

Recruitment Policy Annex 7: Survey Firm TOR

Terms of Reference

Title	Data Collection Service Provider
Consultancy Summary	The service provider will be responsible to select a representative sample of Lebanese and Non-Lebanese people from North Lebanon and Akkar and conduct with them a vulnerability assessment readily prepared by CIL. The role of the service provider is to study the best way to select a representative sample from North Lebanon and Akkar, and to have enumerators readily available for data collection. Training on the survey will be conducted by CIL's MEAL department.
Location	Tripoli and Akkar
Start and End Date	From 8/10/2021 To 8/25/2021
Estimated # of workdays 15	
Reporting to	MEAL manager
Hiring Manager Signature	

Overview

CARE is a leading relief and development non-governmental organization fighting global poverty. Established in 1946, it is now a confederation composed of 14 members and 4 affiliates. In 2016, CARE worked in 84 countries around the world, supporting development and humanitarian aid projects to reach more than 83 million people. While CARE is a large international organization with more than 11,000 employees worldwide, we have a strong local presence: 95% of our staff are nationals of the countries where our programs are run.

CARE International in Lebanon (CIL) is implementing a regional response to the triple crisis and Beirut emergency to meet the immediate and most urgent needs of the women, men, boys and girls. CIL is supporting local communities with their longer-term needs and basic rights through WASH, Shelter, basic assistance, protection, and longer-term economic development solutions and activities in collaboration with local partner organizations in the North, South, Beirut, and Mount Lebanon Governorates.

Objectives

The Data collection service provider will carry out a vulnerability assessment targeting the North and Akkar governorate of Lebanon to collect data on pre-identified sectors (Food security, Shelter, Livelihood, Health, Education, etc.). The Vulnerability Assessment will target Lebanese and Non-Lebanese Households, and will aim to inform the management team about structural challenges and pressing needs in the current context, to improve future policy decisions pertaining to assistance projects conducted by CIL.

The study will survey many Lebanese and Non-Lebanese Households, including Palestinian, Syrian, and others.

The first step in achieving this assessment is the collection of high-quality quantitative data. In view of this, CIL is recruiting a consulting professional firm to prepare and conduct data collection, under the technical supervision of CIL's Monitoring and Evaluation team.

Scope of Work:

The proposed survey work will focus roughly on Tripoli and Akkar. The survey will be conducted with the head of the household only, and we expect a total sample of approximately 1,000 respondents. The survey will collect information on the characteristics of household (e.g., the number and age of household members, their working status, Number of members with disability and/or chronic disease), their food security, livelihood, shelter conditions, education, etc. The final sample size as well as the strategy for selecting the households to be surveyed will be prepared by the consultancy firm but finalized during negotiations with the MEAL team at CIL.

Tasks and Responsibilities:

The consulting firm selected will be responsible for collecting and processing data in all targeted communities and will work under the direct supervision of the monitoring and evaluation team that will be responsible for data analysis and drafting of analytical reports. The surveys will be implemented using electronic tablets enabling the field teams to collect and transmit data from the field to kobo server. This method allows for real time monitoring of data quality, eliminates the need to print paper survey forms, reduces enumerator error and eliminates the need for data entry. The survey firm will be responsible to provide the tablets and the appropriate training and supervision to guarantee high-quality data recording.

The main tasks and responsibilities of the Survey Firm are outlined below:

