



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRM SELECTION)

**REPUBLIC OF LIBERIA
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
LIBERIA WOMEN EMPOWERMENT PROJECT
LOAN No. IDA- 7168-LR
GRANT No. IDA- E-0910-LR
REFERENCE NO: LR-MOGCSP-413685-CS-QCBS**

The Government of Liberia through the Ministry of Gender, Children and Social Protection (MGCSP) has received a grant of USD 44.6 million dollars from the International Development Association (IDA) of the World Bank to implement the Liberia Women Empowerment Project (LWEP) and intends to apply part of the proceeds for consulting services of a Firm to carry out a Baseline Survey.

1. OBJECTIVE OF THE ASSIGNMENT

1. The baseline survey is a key component of the overall LWEP impact evaluation (IE). The primary goals of the IE are to: i) measure and track LWEP results indicators; ii) identify and measure the impacts of LWEP activities, related interventions, and implementation processes on key outcomes; iii) provide analysis and insight on the processes leading to measured indicators and outcomes; iv) assist the Government of Liberia, the World Bank, and other stakeholders to improve the effectiveness of LWEP and of other similar projects; and v) contribute to the evidence base on the impacts of social norms, livelihoods, and women's empowerment projects.
2. To achieve these objectives, the LWEP IE will engage in several research activities throughout the course of the project which may include baseline and endline surveys, focus group discussions, administrative data, and other innovative forms of data collection. The research design will incorporate a randomized control trial (RCT) with randomly assigned intervention and control groups to address key research questions that cannot be answered through other research methods. See Section IV for more details on the research design.

3. The baseline survey(s) will be conducted prior to the implementation of any LWEP activities at the household, community, and facility level. Primary data will be collected within various groups in target communities and counterfactual communities, selected from a set of eligible communities. These groups include, but are not limited to: individual women and men and formal and informal health and education workers. See Table 2 for an overview of the survey tools and responded

The Ministry of Gender, Children and Social Protection now invites eligible firms to indicate their interest in providing the required Services for the Liberia Women Empowerment Project. Interested firms should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a proposal. The shortlisting criteria are provided for in the TOR (Please refer to the link provided in the REOI for more details)

2. Implement fieldwork (Week 6 to 12)

1. During data collection fieldwork, team supervisors will report to the SD and relevant field managers on the progress and/or difficulties faced. The location of field teams at each point in time during fielding is important to be identified. In addition, location information is also necessary for planning field supervisions. Recurring or important problems related to substance (survey instruments) must be conveyed to the Evaluation Team.
3. The CAPI program will flag to enumerator when data is incomplete and/or some empty entries are found. Field teams are responsible to complete missing information during the interview or revisiting respected respondents if needed. To support data collection, the Consultant shall propose a strategy to anticipate any device failure such as: (a) provide extra power bank devices to field team to avoid delays due to electricity blackouts; and (b) overcome tablet breakdowns.
4. All completed electronic data should *immediately be given to the supervisor for quality checking and the supervisor should send electronic data to the SD*. Timely transmittal of electronic data sets is of critical importance because the data received will be reviewed by the data management team in the project center that should provide prompt feedback to field team if any problem arise. This to ensure that the field teams could also respond promptly while they are still in the field. Where internet connection is available, the consultant is encouraged to develop CAPI with an online system. The firm will also ensure that the World Bank has access to data as it is collected.
5. Emergencies: in the case of emergencies, such as those due to natural disasters or other unfavorable conditions, any necessary rescue actions should be put into operation by the SD. If unanticipated disasters occur in sample area prior to the Field Team's visit, the Field Teams can change their fieldwork itineraries and conduct data collection in the subsequent sample location. There will be no sanctions to changes in schedule due to unexpected disasters; however, the Field Teams are required to report promptly to the SD. The SD must report to the Evaluation Team as well.

