

Terms of Reference (ToR) for Contracting Data Collection Services in Arusha, Tanzania.

Project Title: Making Change Together

Gender Transformative Male Engagement and Women's Economic Empowerment Programme

Issue date: 18 March 2021

This Terms of Reference (ToR) document refers to endline data collection efforts in the Mlangarini and Nduruma districts in Arusha, Tanzania related to an evaluation of Hand in Hand Tanzania's *Making Change Together* programme. This programme promotes resilient incomes for households through women and male engagement in income generating activities.

The major activities covered under this ToR include survey instrument review and updating, enumerator training, data collection (quantitative data), data quality checks and assurance, and data entry. The local firm will operate in close collaboration with Hand in Hand Tanzania (HiHEa-TZ) and the International Centre for Research on Women (ICRW) (based in USA) and Hand in Hand International (HiHI) (based in UK).

This ToR is for data collection activities that will take place in May - July 2021.

Objectives of this project

To conduct endline data collection for a women and men's engagement programme; particularly, to explore whether targeted men and women in Mlangarini and Nduruma, Arusha, report more gender-equitable attitudes and behaviours, with a treatment group of 95 couples (95 women and 95 men) reporting greater gains than the control group of 100 women and 100 men.

- The treatment group have received a women's entrepreneurship programme and their spouses have received a male engagement programme.
- The females in the control group have received a women's entrepreneurship programme. Their spouses did not receive any intervention.

We have established baseline data for both of these groups and now we want to collect endline data and to compare change between the start and end of the programme. Outcomes of interest include savings, credit, and earnings; women's agency and self-efficacy; couples' trust, communication, and decision-making; gender-equitable attitudes and knowledge; and access to services, groups, and networks. After selection, the service provider will receive the project logic model, MEL plan and data collection instruments (the service provider will have to review translation of the tools).

We require the service provider to compare the baseline and endline data sets and to report on both using descriptive & inferential statistics including using appropriate statistical tests to calculate p-values. Overall findings from this 1 year impact evaluation will form the foundation for a programme "toolkit" of evidence and best practices developed for NGOs, government, and other stakeholders.

Current holistic women's empowerment core program and evaluation timeline

After enrollment with Hand in Hand Tanzania, the selected data collection firm will conduct a endline survey with 195 women and 195 men in Mlangarini and Nduruma, Arusha:

- 95 of these women participated in the 9-month programme covering topics such as saving, enterprise development, credit access
- 95 men participated in a 4 month male engagement programme
- 100 of these women served as the comparison group and will receive a similar programme to the one above.
- 100 men did not receive any intervention

The endline survey will take approximately 90 minutes to complete per person.

The survey tool, adapted from the baseline survey tool will be piloted by the data collection firm, and necessary resulting modifications will be incorporated into a final endline tool. All approvals for data collection have been received.

Note: This ToR only covers **endline** data collection for this programme. The table below provides a timeline of anticipated activities pertinent only to endline data collection activities.

Tentative Dates	Milestone
15 th April 2021	Selection of local data collection firm Responsible: HIH TZ & HIHI
19 th April 2021	Kick-off and orientation activities with firm and HIH TZ Finalization of activity schedule, including logistics Responsible: HIHTZ/HIHI and data collection firm
3 rd May 2021	Update and finalise adapted endline data collection tool; Translation / back-translation of survey tool Develop training guidance for enumerators Responsible: data collection firm Tool finalization incorporating pilot findings Responsible: ICRW and HIH TZ/HIHI
10 th May 2021	Data collection training for enumerators Pilot survey tool; deliver pilot report for tool modification Responsible: ICRW & local data collection firm
17 th May 2021	Endline data collection in Mlangarini and Nduruma (n= 195 women & 195 men validated surveys) Daily and weekly updates on data collection progress and challenges reported to HIH TZ/HIHI Responsible: data collection firm
14 th June 2021	Endline data checked and cleaned; final electronic dataset submitted to satisfaction of ICRW and HIHTZ/HIHI Responsible: data collection firm in excel format

Scope of Work for a Local Data Collection Firm

HIHTZ is seeking a local research firm with experience in quantitative data collection to conduct all endline data collection activities related to the impact evaluation of HIH TZs holistic women's empowerment program and men's engagement programme in Mlangarini and Nduruma, Arusha, in 2020. The selected firm will commence activities in April 2021.

Key responsibilities of the local data collection partner include:

1. **Instrument finalization.** The local data collection firm will be required to assist and advise the evaluation team (led by ICRW) on the contextualization and suitability of the instrument for data collection. ICRW will adapt the baseline tool into the endline tool, but the firm will conduct a final review to check for the appropriateness of the language used in the instruments, and will translate the instrument, as it relates to the local dialects used in the specific programme communities. The local data collection firm will be responsible for digitalizing and uploading the survey onto data collection tablets.

2. **Enumerator recruitment and data collection training:** The local data collection firm will identify and recruit data collectors (firm will identify total number needed based on data collection caseload described in this ToR) who will be responsible for collecting the quantitative data for this study.

The data collection training will be co-led by the study team from ICRW (either remotely or in-person) and the selected data collection firm. The local firm will be responsible for ensuring that qualified data collectors are present. Based on enumerator assessments, a final team of selected enumerators will be determined from the full group of trainees.

The local firm will be responsible for developing a **Data Collection Guidance** note for review by the ICRW study team prior to training. The firm will also be responsible for printing all data collection instruments for training, incorporating (and translating) any revisions to instruments following the training and pilots, and printing all instruments for data collection.

3. **Pilot survey tool:** The local data collection will conduct a small pilot exercise to ensure an existing survey tool is appropriately adapted for the local context and target population and that the survey has been effectively transferred onto the tablet. The local research firm will be responsible for coordinating the logistics of the pilot exercise, including identifying appropriate participants for the quantitative survey pilots, and providing feedback to HIH TZ and ICRW researchers on how to modify the survey.

