

## **Terms of reference (TOR) for Recruitment of the post of 6 Research Assistants/ Data Collectors for the activities by Child Care Development and Special Needs Unit, Family Health Bureau in 2024**

### **Background**

The Family Health Bureau (FHB) has been given the responsibility for implementation of the caring for caregivers' package, piloting a community-based parenting program in a rural community and validation of a tool for the early detection of learning disabilities. Family Health Bureau is the focal point of maternal and child health in the Ministry of Health Sri Lanka. Early Childhood Development is recognized as a key developmental priority of the Family Health Bureau also based on the United Nations' Sustainable Development Goals, and nurturing care is known to strengthen children's ability to develop and learn.

### **PROJECT 01:**

FHB is conducting the Inclusive Early Childhood Development Program (IncluDe) for early identification and intervention of children with developmental disabilities. One of the components of this is the neonatal care pathway where high-risk neonates are screened and referred to early intervention. The pilot project is being conducted in the Colombo District and high-risk neonates from the DMH and CSHW are referred to the early intervention program at the LRH. This program data needs to be collected and reviewed, in order to scale up the program.

### **PROJECT 02:**

In addition, nurturing care is significantly affected by the well-being of the caregivers, which has been identified as important in optimum early childhood development. FHB is planning to adapt the 'caring for the caregivers' program training package for the local setting and to scale up the implementation in a step-wise manner.

### **PROJECT 03:**

'Arambh' is one of the best-practice parenting programs which is designed by the Mahatma Gandhi Institute of Medical Sciences in Maharashtra, India. UNICEF Sri Lanka supported the local team to observe this program and currently FHB is planning to adapt and pilot test this program in three selected communities in Sri Lanka.

### **PROJECT 04:**

FHB is conducting the Inclusive Early Childhood Development Program (IncluDe) for early identification and intervention of children with developmental disabilities. Although there are many screening tools developed for the identification of these disabilities there is no tool for identification of Specific Learning Disabilities (SpLD). FHB is planning to develop a screening tool for this purpose as well.

In order to complete them efficiently it is required to recruit 6 research assistants for the above 4 projects.

## **PROJECT 01: Neonatal care pathway pilot review (01 Post)**

### **Scope of Work**

Under the supervision of the National Program Manager (Child Care, Development and Special Needs Unit of FHB), the research assistants will perform the following;

1. To assist in the data collection, and management of the neonatal care pathway pilot program
2. To assist in data analysis and identifying the barriers to the data flow
3. To assist in following up on the refereed neonates and finding out reasons for defaulting

Selected research assistants will be posted to CCDSNU unit of the Family Health Bureau.

### **Duration**

For six months (May 2024 – October 2024)

### **Qualification and experience required for the post**

- Pre-intern medical officer/s with M.B.B.S. qualifications OR any graduate with a BSc/BA degree.
- Ability to work with Microsoft Office applications (Word / Excel / etc.)
- Previous experience in scientific research, data collection, data entry and analysis will be desired.
- Good command of English and Sinhala and English languages.
- Excellent communication skills

### **Expected output**

1. The data flow of the neonatal care pathway pilot is streamlined
2. The follow-up of neonates are complete
3. The reasons for defaulting is identified

### **Nature of work**

- **Full time/part time:** Full time
- **No of days per week:** Five (05) days
- **Place of Work:** As specified by the consultant
- **Working hours per day:** Eight (08) hours / 8.30am to 4.15pm

**Monthly remuneration 50,000.00**

## **PROJECT 02 – to translate adapt and implement the caring for caregiver package (01 Post)**

### **Scope of Work**

Under the supervision of the National Program Manager (Child Care, Development and Special Needs Unit of FHB), the research assistants will perform the following;

1. To assist the work of the Consultant who is working on this project in the translation, adaptation and implementation of the caring for caregiver package and assisting in the translation and adaptation research.

Selected research assistants will be posted to CCDSNU unit of the Family Health Bureau.