Further information can be obtained at the address below during office hours 0900 to 1600 hours.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT** on or before May 13, 2024. **Envelopes or subject of emails must be marked “Ref: EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE PROVISION OF BASELINE SURVEY UNDER THE LIBERIA WOMEN EMPOWERMENT PROJECT”.**

Ministry of Gender Children and Social Protection
EJS Ministerial Complex
Congo Town, Montserrado County
Monrovia, Liberia

Attention: Human Resource Department

Tel: +231(0)770-115-545

Email: mgcsphr@gmail.com cc: nigbamargaret8@gmail.com, teah.reaves@yahoo.com

Terms of Reference
Liberia Women Empowerment Project (LWEP)
Baseline Survey

April 10, 2024

I. Introduction

4. This document is the Terms of Reference (ToR) for a selected consulting firm to conduct a baseline survey for the Liberia Women Empowerment Project (LWEP). The scope of this ToR is limited to all activities related to the preparation, execution, and reporting of the baseline data for the project's impact evaluation. The baseline data collection is tentatively planned for September 2024. See Table 5 for a summary of the proposed timeline. The timeline is subject to change.

II. Project Background

5. The Government of Liberia, through the Ministry of Gender, Children and Social Protection (MGCSCP), has received support from the World Bank, for the implementation of the Liberia Women Empowerment Project (LWEP) in line with the Government of Liberia's national development strategy (Pro-Poor Agenda for Prosperity and Development). The Project Development Objective (PDO) of LWEP is to reduce harmful social norms and improve livelihood opportunities for women in project areas while strengthening the institutional capacity of the Government of Liberia to advance gender equality.
6. The project comprises five components: i) Addressing social norms and mobilizing communities; ii) Enhancing basic GBV and ASRH services in health and education; iii) Promoting resilient livelihoods through community-led approaches; iv) Strengthening public institutions to advance gender equality; and v) Project management, monitoring and evaluation, and policy dialogue. A summary of each component is included below and detailed descriptions are available in the project appraisal document (PAD).¹ The project plans to implement in 4 to 6 counties over a 5 year period.
7. **Component 1** (US\$8.0 million) is focused on fostering positive social norms and on community mobilization. This component will finance implementation of the *SASA!* methodology, a community mobilization and social and behavioral change communication (SBCC) approach used widely in Sub-Saharan Africa to address GBV prevention, specifically IPV. In addition to *SASA!*, this component will finance broad mobilization, sensitization, and SBCC activities which will anchor all other project components, including those focused on livelihoods and economic/social empowerment. This includes: (i) communication campaigns to disseminate information about project activities; (ii) identifying a series of mobilization activities to support women's participation in groups (to lay the groundwork for component 3's livelihoods and economic/social empowerment activities); (iii) mapping of existing groups (including community/saving groups,

¹ The PAD is available here: <https://documents.worldbank.org/en/publication/documents-reports/documentdetail/574471655916278040/liberia-women-empowerment-project>

associations, etc.); (iv) engagement with religious and/or traditional leaders for brainstorming sessions to support women’s participation in the project activities; (v) capacity building of influential/trusted women in each community who work for the promotion of women’s concerns; (vi) leadership programs targeting women and girls to strengthen their civic participation in local development processes; and (vii) strengthening the local Grievance Redress Mechanism (GRM), including ensuring survivor-centered processes for GBV survivors.

8. **Component 2** (US\$5.4 million) is focused on enhancing basic services in health and education. This component will fund the enhancement of basic GBV response services at the facility and community level in target counties.² This includes training health facility staff on GBV best practices and providing existing community structures (e.g. women’s groups) with training on GBV prevention and response. Component 2 will also fund the pilot of a school-driven, community-based model to promote positive social norms and behavioral change related to girls’ education and associated issues of early marriage and adolescent pregnancy.
9. **Component 3** (US\$23.6 million) is focused on promoting resilient livelihoods through community-led approaches. This component will finance the provision of one-time livelihood grants to existing women’s associations and entrepreneurs to implement eligible business plans. Selected business plans will receive a one-time grant of up to \$5,000. The component will also finance need-based differentiated support which will include life skills, climate-sensitive market assessment and business development planning, and support to access digital banking services.
10. **Component 4** (US\$4.0 million) is focused on strengthening public institutions to advance gender equality. This component will build the capacity of MGCSP and MoA to generate data and address gender gaps by building out the gender infrastructure. The component will also fund a platform for policy dialogue and coordination with other Ministries with a mandate on gender inclusion.
11. **Component 5** (US\$3.6 million) is focused on project management, monitoring and evaluation. It will finance M&E activities, baseline, midline and endline evaluation surveys, training for participatory monitoring by beneficiaries, a monitoring and evaluation specialist consultant, and final process evaluation. It will also fund knowledge management and an impact evaluation for the project.
12. The MGCSP established a Project Management Unit (PMU) to manage the project. The PMU will contract a Lead Service Provider (LSP) to implement components one, two, and three of the project. The LSP will be contracted in May-June 2024 and implementation of project activities is expected to begin by October 2024. The project will be implemented in approximately 750 communities across the 4-6 counties.

