

Terms of Reference

Consultancy to Develop Liberia National Eye Health Policy

1. Background

Sightsavers is Non-Governmental Development Organisation and has been working in Liberia for more than 20 years. Over the years, our programmes in Liberia have focused on providing eye health services to eliminate avoidable causes of blindness and supporting inclusive education for children with visual impairment.

The estimated prevalence of blindness in Liberia is 0.5% in all ages with an estimated magnitude of over 25,000 Liberians blind and approximately 637,165 (12.3%) with visual impairment. The following are the main causes of blindness in Liberia: cataract (60.4%), visual impairment (12.3%), and posterior segment pathologies including glaucoma 27.8%. Blindness is a key constraint to economic development and an obstacle to the achievement of the SDGs.

In Liberia, the previous eye health policy developed in 2007 expired in 2011 and with the change in the landscape of eye care delivery in the country for the past ten years, there is a need for the development of a newer policy. Therefore, this policy will replace the 2007-2011 National Eye Health Policy and it will provide the national strategic direction for the development of eye health in the country. Additionally, it will guide development partners working in the eye health sector ascribing to regional and international best practices.

2. Purpose of the Assignment

The consultant will provide technical support to the Ministry of Health (MoH) to develop a ten years National Eye Health Policy and a five-year strategic plan. S/he will work with the National Eye Health Program Manager and the policy technical working group already constituted by the MoH to produce the final policy document.

3. Scope of Work

Sightsavers in collaboration with the MoH requires the consultant to perform the following tasks:

- Review relevant policy documents (see list of reference materials for review)
- Develop and share zero draft of policy document
- Work with policy technical working group to plan and develop agenda for stakeholders' workshop
- Lead to conduct workshop to discuss and receive input on zero draft of the policy document
- Develop 1st draft of policy document in line with discussions and inputs from the workshop

- Work with the MoH to circulate the 1st draft of the policy document to the counties and relevant stakeholders for their input.
- Collate all inputs from the counties and stakeholders to develop 2nd draft of the policy document
- Convene a meeting with the policy technical working group to review and finalize the 2nd draft of the policy document
- Submit final draft of the national eye health policy to MoH for approval.

4. Timeframes

4.1 MAXIMUM NUMBER OF DAYS INPUTS BY CONSULTANT

Activity	No of Days	Date
Advertisement published for a consultant	14	Nov 5 th – 18 th 2021
Shortlisting of Candidates	7	Nov 22 nd – 30 th 2021
Interview and selection of the consultant	5	January 10 th – 14 th 2022
Desk research /Review of relevant documents	10	Jan 17 th -Jan 28 th 2022
Share zero draft policy document	12	January 31 st -Feb 11 th 2022
Meeting with policy working group	1	Feb 16 th 2022
Stakeholders workshop	2 days	Feb 17 th -18 th 2022
Revise document to incorporate inputs from workshop and share draft 1 with MoH	5 days	Feb 21 st -25 th 2022
MoH circulates draft 1 to Counties and Stakeholders	3 days	Feb 28 th – March 2, 202
Receive feedback from Counties and stakeholders through MoH. MoH to provide their feedback at this time.	8 days	March 7-14, 2022
Revise document based on inputs from Counties and other stakeholders	4 days	March 15 th -18 th
Validation Meeting to consolidate stakeholders' inputs	1 day	March 21, 2022
Submission of final policy document for sign off	3 days	March 23 rd – 25 th

Note: The timelines exclude weekends

5. Reference Material

The policy development process will consider the following documents:

- National Health Policy and Plan (2011-2021)
- National Policy and Strategic Plan on Health Promotion (2016)
- National Health Financing Policy and Plan (2011-2021)
- National Eye Health Policy (2006-2011)
- WHO Global Action Plan: Towards Universal Eye Health 2014-2019
- National Investment Plan for Building a Resilient Health System in Liberia (2015-2021)
- WHO, UN etc policy documents, reports and guidelines on health systems, Sustainable Development Goals (SDGs) and Universal Health Coverage (UHC)
- Relevant articles on UHC, SDGs and healthcare financing
- Essential Package of Health Service
- UNCRPD document
- IEH documents
- Other relevant documents for the promotion of eye health

6. Outputs/ Deliverables

Expected outputs will be:

- **The zero draft document**, which will be shared within the agreed period of time following the commencement of the consultant's work. This will highlight the proposed structure of the policy document and relevant background and details resulting from literature review.
- **A 2-day workshop** with key stakeholders is conducted to discuss and agree inputs for eye health policy document
- **First draft of the eye health policy document is developed**
- **Second draft is produced and reviewed** by the policy working group
- **Final policy document is produced and submitted** to MoH

7. Document Format

Detailed guidelines on how to structure the policy document is spelt out in the ToR of the Consultant and suggested modifications to the structure by the consultants are to be agreed with the policy TWG prior to implementation in the document.

Please note that penalties up to 10% of agreed fees will be imposed for noncompliance with the requirements.

8. Administrative/Logistical support (Sightsavers International)

8.1 BUDGET

Sightsavers will pay a lump sum amount as consultancy fees to cover for time spent on the policy development by the consultant. The consultancy fees would be agreed between the consultant and the Sightsavers. The agreed consultancy fees would exclude expenses such as:

- Economy class airfares (where applicable)
- In-country transportation
- Hotel accommodation (bed, breakfast and even meals taken at the place of accommodation) in the circumstance where there would be travels outside state of residence for the consultant.
- Stationery and supplies
- Meeting venue hire and associated equipment eg projectors

Sightsavers usually cover the above costs, unless otherwise stated or agreed.

The consultant is expected to cover all other costs and materials not mentioned above related to this exercise as part of their consultancy fees.

8.2 SCHEDULE OF PAYMENT

The following payment schedule will be adhered to:

- On signing the contract: 20%
- Submission of first draft policy: 30%
- On acceptance and approval of final policy: 50%

8.3 MODE OF PAYMENT

As agreed by Sightsavers and the consultant.