



Terms of Reference

Title: Service Company to conduct Health Vulnerability study in Albania

1. Background

Health for All Project in Albania (HAP) is funded by Swiss Agency for Development and Cooperation (SDC) of the Swiss Government and is being implemented by HAP Center in two regions in Albania, Diber and Fier. Its overall goal is *the Albanian population benefit from better health thanks to improved primary health care services and health promotion activities.*

Expected outcomes of the project are:

- *Central government, donors and other relevant actors' engagement in the health system reform leads to better management and provision of services through qualified health professionals*
- *Citizens in target regions, have increased access to more decentralized, affordable, quality primary health services. More health conscious citizens contribute through increased participation towards an accountable and responsive health system*

HAP's activities are in line with international aspirations led by WHO on Universal Care, and as such wants to extend its services toward reaching and covering through primary health care services the vulnerable groups in Albania. Aiming at implementing such evidence based approaches HAP needs to know, what defines health vulnerability in Albania and identification of such groups in Albanian realities. Furthermore, what might be the needs in terms of tailored services that ensure qualitative health care to these groups will be of interest.

2. The objectives of this study are:

1. To determine conditions/criteria that surround health vulnerability in Albania. How these conditions differently affect men and women.
2. To identify vulnerable groups toward primary health care services in Albania. What are the characteristics of these groups in term of gender loop (men and women).
3. To suggest/recommend need tailored strategies/approaches and services to reach these target group within Primary Health Care system in Albania, and if there is any difference as per gender needs.

This study will be conceptualized in two phases:

In the first one, the research team will explore boundaries, conditions, or references of the definition of vulnerability in health. What constitutes health vulnerability in the context of transition economies and post-communist countries? This phase should represent 25% of the study (resources, time and results).

On the second phase, the research team will find out and explore the application of this concept in the Albanian population related to health issues, and consequently identify some vulnerable and/or most vulnerable target groups towards health in Albania. A list of health vulnerability criteria can be developed as one of study products apart from final report. After such explorations the research group will come up with recommendations or suggestions on best practices for reaching such groups, mainly from primary health care staff, and other actors as well. The recommendations should be operational and as practical as possible in order to be incorporated in further project activities. This phase should represent 75% of the study (resources, time and results).

3. Technical capacities required for this service

In this regard, Health for All Project in Albania (HAP) is looking for the services of a professional, qualified and experienced **research** group, legally represented by an NPO (Non-for-Profit Organization) or a Consortium of NPO-s in conducting this survey for Albanian realities.

The group of research experts should have Public Health, Social Sciences and Gender Study backgrounds and experiences. A consortium of two or more NPO-s with the above-mentioned backgrounds and experiences is encouraged. The Principal Investigator despite the background should work very closely with his/her counterparts. It is important for HAP that the composition of the research group should be in equal importance as per field of experience. In case of a Consortium, a copy of the agreement between the Consortium members, with the clear division of responsibilities must be submitted to HAP.

To implement the survey the company shall provide the following staff with respective qualifications, experiences and responsibilities:

a. Principal investigator qualifications and experiences

- Holding an advance academic degree in public health and/or social sciences
- Being a public health or social science distinguished research expert, with more than 10 years of experience in the field
- Deep knowledge on the field of demography, development, sociological dynamics of Albanian society and/or public health,
- Deep knowledge on quantitative analytical of public health data
- Deep knowledge of health system in Albania (structural health system, human resources development, roles and responsibilities, etc.).
- Previous experience as Principal Investigator, would be preferable.
- Experience on applying qualitative and quantitative research methods.

Responsibilities

- Lead the research team
- Focal point for all related research/study public relations (partners' involvement, coordinate with interested parties (public, civil society, donor, etc.)
- Primary responsible to obtain the ethical clearance of the study and guaranty quality assurance and acceptance.
- Develop study protocol together with technical research experts and other research team.
- Define the study approach, methodology and development of the study tools.
- Conduct desk work and analyzes of the existing resources on "health vulnerability".
- Responsible for data analyzes and study report writing.
- Present the findings in a small group of interest (Donor, HAP, MOHSP, IPH, etc.)

b. Two technical research experts

Qualifications and experiences: *Public health and/or social sciences*

- Holding an advance academic degree in public health and/or social sciences.
- Being a public health or social sciences distinguished research expert, with more than 7 years of experience in the field.
- Leading experience of research teams would be preferable.
- Deep knowledge on the field of demography, development, sociological dynamics of Albanian society and/or public health, health system in Albania.
- Deep knowledge on quantitative analytical of public health data.
- Experience on conducting focus group discussions and/or in depth interviews.
- Experienced in report writing.

Qualifications and experiences: *Gender expert*

- Holding an advance academic degree in gender studies.
- Being a gender distinguished research expert, with more than 7 years of experience in the field.
- Deep knowledge on gender need analyses and planning in health field and integration of gender perspective in research and research products.
- Experience on conducting focus group discussions and/or in depth interviews.
- Experience on analyzing qualitative data.
- Experienced in report writing.