III. Objective of the LWEP IE and Overview of Baseline Survey

² Financing improvements to basic GBV services aligns with best practices for implementation of *SASA!* and other methods for shifting social norms (Component 1), which can increase reporting and demand for GBV services.

13. The baseline survey is a key component of the overall LWEP impact evaluation (IE). The primary goals of the IE are to: i) measure and track LWEP results indicators; ii) identify and measure the impacts of LWEP activities, related interventions, and implementation processes on key outcomes; iii) provide analysis and insight on the processes leading to measured indicators and outcomes; iv) assist the Government of Liberia, the World Bank, and other stakeholders to improve the effectiveness of LWEP and of other similar projects; and v) contribute to the evidence base on the impacts of social norms, livelihoods, and women’s empowerment projects.
14. To achieve these objectives, the LWEP IE will engage in several research activities throughout the course of the project which may include baseline and endline surveys, focus group discussions, administrative data, and other innovative forms of data collection. The research design will incorporate a randomized control trial (RCT) with randomly assigned intervention and control groups to address key research questions that cannot be answered through other research methods. See Section IV for more details on the research design.
15. The baseline survey(s) will be conducted prior to the implementation of any LWEP activities at the household, community, and facility level. Primary data will be collected within various groups in target communities and counterfactual communities, selected from a set of eligible communities. These groups include, but are not limited to: individual women and men and formal and informal health and education workers. See Table 2 for an overview of the survey tools and respondents.

IV. Overview of Research Questions, Research Design, and Sampling

Research Questions

16. The LWEP IE will answer questions from the project’s results framework along with questions that inform the implementation and design of LWEP and other similar projects. The core research questions are outlined in Table 1. These research questions are meant as a guide for the overall impact evaluation (which includes baseline, midline, and endline surveys) and will be used as the basis for the development of the survey instrument.³ The baseline survey instrument will include questions to measure outcomes related to these questions along with other modules typical of household-level surveys. See Table 4 for an overview of the modules to be included in the household survey.

Table 1 Core research questions for LWEP IE

Topic	Research questions
Livelihoods	<ul style="list-style-type: none"> • Does the project improve access to and/or quality of livelihood activities for women? • Does the project affect how livelihood groups plan, select, or implement activities? (only applicable if livelihood groups also exist in control communities) • How does the project affect livelihood groups’ participation in value chains? • What role does agriculture play in women’s livelihoods?

³ The baseline survey will not detect impacts as the project has not commenced; however, the list of research questions includes questions about impact to provide context on the types of indicators that should be included in the survey instrument.

	<ul style="list-style-type: none"> • How does the project impact women’s climate resilience and adaptation and mitigation actions? • Does the project increase women’s material well-being?
Social Norms and Community Mobilization	<ul style="list-style-type: none"> • Does the project affect men and women’s perceptions of whether intimate partner violence is justified? If so, how? • Does the project affect community members’ attitudes regarding adolescent marriage? If so, how? • Does the project affect men’s and women’s perceptions regarding women’s work, including paid labor outside the house, and entrepreneurial activities? • Does the project affect women’s perception of their relationship with their husband? How? • Does the project increase women’s engagement in community groups, especially community livelihood groups? • Does the project affect women’s agency over key household decisions such as large household expenditures? • Does the project change social norms regarding woman empowerment, including their right to work and right to live free of violence? • What is the relative importance of horizontal versus vertical norms when it comes to attitudes, preferences and behaviors around intimate partner violence, and sexual violence?
IPV	<ul style="list-style-type: none"> • Does the project decrease the incidence of intimate partner violence, sexual violence, and other forms of gendered violence? • Does the project increase reporting of intimate partner violence, sexual violence, and other forms of gendered violence?
Health and Education Services	<ul style="list-style-type: none"> • Does the project improve access to and/or quality of project-supported social services (e.g. GBV and ASRH services) for women and girls? • Does the project increase overall satisfaction with services available to survivors of intimate partner and sexual violence?
Implementation Processes, Project Design, Other	<ul style="list-style-type: none"> • What are community members’ overall views of the project? Are grievances adequately addressed? • How much does implementation quality vary across communities and counties? What explains this variation? • Does material support moderate the impact of efforts to change norms around gendered relationships?

Research Design

17. To address these research questions, the IE will use a multi-layered RCT with data generated from baseline-midline-endline surveys and qualitative focus group discussions / key stakeholder interviews.⁴ Note that the design proposed is conditional on the finalization of implementation details and some adjustment in the number of communities (plus or minus 10%), the number of individuals included (plus or minus 10%), and the distribution of communities into different research conditions may be required. Final details will be provided at the RFP stage.

Community Eligibility

⁴ The focus group discussions and key stakeholder interviews are not currently part of the planned baseline data collection but will be included as part of the research design at midline and endline.

18. The Evaluation Technical Team (ETT)⁵ will develop a sampling frame of eligible project communities within the project counties and districts; communities selected from this set will serve as both the project intervention communities and the comparison control communities. Given the size of the intended program, the ETT will work with the service provider and PMU to nominate 1,500 communities that are potentially eligible to be selected for any programming.

Treatment Groups

19. In addition to the results framework, the research design will primarily focus on project components 1 (SASA! methodology-based interventions) and 3 (resilient livelihoods interventions), along with additional intervention components that remain to be identified. It is broadly useful to think about three different groups of communities included in the research design: Group 1 (control / comparison communities), Group 2 (SASA!-only communities), and Group 3 (SASA! + Livelihoods communities).

20. For the research design, the ETT will randomly select from the 1,500 eligible communities a subset assigned as Group 1, which serve as a pure comparison group where no programming will take place. While the exact number of communities in this category may change, an indicative number for planning purposes is 120 communities. A second group of 380 communities will be randomly selected for Group 2 and Group 3, that is communities where the SASA! intervention takes place. Within this group of SASA! research intervention communities, some proportion will be randomly selected to Group 3 where they will also receive component 3, the livelihoods intervention.

21. The ETT will use a balanced sampling design to ensure intervention and control communities have comparable characteristics.

Household Eligibility

22. Within all the communities included in the research design, households will be surveyed at baseline, midline, and endline. For each household included in the research, two people will be surveyed: an adult female member of the household, and her primary intimate partner.

23. Households will be selected for inclusion in the research either randomly (as part of a representative as possible sample of community members) or because they meet the criteria for the livelihoods intervention (component 3).

Measurement

24. The primary measurement tool is the household survey. In addition to households, the baseline will include surveys of health and education facilities that provide GBV or ASRH services for the sample communities. Table 2 summarizes the survey tools, respondents, and estimated duration of the surveys.

Table 2 Measurement tools

Survey type	Respondents	Estimated Length
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⁵ See Section V for a description of the Evaluation Technical Team.

Household survey	<ul style="list-style-type: none"> Female adult household member Primary intimate partner of female household member 	90 mins 45 mins
GBV/ASRH service provider survey	<ul style="list-style-type: none"> Health facilities Education facilities 	45 mins 45 mins

Sampling

25. The project will be implemented in six counties: Gbarpolu, Rural Montserrado, Bomi, Rivercess, Grand Gedeh and Grand Cape Mount counties. Within these counties, a total of 750 communities representing 267,000 people will be reached by the project. Community selection for project activities will incorporate a randomized approach to enable the RCT as described above.
26. Table 3 provides the estimated number of communities to be sampled as part of the baseline survey. Within each community, the firm will sample approximately 13 households. Within each household, the firm will conduct one interview with a woman household member and a second interview with her primary partner. The main household interview is expected to last about 90 minutes and the secondary interview with the primary partner is expected to last about 45 minutes. Overall, the firm should plan to conduct approximately 13,000 individual interviews across 6,500 households. The number of communities and individuals surveyed is subject to change. Updated sample sizes and sample locations will be provided to interested firms at the RFP stage.

Table 3 Estimated number of communities in sample

County	Districts	Communities	
		<i>Tx</i>	<i>Control</i>
Gbarpolu	TBA	40	9
Rural Montserrado	TBA	116	25
Bomi	TBA	52	11
Rivercess	TBA	38	8
Grand Gedeh	TBA	91	19
Grand Cape Mount	TBA	75	16
Total		412	88

27. The firm will also conduct interviews with health and education facilities that provide GBV and ASRH services. The exact location and number of facilities to be surveyed will be provided at the RFP stage. Tentatively, the firm should plan to conduct 1 GBV-facility survey and 1 ASRH-facility survey in each community for a total of 1,000 facility-level surveys.⁶ Each facility-level survey is expected to last about 45 minutes.

V. Roles, Responsibilities, and Qualifications

⁶ This is likely an overestimate as most communities will not have their own GBV and ASRH facility.

28. The LWEF Project Management Unit (PMU) will contract a Consulting Firm to complete this baseline survey. The Monitoring and Evaluation (M&E) Specialist at the PMU will serve as the Survey Coordinator and will oversee the day-to-day implementation of the baseline survey. The contracted firm will ultimately report to the PMU Project Coordinator.
29. An Evaluation Technical Team (ETT) will be formed that consists of the PMU, WB staff, and J-PAL affiliated researchers. This ETT will provide technical inputs and guidance to the firm, including on research design, sampling, random assignment, instrument design, and data analysis. The ETT will also support the M&E Specialist with managing the implementation of the baseline survey. Regular meetings will be held between the Consulting Firm and the ETT to discuss key progress and any major issues.
30. The selected Consulting Firm for this assignment will be responsible for the overall implementation of the baseline survey, including all deliverables described in Section VI below. The Firm is responsible for assembling a qualified team to complete this task. Interested firms should include their full proposed team and team structure in their proposal.

The Consulting Firm will have, as a minimum, the following experience and qualifications:

- Successful implementation of at least 5 household surveys using CAPI approach and KoboToolbox or other similar program; at least 3 of these surveys must have been conducted in Liberia and at least 1 must have been with a sample size of 6,000 or more respondents;
- Experience conducting at least 3 surveys that included household-level data collection on incidents of intimate partner violence in Liberia or elsewhere in sub-Saharan Africa;
- Demonstrated understanding of, and experience applying, the WHO ethical and methodological guidelines for quantitative research on Violence Against Women and Girls (VAWG);
- Experience in data collection on livelihood and women's empowerment-related outcomes, including on economic empowerment and gender norms;
- Experience conducting key informant interviews and facility-level surveys (e.g. at health or education facilities);
- Demonstrated understanding of randomized control trials, including randomized assignment to treatment and sampling of treatment and counterfactual groups;
- Experience conducting at least 3 surveys with an RCT design;
- Experience in household follow-up data collection (ability to track respondents from baseline to endline over a minimum of five years);
- Experience and ability to manage logistics, as well as the required equipment and staff necessary to carry out the survey;
- At least four years of experience creating and managing databases;
- Local presence, including an in-country office;
- Ability to communicate effectively and regularly with the PMU, WB, and ETT teams in order to keep them informed of the progress and problems of the survey;
- Ability to maintain appropriate confidentiality protocols and to protect the identity of respondents;
- Ability to compose a staff with, at a minimum, the following roles and equivalent qualifications:

- Survey Director with a Master degree or equivalent in in statistics, demographics or social science with at least 10 years of work experience, including supervision of at least 3 mixed-method impact evaluation.
- IT expert with experience in programming electronics surveys (CAPI) with capacity to program consistencies checks, generation of values, etc.
- Survey trainer with a Bachelor’s degree and at least five years of work experience, including experience training for at least 3 other surveys and experience training enumerators on measuring intimate partner violence and on surveying health/education facilities.
- A sufficient number of enumerators, supervisors, data cleaners and back checkers having experience in data collection on tablets and a university degree (or 10 years of work experience if he/she has no university degree)

In addition, all data collection staff must speak the relevant local language(s) fluently. The precise number of enumerators and the required staff will be agreed at the time of the negotiations of the contract. The contractor shall provide the CVs of all senior management staff. For the enumerators, the contractor will send three to five representative CVs of individuals who will be contracted for the survey implementation. In their technical proposal, the contractor should also clarify how enumerators will be hired, and specify the time required to train staff for data collection.

VI. Project Timeline & Deliverables

Submission of Inception Report, Work Plan and Questionnaires (Weeks 1 and 2):

Within **two weeks** of signing the contract, the Consultant will submit an inception report, which will lay out the following:

- Team composition and Numbers, dates, duration, and location of training sessions; including composition of training teams, agenda, preparation of logistics and reporting arrangement to the Survey Coordinator
- Expected duration of survey implementation and work plan for Field Teams
- Expected date and duration of the Data Cleaning activities, including delivery dates of the dataset
- Expected date of deliverables
- Health and security protocols to ensure safety of the field teams
- Protocols to ensure compliance with WHO guidelines for conducting quantitative research on violence against women and girls

In addition to inception report, within **two weeks** of receiving draft instruments/tools, the Consultant will submit:

- Inputs on quantitative and qualitative instruments,
- Data entry, data cleaning, and quality control procedures
- Copies of requests to local authorities to visit survey sites (to be facilitated with MGCSP)

Deliverables:

- Inception Report including team composition and CVs, research design, sampling strategy, inputs on draft survey instruments, manuals and data entry/cleaning programs, and a detailed work plan within two weeks of signing the contract.
- Any additional data (such as household listings) required for the household sampling.

- Enumerator handbook and protocols.

Assemble Field Teams (Week 2-3)

The Survey Director (SD) is responsible for advertising, interviewing, and hiring all team members. As data editing/cleaning are crucial during the survey, it is highly recommended that each applicant should pass a data entry test.

The SD shall provide the list of team members (name, position on the team, address, cell-phone number to be used during fieldwork, if available) at least one week before the start of the relevant training sessions. As not all training participants will be selected to join the survey, it is recommended that the SD recruit sufficient additional participants. The list of field teams should not be changed after training.

Note: For enumerators, in particular, it is required that the Consultant add one person per Field Team during the selection process and this person will be included in the training. The purpose of this additional person is not for any further formal selection, but rather to cover for possible dropouts in the training process as well as to serve as replacements if an emergency arises in the field. The Consultant is prohibited from replacing interviewers with untrained personnel during fieldwork.

Deliverables:

- List of Field Team members along with their proposed positions (i.e., field supervisor, enumerators, reserve enumerators and data editors) and their contact information within one week before the start of relevant training sessions.

Prepare CAPI Data Entry Program (Week 2 and 3)

The SD is responsible to recruit CAPI programmers to develop a data entry program as soon as the commencement of the contract. The CAPI program should be based on the questionnaire developed by the Consultant and approved by the Bank and provide appropriate control system embedded in the program to ensure data consistency and completeness.

The CAPI program should include a control to check data completeness to avoid missing data, data errors, outliers; and inconsistencies between variables. The CAPI program should be ready prior to the training of enumerators to ensure that it is ready to be used during the training.

Programmers should provide support during data collection to respond to any difficulties that may be faced by the data editor.

Deliverables:

- CAPI program.
- Consistency check between survey instruments, interviewer's manual and CAPI program.
- Link to the survey so that members of the ETT can review the flow and accuracy of the CAPI program.

Training field teams (Weeks 4-5)

A fundamental premise for interviews is that the interviewer has a clear understanding not only about the design and content of the instruments, but also of how to administer the survey instruments in a manner that does not introduce unintended biases into the response patterns. The Consultant is to suggest a training strategy that will ensure a high-quality transfer of knowledge to the enumerators.

The training shall include **full field testing** of all survey instruments. The Consultant should prepare the field-testing locations in coordination with the Evaluation Team. Data from the field testing should be provided to the Survey Coordinator.

Representatives from the ETT will attend the training sessions. The SD may consult the representatives to clarify any substantive issues related to survey instruments. The SD is in charge of ensuring that the CAPI program and tablets are ready prior to training and fieldwork activities.

Deliverables:

- Trained field teams
- Substantive input on any concerns with the instruments and/or the implementation of instruments
- Database of results from the field try-outs (preferably in .csv format)

Implement fieldwork (Week 6 to 12)

During data collection fieldwork, team supervisors will report to the SD and relevant field managers on the progress and/or difficulties faced. The location of field teams at each point in time during fielding is important to be identified. In addition, location information is also necessary for planning field supervisions. Recurring or important problems related to substance (survey instruments) must be conveyed to the Evaluation Team.

The CAPI program will flag to enumerator when data is incomplete and/or some empty entries are found. Field teams are responsible to complete missing information during the interview or revisiting respected respondents if needed. To support data collection, the Consultant shall propose a strategy to anticipate any device failure such as: (a) provide extra power bank devices to field team to avoid delays due to electricity blackouts; and (b) overcome tablet breakdowns.

All completed electronic data should *immediately be given to the supervisor for quality checking and the supervisor should send electronic data to the SD*. Timely transmittal of electronic data sets is of critical importance because the data received will be reviewed by the data management team in the project center that should provide prompt feedback to field team if any problem arise. This to ensure that the field teams could also respond promptly while they are still in the field. Where internet connection is available, the consultant is encouraged to develop CAPI with an online system. The firm will also ensure that the World Bank has access to data as it is collected.

Emergencies: in the case of emergencies, such as those due to natural disasters or other unfavorable conditions, any necessary rescue actions should be put into operation by the SD. If unanticipated disasters occur in sample area prior to the Field Team's visit, the Field Teams can change their fieldwork itineraries and conduct data collection in the subsequent sample location. There will be no sanctions to changes in schedule due to unexpected disasters; however, the Field Teams are required to report promptly to the SD. The SD must report to the Evaluation Team as well.

Deliverables:

- Submission of data quality control reports on on-going basis
- Submission of electronic data sets on an on-going basis

Conduct Office Data Cleaning (Weeks 11-13)

For data cleaning and quality control purposes, the Consultant is expected to propose a system that ensures quality control is in place and can guarantee high quality data delivery. The quality control process should allow real-time monitoring of the data and two-way communication between the data cleaning team and the field team. Data completeness, missing values and consistency checks should be embedded in the CAPI program.

The qualitative data should be fully transcribed with summaries in English. Quality control processes should be in place to ensure accurate and full translation.

Deliverables:

- Provide summary of quality control processes and results.

Data delivery (Week 14)

The final datasets submitted to the Survey Coordinator and ETT by the Consultant shall be in Excel, SPSS or STATA format with full variable labels and all data sets linkable to each other with consistent geographic codes. It is preferred that at least one of the final datasets is a .csv file format.

Deliverables:

- Submission of final data sets within two weeks after the conclusion of fieldwork.
- Raw database of quantitative data in Excel, SPSS and/or STATA for the survey immediately following completion. *Note: it is preferred that at least one of the delivered data formats is a .csv file.*
- Cleaned database in Excel, SPSS and/or STATA for the survey, and related syntax and cleaning explanation within two weeks of completion.

Analysis and Reporting (Week 16)

The consultant shall provide inputs and analysis on reports and presentations as requested by the ETT and Survey Coordinator.

Deliverables:

- Inputs on draft analysis report and/or presentations within 2 weeks of receiving the draft
- Inputs on revised analysis report and/or presentations within 2 weeks of receiving the draft

Final implementation report (Week 16)

In addition to the above-mentioned deliverables, the Consultant shall submit a final implementation report to the Survey Coordinator. The final report should be concise and include an assessment of the quality of survey and qualitative implementation, including training and data collection, and quality of data collected and suggestions to improve them in the future.

The final report should be submitted two weeks after the delivery of the final datasets. Secondary data (if any) and supporting documents should be sent along with the final report.

Deliverables:

- Final Report within one to two weeks after the delivery of the final datasets.

VII. Schedule of Payment

The entire task will be required to be completed by no later than December 15, 2024. Payments will be made per the following allocation:

- 10% upon Contract Signing
- 30% after survey questionnaire finalization (including programmed version), trainings of supervisors and enumerators and piloting accomplished
- 40% on full-delivery of survey-data deliverables
- 20% upon data check-ups, final implementation and analysis reports, and finalizations of all administrative procedures between the Survey Coordinator and the Consultant.

VIII. Confidentiality

Under no circumstances may the selected organization use information generated for this project – either before, during, or after the work authorized in this document – for purposes other than the collection of the survey data, as described. In addition, the selected organization shall not share any data, documentation, or programming files generated during this assignment with third parties without written authorization from the Survey Coordinator.

IX. Contracting Period

The selected organization will be contracted for the completion of the baseline survey. The selected organization will work under the supervision of the PMU Project Coordinator. It is expected that midline and endline surveys will occur throughout the duration of LWEP and if the Consultant’s performance is considered satisfactory, the Consultant will be considered for the follow-up assignment.

X. Survey Overview

Table 4 Illustrative summary of survey contents

	Module	Examples of Questions
1.	Individual and Household Characteristics & Consumption	<ul style="list-style-type: none"> • HH roster (name, age, ethnicity, education, etc.) • Displacement history • Housing characteristics • Mini-consumption module • Assets • Disability - Washington Group short module Employment/livelihoods
2.	Village/community characteristics	<ul style="list-style-type: none"> • # of HHs • Major ethnic groups • History of conflict & natural disasters • History of displacement and returns • Forest coverage and use
3.	Livelihoods & Agriculture	<ul style="list-style-type: none"> • Access to livelihood activities • Presence and structure of existing livelihood groups • Value chains • Agriculture’s role in livelihoods • Climate resilience adaptation/mitigation • Participation in agriculture activities

4.	Access to and quality of infrastructure & services	<ul style="list-style-type: none"> • Presence of health facilities/services • Presence of education facilities/services • Public markets • Perceived quality of services
5.	Institutions: form, function, perceptions	<ul style="list-style-type: none"> • Membership, leadership, functions, performance • Community expectations, perceptions of functionality, inclusiveness and accountability, trust and satisfaction
6.	Social Norms and Community Mobilization	<ul style="list-style-type: none"> • IPV perceptions • Attitudes regarding adolescent marriage • Engagement in community groups • Women's agency over household expenditures and other decisions
7.	Climate awareness and adaptation/mitigation	<ul style="list-style-type: none"> • Awareness of climate change • Climate adaptation behaviors
8.	Community/Village Activities	<ul style="list-style-type: none"> • List of all development activities in the village including the budget for the activities, the funder, and time of last activity
9.	Intimate Partner Violence	<ul style="list-style-type: none"> • Apply best practices (e.g. from DHS module)

XI. LWEP Baseline Survey Timeline

Table 5. Approximate Timeline

Activity	July 2024				August 2024				September 2024				October 2024				November 2024			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Contract Signed			■																	
Inception Report, Work Plan and Questionnaires			■	■																
Assemble Field Teams					■	■														
Prepare CAPI Data Entry Program					■	■														
Training of field teams							■	■												
Data collection & Quality checks									■	■	■	■	■	■						
Data cleaning													■	■	■	■	■			
Data delivery																		■		
Final analysis and implementation reports																			■	■

Note: This timeline is subject to change. All scheduling changes will be discussed with the Survey Coordinator, ETT, and Consultant.