- 1. Acquisition of clearance and insurance to conduct the survey.** The Survey Firm is responsible for acquiring all clearances and permissions necessary for conducting the survey. The Survey Firm is also responsible for adhering to local formalities and obtaining any required permits related to survey implementation.
- 2. Adaptation and pre-testing of questionnaire.** The Survey Firm will be provided with a draft survey instrument in Arabic and English. In consultation with the evaluation team, the Survey Firm will pre-test and adapt the questionnaire to the local context. This will include adapting the phrasing of questions and answers, so they are appropriate to the local context. Before testing the questionnaire instrument in the field, the survey firm will also ensure survey questionnaires are successfully programed on tablets.
- 3. Field Procedure Plan and interviewer training curriculum** The field procedure plan should outline in detail all aspects of the field work to be conducted by the Survey Firm. The field procedure plan should discuss the following: • Composition of teams, expected profiles, tasks and responsibilities of each member of the team, • Guidelines and protocols for sampling and survey data collection • Quality control protocol • Tracking protocols to identify and interview households that may have been absent during the first visit, or may have relocated. • Outline of progress report to be shared with the evaluation team on a weekly basis • Detailed calendar of activities/workplan • Travel logistics • Anticipated challenges (e.g., connectivity; power outages) and contingency plans.
- 4. Recruitment and training of field teams.** As outlined above, the firm team will select and include adequate qualified enumerators, and IT specialists. The survey firm will be responsible to pre-select 25-50 percent more than the number of field staff required for the training. In coordination with the firm, CIL evaluation team will provide training to field teams for 1 day. The date of the training will be agreed with the evaluation team.
- 5. Successful rollout of the data collection.** During data collection, the survey firm will be responsible to: • Provide the field staff with the necessary equipment and materials for data collection (e.g., tablets, enumerator manual, field protocols, identification cards, etc.). • Ensure safe transportation of field staff

for all field activities as well as their safety and security in the field. • Manage the field staff team to collect the data based on the specific requirements described in these terms of reference and in coordination with the evaluation team. • Ensure implementation of data collection plan and quality control protocols. • Ensure that only the correct individuals are interviewed. • Ensure that the questionnaire (and digitized data) records respondents' refusal to answer any questions during the interview. • Ensure that all enumerators perform consistency checks of the questionnaire to ensure that questionnaires are fully consistent and complete before they leave the respondent's household. • Ensure the security of the data and data collection equipment.

6. **Survey supervision and weekly progress reports.** The survey firm will be responsible to undertake internal quality control procedures and engage in regular supervision activities to ensure all questionnaires are comprehensive, consistent and accurate. This will include: • An electronic check of all the tablets by local supervisors at the end of each workday. • Questionnaires with missing or inconsistent responses will need to be completed in the household. • Random quality control by supervisors and specialist in programming use of tablets/quality control during and after the interviews to ensure proper procedures and protocols are being strictly followed. • Random quality control by supervisors by re-visiting households and verifying accuracy of a random sub-sample of questions (e.g. for 10% of questionnaires). • The survey firm will send a weekly progress report to the evaluation team. The progress report will include the tracking database, a short assessment of the overall progress of fieldwork, an update on data quality and main quality issues encountered in the field and name any relevant deviations from the standard field plan. The survey team will be expected to work in close coordination with the evaluation team, which will also supervise survey implementation in the field.

Deliverables & Timeline:

Ref	Deliverables	Timeline	Flat rate
1	Service provider is expected to draft an inception letter detailing the approach and methodology used in selecting the sample	08/10/2021 – 08/17/2021	
3	Service provider is expected to lead on the data collection process and provide good quality data	08/18/2021 – 08/25/2021	

The payment will be issued on deliverables after receiving the good received note from the Line Manager regardless the number of days worked. Noting that the consultant is required to respond to any request for modification or additional information for a period of 2 months after the finalization of the deliverables (sending the first draft).

Consultant Profile:

Education: BS or MS in Business, Public Health, Statistics, or any related

fieldExperience: minimum of 5 years

Proven Research Analysis experience

Adequate knowledge of data collection methods (polls, focus groups, surveys etc.)

Competencies:

Excellent knowledge of statistical packages (SPSS, SAS or similar), databases and MS Office

Strong communication and presentation skills

Organized and able to create multiple timelines and schedules

PSEA and Child Safeguarding:

CARE International in Lebanon is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

CARE International in Lebanon and its employees and stakeholders abide by the CARE International Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding Policies.

