

Terms of Reference

Consultant to Assist Data Collection for the Baseline Assessment of the Enhancing Quality and Inclusive Education (EQIE) Project

1. Introduction

InformEd International has been contracted by Right to Play to conduct a baseline study for its EQIE Project. InformEd is seeking a data collection assistant to help prepare and supervise data collection processes among 10 UNRWA primary schools throughout Lebanon.

The EQIE project is a five-year initiative implemented by Right to Play in five countries including Ethiopia, Lebanon, Mozambique, Palestine, and Tanzania, targeting children in 176 schools (10 of which are UNRWA schools in Lebanon). The project aims to improve learning outcomes for girls and boys, specifically minimum proficiency level in reading and increased life skills in grades 1-4; and an increase in enrolment and retention of out-of-school children and children with disabilities. The baseline study seeks to:

- Assist Right To Play in strengthening and finalizing the EQIE M&E framework as a foundation for effective implementation and measurement of program outcomes.
- Design and conduct a baseline study with a methodology and measurement tools that are gender-sensitive and disability-inclusive in order to highlight the needs of all participants.
- Provide insights on the status of learning outcomes, classroom dynamics, and school retention in programming areas to set achievable targets against program outcomes.

The baseline sample includes the following sample at each of the 10 UNRWA primary schools:

Tool	Sample per school
Grade 1 Student Reading and Life Skills Assessment	30 (15 M, 15 F)
Grade 4 Student Reading and Life Skills Assessment	30 (15 M, 15 F)
Teacher Interview	2
Principal Interview	1
Community Leader Interview	2
Grade 1 Parent Interview	15
Grade 4 Parent Interview	15
Education Official Interview	3 (overall, not per school)

2. Objectives

The purpose of the consultancy is to assist the InformEd International Senior Consultant (a US national) to prepare and supervise data collection for the EQIE baseline. The Assistant will work closely with the Senior Consultant to achieve the following objectives:

- An effective team of enumerators is recruited
- Timely, supportive logistics are prepared (training venue, document printing, clear and efficient data collection schedule, well-maintained electronic tablets)
- Where necessary, spoken and written translation provided (Senior Consultant can speak/write Arabic, but not perfectly)
- Modifications effectively made to Arabic data collection tools
- Data collection is effectively supervised across the 10 UNRWA camp sites
- Maintain collaborative & responsive working relationship with Right to Play Lebanon

3. Scope of Work

The Assistant will work with the InformEd International and local stakeholders (RTP and schools) to complete the following tasks:

- Read background documents and work with Senior Consultant to understand the baseline data collection objectives and tools.
- Support the review of the data collection tools to ensure they are appropriate for UNRWA primary school context. Back-translate to English any adjustments made to Arabic tools.
- In partnership with Right to Play Lebanon office, ensure all administrative preparations for data collection, including training venue, document printing, transportation, and preparing electronic tablets to ensure proper functioning.
- Advertise, interview, and work with Right to Play to contract a team of approximately 20 enumerators skilled to undertake a learning outcomes focused data collection (note the final # of enumerators may change based on final agreement with Right to Play Lebanon)
- Assist Senior Consultant to train enumerators and team leaders in the data collection tools and procedures. Provide real-time translation from English to Arabic when necessary.
- Help supervise the data collection, coordinating closely with team leaders, ensuring completion of data collection plan.
- Throughout data collection ensure child safeguarding, ethical standards, and COVID-19 precautions are upheld by all enumerators.
- During data collection, provide updates to Senior Consultant on a daily basis.
- Provide support to Senior Consultant during data cleaning and analysis to clarify questions had about the data. Translate qualitative data from Arabic to English.
- Make logistical arrangements and support Senior Consultant to facilitate a one-day validation workshop with RTP staff and its selected partners.

4. Deliverables and Timetable Deliverables:

The following deliverables are expected from the Assistant:

- a) Full team of Enumerators and Team Leaders: InformEd International will provide the Assistant with a list of qualifications to recruit approximately 20 enumerators. In coordination with RTP, the Assistant will ensure that all enumerators and team leaders are contracted before the enumerator training begins.
- b) Data Collection Tools Updated with any Agreed-Upon Modifications: The Assistant will 'own' the Arabic version of the tools, ensuring they are clear and consistent with the English version and updated as necessary. The Assistant will attend a tool contextualization workshop led by RTP and update the Arabic version of the tools as necessary. The Assistant will do the same during the enumerator training and pilot phase.
- c) Successful Logistics for Enumerator Training, Data Collection, and Validation Workshop: In coordination with RTP and the Senior Consultant, the Assistant will arrange and execute logistics for a 4-day enumerator training and 2-day pilot phase, the schedule and transportation for data collection, and a 1-day data validation workshop with RTP and their chosen stakeholders.
- d) Qualitative Data Translated from Arabic to English: For any open questions and qualitative tools, translate and type Arabic responses into English.

The consultancy is will have the four phases and the expected allocation of days as follows:

Phase	Details	Days
1: Inception Activities	Be trained and become knowledgeable of the data collection tools and plan. Based on local knowledge, make recommendations for contextualisation of the tools and data collection plan.	3
2: Prepare for data collection	Recruit enumerators and coordinate with RTP on logistics for data collection.	5
3: Training and data collection	Assist training of enumerators. Manage data collection logistics. Liaise with InformedEd throughout data collection.	16
4: Data cleaning and validation	Support Senior Consultant with any requests during the data cleaning and data analysis process. Arrange logistics for data validation workshop. Provide any additional clarifications required for the country report.	4

5. Qualifications / Experience

- Bachelor's degree in social science or related field required, master's degree preferred
- Experience as an enumerator in quantitative data collection required, experience conducting/managing quantitative data collection preferred
- Experience using digital data collection programs required, familiarity with KoBo preferred
- High degree of organization and attention to detail
- Flexibility and ability to oversee multiple tasks simultaneously
- Demonstrated capability to lead and supervise others
- Ability to travel to remote / rural areas, familiarity and comfort with UNRWA camps
- Fluent in Arabic and excellent in English

Interested applicants should submit an application to jarretg@informedinternational.org by 25 October. Please include a resume, a cover letter, and a daily rate in your application.