**Terms of Reference**

1. **Purpose of the Consultancy**

The MENTOR Initiative is looking for a qualified individual or company to support the design, implementation, data analysis and report writing of a Knowledge, Attitudes and Practices (KAP) Survey on disease prevention in Logone Oriental region in Chad.

1. **Background**

Chad is home to nearly 600.000 refugees and asylum seekers from neighbouring countries. This constant influx of refugees adds further pressure to a stretched health system unable to cope with increased demand of curative and preventive health services. The southern region of Logone Orientale has been receiving refugees from Central African Republic (CAR) for a long time. An increased influx of refugees from CAR was registered after severe armed conflict in December 2017, with an estimated 15000 refugees crossing the border in a single month.

Chad is one of the least developed countries in the world, with structural problems affecting health, education and livelihoods. Refugee crisis in south, east and west regions add further pressure and tensions to the local hosting communities. Health care is scarce and drugs and medical items supply is unreliable.

The MENTOR Initiative started its activities sin Chad in 2016 supporting communities through the implementation of community-based services in several regions in Chad. MENTOR is starting a new community-based health program in southern Chad aiming to improve the health status of refugee and refugee affected population through the implementation of community case management and integrated health promotion. To better understand the existing KAP of target population, MENTOR aims to conduct a baseline survey that will guide the development and implementation of key communication activities.

1. **Planned timelines** (subject to confirmation)

Start date: 25th of March 2018

End date: 31st May 2018

1. **Work to be performed**

The consultancy will entail 4 main activities (and tasks) as defined below:

1. Study design and Protocol writing (3 days)
   1. Define key survey elements, detailing elements of knowledge, attitudes and practices to be measured for malaria, acute respiratory infections and diarrhoea;
   2. Draft a protocol with detailed study design, sample size and final questionnaire and submit it to existing National Ethics Committee;
   3. Conduct sampling procedures using most adequate sampling method for the existing data/information;
   4. Design a data analysis plan prior to study implementation;
   5. Discuss and agree al the previous detailed documents with MENTOR team and adjust the documents as necessary;
2. Study implementation:
   1. Finalize and pilot study questionnaire prior survey implementation;
   2. Train data collectors on data collection tools (questionnaire), procedures and techniques;
   3. Supervise study implementation through regular field visits and supervisions to data collectors;
   4. Liaise with MENTOR data manager for ongoing data entry and cleaning throughout period of survey implementation;
3. Data Management:
   1. Design a data collection, cleaning and analysis plan detailing timelines and outputs produced for each stage of the process;
   2. Design a data entry frame matching the designed protocol and including necessary checks for quality data entry;
   3. Support data entry and cleaning;
   4. Analyse data as per agreed data analysis plan providing all analysis done to MENTOR team in the field;
   5. Provide MENTOR team all clean data files along with all questionnaires organized and coded according to the best ethical practices;
4. Report writing
   1. Draft a brief report on results found and submit to MENTOR team;
   2. Finalize the report after receiving MENTOR feedback and re-submit it for donor submission
5. **Output/s**

Output 1: Finalized protocol with sample size and final questionnaire integrating MENTOR team input;

Output 2: Completed data analysis according to the data analysis plan;

Output 3: Final KAP report integrating MENTOR team feedback

1. **Technical Supervision**

The selected Consultant will work on the supervision of:

* Germain Ehui Ablokoua – Medical Coordinator, MENTOR Chad
* Aude Barraud – Program Director, MENTOR Chad

1. **Specific requirements**
2. Qualifications required:
   1. A degree in health sciences (Medicine, Nursing) or similar
   2. Post graduate certificate in Epidemiology, Public Health.
3. Experience required:
   1. Previous proven experience in managing health related cross-sectional surveys;
   2. Previous experience in Chad;
4. Skills / Technical skills and knowledge:
   1. Data management/analysis skills
   2. Survey implementation knowledge and KAP surveys management experience/knowledge
   3. Knowledge and experience of community case management
5. Language requirements:
   1. Must be professionally fluent in French and English
   2. Knowledge of local languages is an advantage
6. **Competencies**
   1. Data management (entry, cleaning, analysis) required;
   2. English report writing skills;
7. **Place of assignment**

Gore, Logone Orientale, Chad

1. **Submission of proposals**

Proposals with no more than 2 pages should be submitted to XXX with the following elements:

* 1. Brief description of methodology to be used in the survey (1/2 page)
  2. Previous experience in survey implementation of the individual (s) involved (1/2 page)
  3. Timeline for key activities (1/2 page)
  4. Financial proposal (1/2 page)

Proposals with more than two pages and/or with more elements than required won’t be considered.

Deadline for proposal submission: XXXX

1. **Proposal evaluation**

Proposals will be scored by a MENTOR panel.

* 1. Methodology: 10 points
  2. Survey experience: 40 points
  3. Timeline: 20 points
  4. Financial proposal: 30 points

1. **Disclaimers**
2. Data collected through this survey is MENTOR/Swiss Cooperation and Ministry of Public Health in Chad property. The consultant hired has no ownership of any data (partially or totally).
3. Final decision on survey methodology is done by MENTOR.