will be collected, data sources, and drafts of suggested tools such as questionnaires and interview guides.

The work plan will act as an agreement between the consultant and World Vision as to how the analysis is to be conducted and the deliverables expected.

The consultant is expected to conduct field visits to camps to collect primary data, visit project sites, and interact with beneficiary groups and other stakeholders who will include; local leaders, beneficiaries, community associations, youths and women groups and any other parties that may have relevant information. The process is expected to be participatory and interactive in nature.

The field work will include: finalising the methodology and tools, training and testing of the tools, data collection, analysis and the presentation of preliminary results before departure. World Vision staff and research assistant will support the consultant in the field and serve as translators if needed.

Key Deliverables

The expected product will be an end of project evaluation report written in English basing on the final analysis of the data collected and handed in to World Vision latest December 31.

The following are the expected deliverables from the consultancy;

- A work plan to be submitted by the consultant within three days of signing the contract including the tools to be used in the evaluation. A draft of the work plan and evaluation instruments such as questionnaires and interview guides will first be reviewed and agreed upon together with WVH DME team prior to the preparation of final versions to be used.
- A final report that incorporates all activities and results of the evaluation. The draft evaluation report is expected five days after the end of assignment. The final report is expected three days after World Vision's comments on the draft report.
- The final report will be presented in soft copy (CD format) and two (bound) hard copies.
- All reports are to be submitted to World Vision's Contact point persons and will remain the property of World Vision.

Roles and responsibilities

Consultant

- ☞ Establish working contacts with all the relevant stakeholders in Port Au Prince, Haiti.
- ☞ Review of the relevant project documents i.e. project proposal, log frames, reports etc.
- ☞ Prepare and submit to World Vision the evaluation proposal including methodology to be used, work plans and schedules for both quantitative and qualitative aspect of the assignment for review and feedback by world vision.
- ☞ Conduct an in depth desk top review of the relevant secondary data.
- ☞ Interview selected respondents during the evaluation.
- ☞ Visit selected project sites.

- ☞ Conducting entry and exit conferences (de briefing) with staff and key stakeholders at the World Vision response office.
- ☞ Prepare and submit draft evaluation report to World Vision for review and feedback.
- ☞ Submit final evaluation report both in soft and hard copies.

World Vision

- ☞ Review and approve the study tools and methodology.
- ☞ Brief stakeholders about the purpose of the evaluation
- ☞ Provide all the necessary support to the consultant to ensure timely completion and compliance with international evaluation standards.
- ☞ Avail all the required logistics including vehicles for the evaluation.
- ☞ Assist in organizing meetings with stakeholders
- ☞ Recruit and pay the evaluation enumerators
- ☞ Prepare and effect payment for the consultant upon completion of the assignment.

Budget

The total time requirement for the consultancy including travel for the consultant will be a maximum of 15 days at a maximum estimated cost \$TBC. All costs related to the evaluation including consultancy fee will be covered by World Vision Haiti

Proposal Content and Criteria

The consulting firm/consultant will submit a proposal comprising of the following;

- Technical proposal of not more than 5 pages. The technical proposal should indicate how the consultant is going to undertake all the activities highlighted in the TOR.
- One page CV with up to two key personnel for the consultancy.
- Two to three page capability statement
- Financial budget with explanation about the line items.
- Provide a brief outline of at least 3 previous engagements of a similar nature showing how the assignments were similar to this one and what the outcomes were. Include one contact person (reference) for each assignment.
- Appendices

Evaluation Criteria

The proposals will be evaluated according to the following criteria;

- a) Technical proposal (20%)
- b) Demonstrated experience (25%)
- c) Proposed personnel for the assignment (25%)
- d) Corporate capability (30%).