4. **Quantitative data collection:** The local research firm will coordinate all logistics for quantitative data collection of 195 women and 195 men validated surveys (most significantly, travel to and from the evaluation sites in appropriate vehicles for the local conditions). This may imply the firm may have to collect up 10% more to achieve the required number of effective surveys. Surveys will be administered orally in the local

language, as not all respondents will be literate. The precise timing, location, and women and men to be surveyed will be provided by HIH TZ prior to data collection. The quantitative supervisor(s) will ensure that all surveys are completed correctly prior to leaving each evaluation site, and that data is stored securely. The research firm will also be responsible for ensuring all research ethical standards are followed, such as obtaining informed consent, clearly explaining that participants have full choice in participating in the research, and respecting participants who wish to withdraw or discontinue surveys.

5. Data entry and cleaning: The local data collection firm is responsible for entering all data collected under this evaluation. This includes *double-entry of all survey data*. (Unless a digital data collection tool like Kobo is used). Daily data-quality checks are required. Survey data must be entered in Excel files. The data collection firm will be responsible for developing data entry template which will be reviewed by HIH TZ. Supervisor(s) will conduct thorough data checks and submit to ICRW/HIH TZ a final, clean dataset. Data collection firm will also prepare and deliver a codebook to accompany final dataset.

Deliverables and Milestones

- Data Collection Guidance created and translated, and presented to ICRW/HIH TZ (April 2021)
- Quantitative enumerators recruited for data collection training (April 2021)
- Training of data collectors co-led by data collection firm and ICRW study team (April 2021)
- Pilot logistics organized and approved, pilot participants identified, pilot surveys conducted and feedback given to ICRW study team (May 2021)
- 195 validated surveys conducted, daily and updates on data collection to be sent to HIH TZ (May-June 2021)
- All 195 surveys double-entered into MS excel template (June 2021)
- Final dataset submitted to ICRW/HIH TZ with corresponding codebook
- Adaptation to data collection processes and analyses to keep community members and staff Covid safe

Note: Final milestones and deliverables will be set in the contract that is signed with the selected firm.

Keeping staff and communities Covid safe

To keep contracted staff¹ and communities Covid safe, interested service providers must provide information on how they plan to ensure that all their data collection activities are carried out in a Covid safe environment.

Qualifications for lead consultant

- Must have a recognized university degree
- Must demonstrate excellent fluency in English and Swahili

¹ This will include:

- Wearing of masks when conducting any activities related to data collection – e.g., on public transportation, in public spaces, and while conducting interviews/facilitating discussions/the survey;
- Applying hand sanitizer frequently after touching surfaces;
- Maintaining social distance of minimum of 1 to 2 meters;
- Strictly following any local health and safety protocols;
- Ensuring that spaces for the survey are well ventilated and large enough to ensure safe social distancing;
- Taking precautionary measures to avoid handshakes, hugging, touching faces, congestion/ crowded places; and
- To contact medical personnel in case of signs of coughing, headache, difficult breathing.

- Must demonstrate a high level of experience of conducting quantitative and qualitative surveys in Northern Tanzania in line with international best practices
- Must demonstrate experience of high level of data cleaning, data entry and familiarity with various data analyses programmes
- Must demonstrate experience collecting sensitive data from survey respondents.

Qualifications for enumerators

- All data collectors should have (at a minimum) a higher national diploma and experience conducting applied research and/or evaluations.
- Survey experience is required for quantitative enumerators. Enumerators should be male and female as data collection will be with male and female participants.

Application material

- Detailed scope of work, budget and timeline discussing your approach to producing the main deliverables described under "Key Responsibilities" above (maximum of 10 pages, single-spaced). Successful applications will clearly articulate:
 - Workplan detailing how deliverables will be produced according to the above timeline, including justification for proposed staff structure.
 - This workplan to include what the data collectors will carry out the data collection activities.
 - How the data collection firm will ensure data is of high quality, including explanation of proposed data backcheck procedures.
 - How the data collection firm will ensure high quality double entry of all survey data and will clean the data.
 - How data collected from vulnerable populations will be managed and stored securely.
 - If firm has previous experience with **electronic data collection**, provide explanation of tools/software used, hardware (tablets, smartphones) available for use, and processes typically undertaken to program electronic surveys.
 - Overview of how you will ensure that enumerators, supervisors and programme beneficiaries are kept Covid safe during data collection
- Detailed budget (in TSH and USD)
 - Please present unit costs for all listed budget lines
 - Indirect costs should not be higher than 10%
- CVs of key staff who will be involved in this project
- Project requires a manager, but does not require in-house technical researcher (ICRW and HIH TZ will provide technical guidance to selected firm).
- Include brief summary information for potential data collectors: experience working in northern Tanzania, education, gender, numbers available. (Note: data collectors must be from Tanzania. The data collection team must have a balance of men and women.)
- Include details of the firm's past experience conducting research in Northern Tanzania.
- Include example report and example data collection manual from a past survey or other research project for which you have collected data.
- Provide references from three researchers/non-governmental organizations who have conducted data collection using your firm. These can be provided as signed letters or emails from the relevant parties. We will contact these references, so please ensure that their contact information is current.



- Proof of financial management: please include CVs of financial management staff and include at least two references who can speak to your success managing a budget (these can overlap with the three references from past clients required, but must specifically speak to your firm's ability to manage project finances.)
- **Deadline for application is 5th April 2021.**

Payment

The contracted firm will be paid in tranches based on the delivery of agreed outputs at the different milestones set for the project in the finalized agreement. (MoU).

Submit all application materials in English to:

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