

**Terms of Reference
[DRAFT]**

**Health Results-Based Financing Grant funded by the Government of Norway
Country Evaluation Team**

**Impact Evaluation Coordinator/Research Assistant
in [Country]**

May 2008

1 PURPOSE OF THIS CONSULTANCY

The purpose of this consultancy is to assist the Country-level Principal Investigator (C-PI) in designing and implementing a rigorous impact evaluation of Health Results Based Financing in (HRBF) in [country] during the baseline phase of the evaluation. The intervention to be evaluated is:

2 BACKGROUND

2.1 *Health Results Based Financing Program*

The objective of the HRBF grant is to design and implement sustainable Results-Based Financing (RBF) pilot programs that cost-effectively improve maternal and child health outcomes (i.e MDGs 4 & 5). The hypothesis is that RBF can be used to increase access to appropriate medical care, improve the quality of medical care, and encourage individuals to adopt health-improving behaviors.

The HRBF grant is funding RBF pilot interventions - both supply-side (provider payment schemes, contracting out) and demand-side (conditional cash transfers) in five countries. It is expected that two to three additional countries will be selected in the near future. A central element of the HRBF grant is to learn about and document the extent to which RBF policies are effective, are operationally feasible, and in what circumstances. As such, rigorous evaluation of all HRBF financed programs is essential for generating new knowledge that can inform and improve RBF, not only the HRBF pilot countries, but also to help governments and partners to effectively design and use RBF mechanisms in other contexts as well.

To support the evaluation effort, an Impact Evaluation Network of experts will assist in the design and implementation of rigorous impact evaluations of HRBF financed pilot projects. By coordinating the evaluation designs across countries, the Impact Evaluation Network will ensure consistency of evaluation methods and propose a common set of measurements so that results are comparable across countries.

For each country, a Country-level evaluation team, consisting of the Country-level Principal Investigator (C-PI) and a Research Assistant will support the Task Team Leader and project team in designing a policy relevant evaluation that conforms to the country context, while maintaining consistency and uniformity with the global evaluation protocols. To support this project, the

HRBF is seeking an Impact Evaluation Coordinator/Research Assistant to support the Country-level Principal Investigator (C-PI) in the design and implementation of the evaluation of the RBF intervention in [country].

3 SCOPE OF WORK

The consultant will be primarily responsible for logistical, technical and research support to the Country-level Principal Investigator (C-PI) in [country]. Specifically, the consultant will:

1. Assist with adaptation and translation of draft survey instruments for use in the country context.
2. Participate in and manage piloting the survey instrument in order to:
 - a. Develop understanding of time required to administer all modules in the field
 - b. Provide clear recommendations to the C-PI and Global Team for revisions, deletions, additions to the instrument.
3. Support the C-PI in designing the evaluation sample and sampling procedures, including sample size calculations
 - a. Use available secondary data sources in country
 - i. Perform data cleaning and analysis as necessary at request of C-PI
4. Work with program team to ensure compatibility between routine program monitoring data and impact evaluation data.
5. Draft field operations manual
6. Draft roll-out plan based on randomized assignment of project interventions
7. Draft research protocol for Human Subjects study approval
 - a. Global Research Protocol for submission
 - b. Country Research Protocol if necessary for in-country submission
8. Perform day-to-day support *functions in conjunction with* the Co-PI (Country Principal Investigator) such as:
 - a. Managing communications with personnel working on the evaluation components of the study and the Global Impact Evaluation Team
 - b. Written documentation of meetings with key counterparts in government, operations and field staff
 - c. Produce progress reports on Evaluation for Country Team and Global Impact Evaluation Team
9. Coordinate all aspects of the field work with survey firm
10. Statistical programming and data management work for C-PI
11. Drafting of baseline tables and reports
12. Draft Aide Mémoire documenting agreements with relevant government agencies

4 Expected Deliverables

- Report detailed results of piloting survey instrument and recommendations to Global Impact Evaluation Team
- Field operations manual
- Research Protocol for Human Subjects
- Baseline analysis, code and report: a descriptive report of the data, including testing of balance between treatment and control groups, validate sample selection, feedback for project implementation agencies, and program specific diagnostics from the baseline data as needed.

- Monthly progress reports on status of Country Evaluation

5 Required skills/experience

- Master’s level degree(s) or equivalent in relevant field, such as health, public health, or economics; PhD student preferred
- Minimum 2 years experience with statistical analysis software (STATA)
- Relevant experience conducting, managing and designing field work and data collection for empirical research
- Excellent written English communication skills, with focus on research protocols, research papers and descriptive reports for diverse audience
- Fluent in local language in [country]
- Exceptional organizational skills, ability to facilitate communication between various levels of management and work independently in order to meet deadlines
- Previous experience with project impact evaluation in developing countries highly desirable

6 Estimated Level of Effort and description of personnel requirements

The level of effort required for these responsibilities is currently estimated at XX working days.

Dates	Deliverables	Days of Work
[Date]	Questionnaires translated into local language	X days
[Date]	Pilot survey instrument	X days
[Date]	Attend meetings with government agencies to discuss program evaluation framework	X days
[Date]	Develop field operations manual	X days
[Date]	Develop materials for submission to Committee for Protection of Human Subjects Institutional Review Board at XXXXXX	X days
[Date]	Monthly report on the status of Country IE	X days
[Date]	Baseline data coding and analysis	X days

7 Estimated Schedule

This consultancy will run from [Date] to [Date].

8 Management and Logistical Support

The consultant will report directly to the Country Task Team Leader and work under the supervision of the Country-level Principal Investigator (C-PI) in [country].

9. Payment Terms

The assignment will be remunerated upon delivery of the agreed outputs, at the agreed fee rate and the agreed number of days of professional fess chargeable, as per the normal procedures of the World Bank.