**NO: FY21-0F-003**

STATEMENT OF WORK

Act to End NTD | East

Two Field Coordinators for Pre-MDA Census in 2 communes in West

## **1. Introduction/Background**

Act to End Neglected Tropical Diseases (NTDs) | East (Act|East) is a five-year project funded by the U.S. Agency for International Development (USAID) that helps national NTD programs for the control of Soil-transmitted Helminths (STH) and the elimination Lymphatic Filariasis (LF).

The Act|East project are conducting in coordination with the Ministry of Health a census in the commune of Cabaret and Arcahaie where data on the total population figure, social mobilization effectiveness, compliance to the project main intervention (Mass Drug Administration) and morbidity of the LF will be collected.

## **2. Scope of Work**

In closed collaboration and with the supervision of the Haiti Act| East Monitoring Evaluation Research Learning and Adapting (MERLA) team, the Field coordinators will be responsible for the training of the field surveyors for the census in Cabaret and Arcahaie. They will supervise the field team and verify daily all data collected during the census. The Field Coordinators will work in close collaboration with the Monitoring-Evaluation team of the Act-East project.

## **3. Period of Performance**

The period of performance for the field coordinators consultancy is **31 days**. beginning on **January 15th** 2022 **through February 15th 2022**. All work must be scheduled to be completed within this timeframe.

## **4. Place of Performance**

The field coordinators will be working on the field in Cabaret and Arcahaie. They will have to supervise field surveyors across the different communal sections of the targeted communes.

## **5. Work Requirements**

In collaboration with the Haiti MERLA team, the field coordinators will be responsible to:

* Conduct the training of the field teams
* Ensure good quality of the data collected by the field teams.
* Ensure proper daily data verification using all necessary tools given by the MERLA team
* Ensure compliance with standards and procedures related to field activities
* Supervise the field teams in the different communal sections of the field activities
* Provide technical support to the field teams including electronic materials troubleshooting
* Help with the logistic: distribution and recovery of materials
* All related task requested by the MERLA team

## **6. Schedule/Milestones/Deliverables**

*The below list consists of the initial milestones identified for the field coordinators*

|  |  |
| --- | --- |
| **Move to the field** | January 15th , 2021 |
| **Conducting Training** | 16 January – 22 January 2021 |
| **Coordination of the field activity** | 24 January – 14 February 2021 |
| **Data verification** | 24 January – 14 February 2021 |
| **Back to Port au Prince** | 15 February 2021 |

## **7. Payment Terms**

* 25% on signing
* 25% after 15 days of field work
* 50% at the end of the field activity

## **8. Required Qualification:**

* Bachelor's degree in Statistics, Mathematics, Computer Science, Planning, Economics, Public Health or other related fields.
* Experience in coordinating studies / field surveys.
* Capable of using the geographic information systems software QGIS
* Excellent communication and organizational skills.
* Ability to conduct training.
* Be able to manage several tasks at the same time.
* Excellent interpersonal and communication skills

Bidders' bids must be submitted online no later than **January 11, 2022 at** the latest at the following email address: [procurement@ht.gere.rti.org](mailto:procurement@ht.gere.rti.org)