

## Terms of Reference

Results-Based Financing for Health Impact Evaluation  
[Country] Evaluation Team

### **Evaluation Coordinator (Research Assistant)**

January 2011

#### **PURPOSE OF THIS CONSULTANCY**

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The purpose of this consultancy is to provide support to the [Country] RBF Impact Evaluation Principal Investigator on the design and implementation of a prospective, rigorous impact evaluation of a Results-Based Financing for Health program in [Country].

#### **HEALTH RESULTS INNOVATION TRUST FUND (HRITF) BACKGROUND**

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The objective of the HRITF 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 HRITF is financing RBF pilot interventions - both supply-side (provider payment schemes, contracting out) and demand-side (conditional cash transfers). A central element of the HRITF 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 programs is essential for generating new knowledge that can inform governments and partners to effectively design and use RBF mechanisms. The eventual learning objective is not only to assess the impact of the RBF intervention(s) in [Country], but also to compare these impacts across the other countries with similar interventions, and to be able to provide externally valid advice on the feasibility and effectiveness of these approaches to other countries.

The [Country] RBF team is seeking a Research Assistant/ Evaluation Coordinator to support activities associated with the impact evaluation of its RBF program. The Research Assistant/ Evaluation Coordinator will provide direct support to the Principal Investigator on all day-to-day activities related to the design, implementation, analysis and dissemination of results for the impact evaluation.

#### **SCOPE OF WORK**

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The assignment includes the following tasks:

## Support Evaluation Design

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The Research Assistant/ Evaluation Coordinator will support the Principal Investigator on activities related to the impact evaluation design such as:

- Collating secondary data sources in order to inform power calculations
- Drafting the Impact Evaluation Concept Note with guidance from Principal Investigator
- Drafting the Impact Evaluation Gantt Chart

## Support Questionnaire Development/Adaptation

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The Research Assistant/ Evaluation Coordinator will support the Principal Investigator on developing and/or adapting the questionnaire(s) to the local context, including:

- Reviewing Results-Based Financing for Health Questionnaire templates and adapting them to the country specific context
- Participating in questionnaire pretesting
- Review questionnaire with advisory panel
- Finalize questionnaire based on feedback from pilots and advisory panel

## Support Development of Research Protocol

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The Research Assistant/ Evaluation Coordinator will support the Principal Investigator on activities related to obtaining ethical clearance for the impact evaluation. This includes support on the development of the research protocol, including:

- Drafting overview of methodology, data collection and analysis plan
- Drafting overview of measures taken for the protection of human subjects, including informed consent and respondent confidentiality
- Drafting assessment of respondent risks and benefits

## Support Development of a Sampling Plan

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The Research Assistant/ Evaluation Coordinator will support the Principal Investigator on activities related to developing the sampling plan. This includes:

- Collating data from multiple sources in order to produce power calculations
- Estimating the minimum impacts that the study should be designed to measure
- Estimating the number of communities in each of the control and treatment groups
- Estimating the number of households and individuals in each community; and (if relevant) the number of repeat visits before and after the interventions
- Drafting of the sample inclusion criteria
- Drafting the central or field-based sampling methodology in collaboration with the Survey Firm(s)

## Support Impact Evaluation Preparation and Implementation Activities

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The Research Assistant/ Evaluation Coordinator will support the Principal Investigator on day-to-day activities associated with the preparation and implementation of the impact evaluation, including:

- Drafting the Field Work Plan with the Survey Firm(s)
- Adaptation of Results-Based Financing for Health survey training materials
- Interviewer recruiting and training
- Pilot testing with field team(s)

- Production of Survey Firm progress reports
- Collection and compilation of any required secondary data (e.g., health provider reports, community surveys, etc.)

The Principal Investigator is responsible for ensuring data quality assurance mechanisms are in place for data collection, entry and management.

### Data Cleaning, Analysis and Dissemination

The Research Assistant/Evaluation Coordinator will support the Principal Investigator on initial analysis of the baseline data in order to validate the evaluation design (through baseline difference in means tests) and verify the quality of data produced. This includes production of STATA code, descriptive tables and report.

The Research Assistant/Evaluation Coordinator will:

- Review data files and basic data cleaning to ensure all observations are uniquely identified and reported data is internally consistent
- Conduct merging across data files to ensure clean merges
- Construct variables in accordance with international and local definitions (see JHU indicator report)
- Construct baseline difference in means tests and export to excel
- Produce summary statistics of key outcome and covariate variables
- Produce a written descriptive report following the RBF for Health Descriptive Report template
- Produce PPTs summarizing report

### ESTIMATED LEVEL OF EFFORT

All activities include the provision of direct support to the [Country] RBF Impact Evaluation Principal Investigator. The level of effort for the Research Assistant/Evaluation Coordinator required for these responsibilities is currently estimated at **XX** working days.

Deliverables	Expected Delivery Date	Days
1.1 Draft IE Concept Note 1.2 Draft Gantt Chart		
2.1 Draft TOR(s) 2.2 Comments on technical and financial proposals		
3.1 Draft English Questionnaires with comments from pretest and advisory panel		
4.1 Draft Research Protocol		
5.1 Draft Sampling Plan <ul style="list-style-type: none"> <li>• Includes power calculations</li> <li>• Survey inclusion criteria</li> <li>• Central or field sampling plan</li> </ul>		
6.1 Draft field work plan with survey firm 6.2 Draft training materials 6.3 Summary of pilot test 6.4 Any required secondary data		

6.5 Detailed description of quality control measures implemented and assessment of success		
7.1 Data Analysis and Dissemination <ul style="list-style-type: none"> <li>Includes STATA do files, tables and descriptive report on baseline difference in means</li> </ul>		
<b>Total Days</b>		

## **REQUIRED SKILLS/ EXPERIENCE**

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- 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] preferred
- 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

## **Estimated Schedule**

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

## **Management and Logistical Support**

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The consultant will report directly to the [Country] Task Team leader.

## **Payment**

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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.