Responsibilities

- Responsible for ethical clearance of the study and quality assurance and acceptance, in close collaboration with PI.
- Contribute to the development of the study protocol together with PI.
- Integrate gender issues in all study phases (research question, sample selection, data collection and analyses, and report writing).
- Contribute to the definition of the study approach, sample and development of the study tools together with PI and other research core team.
- Main responsible for the implementation of the study.
- Conduct desk work and analyzes of the existing resources on “health vulnerability” under each field expertise and into an integrated approach.
- Leading/facilitating/conducting focus groups discussions, in depth interviews.
- Analyze the findings and contribute to the writing of the final study report.
- Present the findings in a small group of interest (Donor, HAP, MOHSP, IPH, etc.,)

c. Statistician/ quantitative data analyzer

Qualifications and experiences:

- Hold an advanced academic degree on statistics and/or similar fields.
- Being a distinguished research expert, with more than 7 years of experience in analyzing quantitative data.
- Deep knowledge of statistical data analyzing programs (SPSS, STATA, etc) as per research team needs.
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Responsibilities

- Follow the study protocol related to data management, safety and confidentiality.
- Questioner development (as per research team needs) using a software (SPSS, STATA, etc.).
- Supervision of data entry, cleaning and validation of data (if data entry is needed).
- Developing useful study products for the other research team (tables, graphs, or other forms of analyzes).

d. Expert on qualitative data collection and analyses

Qualifications and experiences:

- Holds an academic degree on communication, social sciences or similar fields.
- Deep knowledge and experience on communication techniques and conflict management.
- Deep knowledge of qualitative analyses of data, transcripts of qualitative data
- Previous experience on conducting in depth interviews, focus groups, transcript of the qualitative data.

Responsibilities

- Co-facilitate the implementation of Focus Groups and/or in depth interviews.
- Keep notes of the FG discussions and in depth interviews.
- Responsible for managing the registration of FG discussions and in depth Interviews.
- Contribute to the transcription of the registered FG discussions and in depth interview. Responsible for the transcription of qualitative data and analyses.

4. The following package of services is requested from the service company:

- Design of survey and data collection tools.
- Sampling of study.
- Identification of targeted groups/services, etc.
- Obtaining of ethical clearance.
- Implementation of the study (Any other needed supported services such as training of data collectors).
- Data processing analysis and reporting of results
- Study report.

The HAP Project reserves its right to be directly involved in all activities of the survey implementation, specifically in quality assurance activities, which HAP might carry out in parallel and independently from the service company.

5. Methodology approaches

Surveys (being those quantitative or qualitative), observation and/or in depth interviews with targeted individuals are main methodological approaches that the research group may consider to carry out. Also, consulting relevant literature from WHO, SDC, UN and other sources would be preferable.

The research group should develop the study protocol and tools of the survey. Also, sample should be defined and elaborated by the research group.

6. For this bid, the company/consortium shall provide the following outline specifying the following aspects which will be evaluated with the following percentage:

- Proposal on the methodology and approach to conduct the study (not longer than 5 pages). 20 %
- CV of company/ies or NPO-s with previous experiences in similar surveys. 20%
- CVs of key staff and assigned positions. 20%
- Financial offer and a narratively described budget, related to the fulfilment of the study objectives. 30%
- Developed activity plan with a timeline chart and logistics aimed at reaching the objectives of these TORs (as Annex to the Methodology proposal). 10%
- Copy of NIPT (in case of consortiums, as many organizations participating)
- Copy or original of the "History of NPO registration" from Tirana Court of the last 3 months.
- Copy of the agreement between the consortium members (*in the case of a consortium*)

The deadline for submission is August 31st, 2018, by the end of working day. We estimate that the selection will take place within 15 working days after the deadline.

7. Timeframes and Deliverables

HAP is aiming at starting work with this survey by September 2018. The first phase of the survey is expected to end by October 30, 2018 and the second phase with the final report writing by December 30, 2018.

Progressive reports on the findings of the first and second phase will be delivered and consulted with HAP. The working language is English, and the reports should be delivered in English.

8. Financial Offer

The service provider should submit a Financial Offer that includes all expenses, fees and taxes, for the different positions/roles/tasks. The number of working days and daily rates shall be specified. Costs for transport and other administrative costs (i.e. accommodation, per diems, and communication costs if required) shall be provided as separate budget lines.

9. Other business

A contract between HAP (Health for All Project) and the service provider will be established covering the activities defined in these TORs and respective remuneration.

10. Deadline

The application package should be delivered **by 4pm, of 31 August 2018**, with clearly marked **“Health Vulnerability study in Albania”** to the address below. **The financial offer and technical offer should be in separate envelopes, and both of them inside one sealed envelope.**

Procurement Team

HAP Centre

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