

Terms of Reference

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

Data Quality Expert¹

January 2011

PURPOSE OF THIS CONSULTANCY

The purpose of this consultancy is to provide direct technical support to the [Country] RBF Impact Evaluation team on data quality assurance related to 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

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 Data Quality Expert to advise and provide direct support on data quality measures related to questionnaire development, training, field work and data entry and management.

SCOPE OF WORK

The assignment includes the following tasks:

¹ This TOR includes all possible Data Quality Control activities and should be adapted based on the country team's needs.

Technical Support on Survey Firm(s) Technical and Financial Proposals

The Data Quality Expert will provide support on reviewing technical and financial proposal for issues such as, but not limited to:

- Survey team composition
- Total number of field teams and field team structure
- Field team salary and per diem costs
- Proposed time and budget allocated to training
- Procurement of proper materials for anthropometrics, biomarkers, and other required consumables

Technical Support on Questionnaire Development and Adaptation

The Data Quality Expert will provide support on the following:

- Review questionnaire(s) for consistency, accuracy and content. Ensure skip patterns are correct, formatting is consistent and print-ready
- Provide in-country support on pilot test of questionnaire(s). Track necessary revisions to the questionnaire(s) based on lessons learned from pilot and document all recommendations for questionnaire content and execution
- Review English back-translation following translation into local language for consistency and accuracy in content

Technical Support on Training Program and Materials

The Data Quality Expert will provide support on the following:

- Review Survey Firm(s) training program curriculum and provide recommendations on structure and content
- Develop/adapt training program materials, such as supervisor manual, interviewer manual, PPTs
- Deliver/observe training program and provide feedback to Survey Firm(s) on curriculum and execution

Technical Support on Data Entry Program and Management

The Data Quality Expert will provide support on the following:

- Develop/adapt the household/health facility CS-Pro data entry program, including necessary consistency and out-of-range checks, as well as proper labeling of data
 - Organizing entry on a unique menu, defining strong case-IDs
- Provide remote/in-country support to Survey Firm(s) on installation
- Provide remote/in-country support to Survey Firm(s) on exportation from CS-Pro to STATA
- Determine to either tailor a networked environment for conveying the entered data to a concentrator computer if possible, or design an alternate transference channel via pendrives (or other).
- Identify any security threats and recommend methods to mitigate threats to data during data entry and management

- Provide clear protocol to data entry supervisor for planning and controlling the progress of the data entry job, as well as managing data coming from field (proper labeling, storage)
- Provide accurate estimation on the duration of the entire entry, and an assessment of the expected quality based on direct observation of the staff' performance

Technical Support on Field Work

The Data Quality Expert will provide support on the following:

- Develop/adapt or advise on the Survey Firm's sample control file for data collection
- Develop/adapt or advise on the field team structure, transportation and data management plan

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 Data Quality Expert required for these responsibilities is currently estimated at XX working days.

Deliverables	Expected Delivery Date	Days
1.1 Final written summary of comments and recommendations regarding survey firm proposals		
2.1 Final written summary of comments on questionnaire, including recommendations 2.2 Written summary of pilot test lessons learned and revisions to the questionnaire 2.3 Final English questionnaire		
3.1 Final written summary of comments on training curriculum and materials 3.2 Final manual(s) and PPTs 3.3 Final written summary of comments and recommendations for training, in terms of content and execution		
4.1 Final DEP with data dictionary 4.2 Written summary of data entry protocol, including management of data from field, threats to security and necessary recommendations, description of network vs. pendrive management, estimation of productivity (questionnaires per day, total days)		
5.1 Final sample control file with comments and recommendations 5.2 Written summary of recommendations related to field work management, including field team structure, transportation and data management plan		
Total Days		

REQUIRED SKILLS/ EXPERIENCE

- 5-10 years experience managing large scale data collection on health related topics (preference for experience with maternal and child health programs)

- Proven experience with data quality assurance mechanisms (field work management, data entry programming, etc)
- Ability to communicate in English, local language a plus
- All written documentation must be submitted in English
- Familiarity with the health sector in country (preference for experience working in Results-based Financing for Health programs)
- Proven ability to facilitate communication between different levels of government and between government and development partners

Estimated Schedule

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

Management and Logistical Support

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

Payment

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.