### **Duration**

For three months (July 2024 – September 2024)

### **Qualification and experience required for the post**

- Pre-intern medical officer/s with M.B.B.S. qualifications OR any graduate with a BSc/BA degree.
- Ability to work with Microsoft Office applications (Word / Excel / etc.)
- Previous experience in scientific research, data collection, data entry and analysis will be desired.
- Good command of English and Tamil languages. Command in Sinhala would be an added advantage.
- Excellent communication skills

### **Expected output**

1. Translation of CFC toolkit to Tamil languages
2. Adaptation of CFC toolkit
3. Documentation of the translation and adaptation project
4. Writing the ethics applications and research protocols

### **Nature of work**

- **Full time/part time:** Full time
- **No of days per week:** Five (05) days
- **Place of Work:** Family Health Bureau, Ministry of Health
- **Working hours per day:** Eight (08) hours / 8.30am to 4.15pm

**Monthly remuneration 50,000.00**

**PROJECT 03 – to pilot and adopt a version of Arambh early moment matters community-based training program at three selected communities (01 Post)**

**Scope of Work**

Under the supervision of the National Program Manager (Child Care, Development and Special Needs Unit of FHB), the research assistants will perform the following;

1. To assist the organizing and holding stakeholder meetings
2. To assist adaptation of the program to the Sinhala language
3. To assist in organizing and holding training of trainers program in selected locations
4. To assist pilot the training program in selected locations
5. To assist in carrying out the implementation research

Selected research assistants will be posted to CCDSNU unit of the Family Health Bureau.

**Duration**

For six months (July 2024 – December 2024)

**Qualification and experience required for the post**

- Pre-intern medical officer/s with M.B.B.S. qualifications OR any graduate with a BSc/BA degree in Sociology or Psychology.
- Ability to work with Microsoft Office applications (Word / Excel / etc.)
- Previous experience in scientific research, data collection, data entry and analysis will be desired.
- Good command of English and Sinhala OR English and Tamil languages.
- Excellent communication skills

**Expected output**

1. To assist in the organizing and holding of stakeholder meetings
2. To assist adaptation of the program to the Sinhala language
3. To assist in organizing and holding training of trainers program in selected locations
4. To assist pilot the training program in selected locations
5. To assist in carrying out the implementation research

**Nature of work**

- **Full time/part time:** Full time
- **No of days per week:** Five (05) days
- **Place of Work:** Family Health Bureau
- **Working hours per day:** Eight (08) hours / 8.30am to 4.15pm

**Monthly remuneration 50,000.00**

**PROJECT 04 – to develop and validate a tool to screen Specific Learning Disorder (SpLD) for the age range of five to seven years (04 Posts)**

**Scope of Work**

Under the supervision of the National Program Manager (Child Care, Development and Special Needs Unit of FHB), the research assistants will perform the following;

1. To assist the organizing and holding stakeholder meetings
2. To assist in the adaptation and validation of the screening tool in Sinhala language
3. To assist in organizing and holding exploratory factor analysis and confirmatory factor analysis

Selected research assistants will be posted to CCDSNU unit of the Family Health Bureau.

**Duration**

For six months (July 2024 – December 2024)

**Qualification and experience required for the post**

- Psychology Graduate pursuing or holding a BSc/BA degree.
- Ability to work with Microsoft Office applications (Word / Excel / etc.)
- Previous experience in scientific research, data collection, data entry and analysis will be desired.
- Good command of English and Sinhala and English languages.
- Excellent communication skills

**Expected output**

1. To assist in the organizing and holding of stakeholder meetings
2. To assist adaptation of the screening tool content to the Sinhala language
3. To assist in organizing and holding teacher training programs in selected locations
4. To assist in carrying out the district-level validation research
5. To develop the research documents and final research report

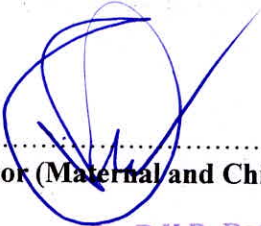
**Nature of work**


- **Full time/part time:** Full time
- **No of days per week:** Five (05) days
- **Place of Work:** As specified by the consultant
- **Working hours per day:** Eight (08) hours / 8.30am to 4.15pm

**Monthly remuneration 50,000.00**

**NB:**

- The selection of research assistants is conducted via interviews, with final decisions made by the Family Health Bureau, Ministry of Health.
- Research Assistants are eligible only for the benefits specified by the Ministry of Health or the funding agency, with no additional privileges or claims.
- The program manager reserves the right to adjust or amend the scope of work as needed.

  
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**Director (Maternal and Child Health)**  
Date: **Dr. B.K.R. Batuwanthudawe**  
**Deputy Director**  
**Family Health Bureau**

  
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**Dr. Asiri Hewamalage,**  
**Coordinating Consultant**  
Date: