TERMS OF REFERENCE (TOR)

1. Background of Consultancy:

The United States Agency for International Development's (USAID) Food for Peace program has awarded a grant to CARE Bangladesh to fund a five-year program, "SHOUHARDOIII" to build on the successful predecessors SHOUHARDO and SHOUHARDO II. The program goal is to improve gender equitable food security, nutrition, and resilience of vulnerable people in Bangladesh by 2020.The program will operate in 8 high-risk districts in Char and Haor regions, 23 Upazilas, and 115 unions of Bangladesh. The program will achieve enduring change for 168,521 Poor and Extremely households through programing that layers, sequences, and integrates technical interventions that meet the immediate needs of PEP communities while also investing in social, economic, and institutional capital to build a foundation for future food security and resilience in target communities.

The program focuses on addressing the availability, access, utilization and stability of food insecurity as well as the underlying causes that include social injustice and discrimination, lack of participation and voice, and heightened vulnerability to natural disasters and climate change. To achieve this goal, five Purposes have been designed namely

1. Increased equitable access to income for both women and men, and nutritious food for men, women, boys and girls
2. Improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls
3. Strengthened gender equitable ability of people, households, communities and systems to mitigate, adapt to and recover from man-made and natural shocks
4. Increased women's empowerment and gender equity at family and community level
5. Provision and utilization of public services (i.e. Local Elected Bodies & NatioBuilding Departments) for communities especially for PEP increased

Objectives of the Consultancy:

The program has a comprehensive Monitoring and Evaluation (M&E) plan that includes broadly beneficiary registration process, routine monitoring data management system, tracking impacts at the beneficiary level and key program evaluations. The program has planned to track program impacts by collecting longitudinal surveys in order to demonstrate key evidence of impacts. The program has also intended to review the program Theory of Change on how the program is achieving goals and objectives based on its assumptions and activities.

TANGO International, a USA based research firm has been contracted to provide technical supports in developing methodology and study instruments for the longitudinal study design, data analysis, and data synthesis and study reports. SHOUHARDO III program is looking for a national research firm to carry-out the field work for data collection, data quality assurance and primary data management.

2. The Longitudinal study (panel survey)

The integrated panel survey is to measure the longitudinal effects on adoption of agriculture practices and productivity, women empowerment and health and nutrition practices of SHOHARDO III beneficiary households. This panel survey will also measure changes in household resilience capacities and other

adjustments made by households as they are exposed to shocks over the course of three years, the patterns of changes in food security outcomes after exposure to shocks, and how the types of adjustments that households make and trends in food security outcomes are influenced by the specific resilience capacity endowments of households, and how resilience capacities and responses to shocks are influenced by adoption of practices promoted by the project.

The core research objectives of the panel survey are

1. To measure the longitudinal effects of the program interventions on increased agricultural production and better nutritional status adopting agriculture, livelihood and nutrition practices.
2. Increase understanding of which resilience capacities, in what form and where, have the greatest ability to help households mitigate shocks and stresses and achieve greater food security.
3. Determine if program interventions are effectively contributing to the resilience capacities, and inform program decisions on how to adjust interventions accordingly.
4. Provide evidence that allows the program to test and review its theory of change, and make adaptive management decisions within the program.

The sample beneficiary households will be initially selected randomly during the baseline and then will be followed up in every six months for three years. The panel sample households will be selected from the three major sampling frames of registered i) Agriculture and Livestock beneficiaries ii) Nutrition beneficiaries (PLWs) and iii) Others beneficiaries.

3. Sampling procedure and Sample Size

The sample for the panel survey will be a random sample of beneficiaries drawn from the lists of three sampling frames (agriculture and livestock, PLWs and others). The random sample will be selected first time in baseline and will be followed up in the survey round s and end line. A two-stage cluster sampling procedure will be applied to select the sample of beneficiaries from three strata, where the clusters are the program villages will be selected using the Probability Proportional to the Size (PPS) method. For purposes of PPS selection, the 'size' of each cluster will be the total number of beneficiaries from the three sampling frames (strata). The total estimated sample size is 680, where 200 from Agriculture and Livestock sampling frame, 280 from PLWs sampling frame and 200 from other sampling frame. The sample size for baseline, end line and 4 round surveys will remain same. A brief version of the baseline and end line questionnaire will be used to collect round survey data. This will be collected at baseline, end line data and four intermediate rounds of survey for 650 samples each time.

Data Collection and Entry

Electronic data capture devices or tablets should be used as part of data collection, complemented with both online and/or offline android apps[1]. Interviewers can also be provided with paper forms to use in case of malfunction of devices. The use of mobile devices and an electronic questionnaire improves data quality by allowing data validation rules and consistency checks should be integrated as part of data collection. Mobile devices can reduce data entry burden as data are entered at the interviewer level and records are uploaded to a cloud server using the built-in internet connectivity of the devices. Daily data uploading to the cloud server will help to ensure regular data backup. This will also allow the data analysis team to review data consistency frequently and ensure the data are ready for analysis almost immediately after the completion of data collection.

4. Data Quality Control

There should be combination of data collection teams where each team should comprised with enumerators and supervisor from the contracted national research firm. The team supervisors will mainly

[1] Application will be developed by TANGO and Tablets needs to arranged by Contractor

responsible for monitoring data collection and quality control. These field supervisors should review data from the mobile device daily to ensure data quality. The supervisors should also utilize additional data quality monitoring controls. One such control should be the re-interviewing of one household per day using tablets, based on a condensed survey limited to a subset of critical questions. Supervisors will verify that non-response households are unavailable, or truly opted out of participation.

Field supervisors should regularly collect all mobile devices from the interviewers and review all household interview records, question by question. Cross-referencing of re-interview records with the original records collected by the enumerators should happen at this time. If necessary, the M&E field staff will edit the original data records and re-train interviewers. Finally, field supervisors should upload finalized data to the cloud server through a secure transmission.

If data collection method is paper, each interviewer should collect information using a paper based questionnaire and team supervisors should collect completed questionnaires from the team member for his/her review and uploading to cloud server. In this process, the Contractor will involve a data entry operator to enter data into cloud server from the paper based questionnaire.

Instant feedback system will be established (by email, telephone or WhatsApp group messaging) to the field teams to support data quality on regular basis.

5. Key Task

The SoW for this bid/consultancy request covers quantitative data collection for the Baseline of the panel study planned for July/August, 2017, so the contractor should only include the plan and resource requirement for one event data collection in their proposal.

The External Contractor (third party firm) will be responsible for the following:

1. Recruit survey team, including Enumerators (data collectors) for training and field work
2. Arrange tablets for field data collection based on the number of enumerator that will be involved in data collection
3. Organize training for Enumerators and Supervisors including training logistics and venue [TANGO International will lead/facilitate the whole training sessions]
4. Review training materials and field procedure manuals and translating in Bengali (if required)
5. Manage the logistical and administrative aspects of the fieldwork
6. Implement data collection process in field
7. Supervise and monitor daily data collection, and upload/data entry to the cloud server
8. Ensure daily data quality assurance in the field, including Supervisors providing regular feedback to enumerators
9. Prepare field report, including highlights and challenges of the field data collection, number of villages completed, non-response rates, re-interview rates, data entry status, and proposed corrective actions, etc.

6. Timeline

The baseline of longitudinal study (panel survey) shall be undertaken between July and August 2017.

Major Events	When / Deadline
CARE Bangladesh (CB) received details to complete proposals including personnel to be engaged, how the baseline survey of longitudinal study (panel data) will be undertaken, and the detailed budget	1st July 2017
CB provides feedback on selected proposal to Survey Team	5th July 2017
Contract agreed and signed by both parties	no later than 10th July 2017
Survey Team starts assignment holds meetings with SHOUHARDO III management/TANGO to better understand the Program, survey methodology and tools to be used in the Survey	12th July 2017
TANGO share/submit questionnaires, guides, methodology and training materials to the contractor (survey team) and survey team review training materials and field procedure manuals and translating in Bengali	12th -14th July 2017
Training of Enumerators by Survey Team on tools and questionnaire and use of instruments	15th -22th July 2017
Revision of tools / questionnaires, if required, and updating enumerators on changes (Simultaneously with training)	15th -22th July 2017
"Quantitative" Data collection, and analysis (THIS PERIOD IS FIXED AND NON- NEGOTIABLE)	5th week of July - 1st week of August 2017
Data entry, cleaning, processing and Final quantitative data set submits to CARE and TANGO [This is non- negotiable.]	2nd week of August 2017

OWNERSHIP: The completed data set will be the sole property of USAID and CARE. The contractor should not have any right to use the data for its own research purposes, nor license the data to be used by others, without the written consent of USAID & CARE.

7. Qualification Requirements

The firm is expected to have extensive experience conducting quantitative surveys, particularly with surveys conducted using tablets/mobile devices. The hired firm will be responsible for identifying and hiring competent interviewers and field supervisors, organizing and participating in an enumerator training, arranging data collection field logistics, overseeing, supervising and quality control of data collection, management and transmission of data from the field, and delivery of a final dataset to CARE and TANGO team. The firm must have the following key qualifications for this contract -

- Relevant experience (at least 7 years) in conducting agriculture, livelihood, health and nutrition surveys

- Work experience in remote communities of Char and Haor Region
- Experience in using tablets/mobile device for data collection and online based data management system
- Bilingual in Bengali and English, with high writing proficiency in English

8. Key Deliverables

The Contractor is responsible for the following deliverables

8.1. Detail Survey Implementation Plan

Detailed survey implementation plan (DSIP) that specifies details for methodology, critical tasks, anticipated outputs, date-bound timelines, resource needs, and responsible person(s). Composition of a standard field survey team, including expected tasks and responsibilities of each team member, should also be described. The contractor must prepare a data treatment plan to address the following elements:

a. Database Management: indication of how and when data will be entered into the database, the software, including entry screen and intelligent controls to be used for data entry and minimize entry error. Name of the application and the strategy to double-check the data on a regular basis so that any inconsistencies can be identified immediately and corrective measures can be taken within a day.

b. Systematic Data quality check: examine inconsistencies and edits (data cleaning, checking missing values and out liar and fixing issues) planned to ensure logical consistency and coherence, as well as an indication of the software and data entry screen to be used.

8.2. Data Sets

Raw and cleaned data set, data dictionary/codebook, edit rules

9. Technical Proposal

Interested parties should submit the following application to CARE Bangladesh

1. Minimum selection criteria for the enumerators
2. Field work quality control assurances procedure
3. Past experience and references
4. Detailed work plan, including estimated number of days required for completion of data collection activity
5. Detailed budget
6. CVs for key personnel

10. Point of Contract (PoC)

Once the contract is signed, the contact persons at CARE is Chief of Party (CoP) and Senior M&E Coordinator (SM&EC), SHOUHARDO III, CARE Bangladesh. All queries should be directed to SHOUHARDO III Program, CARE Bangladesh.

Specific Tasks, Outputs and Time Frame

Tasks	Outputs	No. Days/ Time Frame
RFP	Proposal submission	1 July, 2017
	Selected proposal to Survey Team	5th July 2017
Survey Team starts assignment holds		12 July 2017
TANGO share/submit	Training of Enumerators by Survey Team	12th -14th July 2017 and

questionnaires, guides, methodology and training materials to the contractor (survey team) and survey team review training materials and field procedure manuals and translating in Bengali	on tools and questionnaire and use of instruments	15th -22th July 2017
Quantitative" Data collection, and analysis (THIS PERIOD IS FIXED AND NON-NEGOTIABLE)		5th week of July - 1st week of August 2017
Data entry, cleaning, processing	Final quantitative data set submits to CARE and TANGO [This is non- negotiable.]	2nd week of August 2017

All documents listed below are required to be submitted as per below terms & conditions:

I. Update trade license only applicable for Firm/Organization**.(not applicable for Enlisted Firm/Organization)**
II. Value Added Tax (VAT) Certificate only applicable for Firm/Organization. **(not applicable for Enlisted Firm/Organization)**
III. Income Tax Identification Number (E-TIN) certificate applicable for both National and International Firm/Organization/Consultant. (**not applicable for Enlisted Firm/Organization/Consultant)**

Technical Proposal:

Please submit your technical proposal as per the Terms of Reference.

Financial Proposal:

Please submit your financial proposal as per below segment:

1. Consultancy Fees (please submit this fee as lump sum basis)

2. Administrative Cost may be cover the below points:
   a) Travel Fare and Local Transportation
   b) Accommodation
   c) Domestic Perdiem
   d) Data Collection