

# Terms of Reference – Consultancy

## Health Systems Researcher to conduct document analysis for the Sierra Leone Follow-up Eye Health Systems Assessment

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### 1. BACKGROUND AND NEED

In the past decade, several countries in sub-Saharan Africa have undertaken assessments of their eye health systems. These assessments are vital for understanding the relative strengths and weaknesses of the eye health system within the wider health system. In Sierra Leone, the first assessment was conducted in 2013 just before the outbreak of Ebola in the country. This study will draw on the World Health Organisation (WHO) health systems framework to undertake a follow-up assessment of progress and improvements in eye care service delivery over the past 10 years in Sierra Leone.

The study will be conducted in two connected phases – the first phase will focus on a systematic desk-based review of documents (print or electronic), analysis and interpretation of data. This will be a complimentary but comprehensive analysis to answer the research questions set out in the study protocol (see approved study protocol). Phase 2 will utilise findings from phase 1 to develop topic guides and conduct in-depth qualitative interviews with purposively selected stakeholders.

The purpose of this consultancy is to support phase 1 – the conduct of document analysis and write-up, as the first component of study activities for the Sierra Leone Follow-up Eye Health Systems Assessment. This will be guided by a stand-alone activity plan to be developed by the consultant in consultation with Sightsavers and is mostly going to be about interpretation (and not description) and update of the baseline eye health systems assessment conducted in 2013. The ability to interpret and glean understanding, as well as to construe the big picture and provide new understanding would be the focus of this consultancy. Analysis of data derived from documents is about the search for explanation and understanding, not description.

### 2. DELIVERABLES

Deliverables are set out in the Scope of Work (SoW), item 5 below.

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### 3. CONSULTANCY DURATION & SCHEDULE OF PAYMENT

The contractual period will be 14 days spread over two months. Mode and timing of payment will be as agreed by Sightsavers and the consultant.

The full budget of this analysis will be SLE 100,000.00. With consultancy fee to be negotiated.

Sightsavers will cover cost of software (if required) as well as internet connection for the consultant to access documents but not the cost of travel to and from different offices in Freetown to locate grey literature. Town running is included in the consultant's daily rate.

### 4. CONSULTANT CHARACTERISTICS

#### *Knowledge, Skills, Experience*

1. Master's in a discipline related to public health, health economics, social or behavioural science, or relevant fields, with expertise in HSR. PhD preferred.
2. Demonstrated ability to gain the trust and rapidly engage with stakeholders in the eye health sector to access documents (print and electronic) that are required to complete the assignment in a timely manner.
3. Be thoroughly informed as to the technical issues and the politically sensitive strategies that one must take to negotiate access to documents and datasets such that work can be successfully conducted.
4. Substantial prior experience leading and conducting HSR studies in Sierra Leone.
5. Proven ability to prepare compelling written products including reports is required.
6. Excellent writing and analytical skills are required.

### 5. SCOPE OF WORK (SoW)

The consultant will be required to perform the following activities and develop the following items within the time frames specified herein.

| Part 1: Document review, analysis, and write-up |      |   |  |                                    |
|---|------|---|--|------------------------------------|
| Phase   | Task | Description   | Deliverables   | Delivery (days to do the activity) |
| 1   | 1    | The consultant shall be responsible for developing a <b>stand-alone activity plan</b> for the document review and analysis, with sufficient detail on how the document analysis will be done (including number and types of documents that would be analyzed, | Detailed activity (or implementation) plan developed | 01                                 |

|   |   |  |  |    |
|---|---|--|--|----|
|   |   | selection, quality assessment, data extraction processes, data analysis). This plan document should also set out the rigor, the selection and categorizing of relevant documents, extraction, and analysis of data, answering of research questions of who, what, where and how, based on overarching research objectives in the study protocol.   | and shared with investigators  |    |
| 1 | 2 | Identify and review documents - the rigorous processes set out in the <b>activity plan</b> above must be systematically followed by the consultant to ensure authenticity, representativeness, and credibility of the process. These systematic processes must also involve the identification of irregularities and patterns while reviewing documents. Most of the documents will likely be in grey literature form and not conventional peer-review databases and will more commonly require searches of MOH and other relevant websites, and sometimes physical searches of offices and archival spaces. | Thorough log of all retrieved documents for inclusion - recorded, numbered/labelled and archived in an easily retrievable database | 03 |
| 1 | 3 | The consultant shall undertake data coding and analysis, either using software or manual. During this part of the assignment, all retrieved/included documents must be read thoroughly, coded, using either deductive or inductive approaches. The main goal here is interpretation, not description   | Detailed reports of progress with regard to coding and analysis  | 03 |
| 1 | 4 | The consultant shall write/provide preliminary analysis that updates the baseline eye health systems assessment report to the investigators.   | Preliminary report that updates the baseline report  | 04 |
| 1 | 5 | The consultant shall develop a 20–25-page final reader-friendly updated report for the document analysis component of the assessment   | Final report for the document analysis component   | 03 |
|   |   |  | TOTAL, DAYS  | 14 |