

Terms of Reference
on selection a company/agency for field data collection within the National Household
Survey on Prevalence of Noncommunicable Disease Risk Factors - STEPS

General information on the survey

World Health Organization (WHO) is implementing the second round of the National Household Survey on “Prevalence of Noncommunicable Disease Risk Factors” - STEPS. The survey goal is to determine the current prevalence of common modifiable NCD risk factors among the population of the Republic of Moldova using WHO-approved methods, to evaluate the trends comparing data with the 2013 survey results and findings, and to contribute to monitoring and evaluation of the implementation of the National Programs in the area of NCD Prevention and Control.

Field work on data collection using electronic devices is to be done within the survey. 6000 of households from 400 clusters from all over the country will be visited. Data from one adult participant within each household will be collected accordingly WHO methodology. Lists of localities and households address/map as well as all devices for data collection will be provided by WHO. The survey data collection will be done in three consecutive steps: STEP 1 – applying a questionnaire on common noncommunicable disease risk factors; STEP 2 - physical measurements (blood pressure and heart rate, weight and height, waist circumference and hip circumference); and STEP 3 – blood biochemical analysis. Two informed consents will be obtained from each participant, one for STEP 1 and 2, and other for STEP 3.

2. Objective of the present project is to ensure field work on household survey data collection using electronic devices as part of above-mentioned survey under the coordination of the WHO and STEPS survey coordination team.

3. Description of activities and responsibilities

3.1. Agency will be responsible for:

- Setting 10 teams of field data collectors. Each team will consist of: one supervisor/team leader; two interviewers (one man and one woman, preferably); laboratory technician (for carrying out STEP 3); and a driver with a car.
- Ensure all team members (except for driver) will be appropriately trained before starting data collection. Training will be done by WHO.
- Organize training for data collectors (50 pax, 6 days), including suitable training room adequately equipped, meals and refreshments, materials for training and cost of travel for participants from rayons.
- Organise and provide pilot testing (1 day).
- Ensure transportation of the teams to the cluster for data collection, including fuel and cars.
- Identify local guides to fasten reaching selected household and facilitation of communication with household members
- Data collection will be carried out accordingly WHO STEPS methodology using mobile devices (tablets) provided by WHO. Good quality interviews (4-5 interviews per day per interviewer) are conducted and all data are complete.
- Ensure that all data collectors in their team submit their data electronically at the end of completion of each cluster. Internet connection will be assured by the implementation agency.
- Ensure confidentiality of data, according to the national legislation.

- Properly ensure receipt, storage and use all devices, offered by the WHO for field data collection and return its to the WHO at the end of data collection. In case of damage or lost of any equipment/device Agency will reimburse the cost of the item.

3.2. Core roles of team members

3.2.1. Data collection supervisor:

- Obtaining and preparing household lists and maps for each cluster, data collection forms, devices for data collection, supplies and equipment, and distributing them to data collectors;
- Coordinating logistics and assigning interviewers to households in each cluster;
- Making travel arrangements for data collectors;
- Informing local authorities about the survey and identifying and interacting with local guides;
- Supervising the interview process and recording daily activities;
- Ensuring data quality;
- Ensuring regular submission of the data to the server;
- Managing human resource performance and issues;
- Sending regular progress reports to STEPS Survey Coordinator.

3.2.2. Interviewer:

- Approach selected households;
- Brief household members on purpose of the survey;
- Select a participant from all eligible members within a selected household using the mobile Device;
- Record information on the Interview Tracking Form;
- Inform the selected participant using the Participant Information Form and obtain written consent;
- Conduct the interview and record results for Step 1;
- Take measurements and record results for Step 2;
- Fill in Participant Feedback Form on results of Step 2 measurements for the participant;
- Make appointment for Step 3 (if consent given) and inform participant on correct method of fasting;
- Report any difficulties to supervisor.

3.2.3. Laboratory technician:

- Checking for appropriate participant consent;
- Taking blood samples from participants and recording results for Step 3 on the tablets and the participant feedback forms;
- Ensuring consistency of Participant Identification Numbers (PIDs) for all data and labels;

3.2.4. Driver:

- Safely transport the field teams to/back their respective clusters, and within the clusters where data collection is conducted.

3.3. Skills and attributes of team members

3.3.1. Data collection supervisor:

- Experience in health population-based surveys;
- Ability to work with teams and motivate people;
- Coordination and communication skills
- Good understanding of the philosophy and objectives of the global STEPS risk factor surveillance process.

3.3.2. Interviewer:

- Good oral and written communication skills;
- Friendly manner and patience;
- Good attention to detail.
- Ensure submission of data electronically at the end of completion of the cluster.

3.3.3. Laboratory technician:

- Good communication skills.
- Medical education (nurse/medical assistant/medical technician).
- Ensure submission of data electronically at the end of completion of the cluster.

3.3.3. Other skills and attributes for all team members (except for driver):

- Abilities to work in a team;
- Basic skills in handling mobile devices;
- Previous experience in public (or) health surveys is to be acknowledged;
- Language requirements: Romanian and Russian.

Deliverables

1. Dataset(s) consisting of data on the (i) STEP 1 and 2 and (ii) STEP 3 survey collected electronically and submitted to the ODK collect/server (managed by WHO).
2. Interview tracking forms appropriately filled in, properly stored and accessible for Survey coordinator.
3. Informed consents signed by respondents, properly stored and accessible for Survey coordinator.

Time frame for data collection: about 2 months (from 26 August to 26 October)