

# Terms of Reference

## Baseline Survey for Impact Evaluation of Pilot Health and Nutrition CCT – SPSU

### 1. Introduction

The Social Protection Strategy Unit (SPSU) seeks to hire the services of a service provider/organization for conducting a baseline survey focused on maternal and child health seeking outcomes in rural Union Councils of Tharparkar, Umerkot and comparator communities in adjoining districts.

### 2. Background

Government of Sindh under its Sindh Enhancing Response for Reduction of Stunting Project, aims to contribute to a significant improvement in nutrition in the province, by increasing and expanding coverage of multi-sectoral interventions. It comprises objectives and expected outcomes related to the underlying causes (by sectors) of stunting: health, population, sanitation and hygiene, agriculture, social protection and education.

Despite efforts at improving the provision of primary health and nutrition services progress in improving maternal, neonatal and child health and nutrition indicators has been slow. Uptake is thought to be hindered by a range of socio-economic factors such as poverty, travel costs, opportunity cost of time, trust in public services, women's agency within families and communities, and behavioural norms. There is global evidence on the co-responsibility cash transfers (CCTs) as cost-effective measures for overcoming some of these constraints and improving the uptake of health services. The pilot CCT in districts Tharparkar and Umerkot offers important lessons for the design and scale-up of such interventions, and for measuring impact in the conditions of poor rural communities in the Sindh province. The pilot CCT has been initiated in 2 talukas – one each in Tharparkar and Umerkot – at designated public health facilities.

The pilot CCT is being led by the Social Protection Strategy Unity (SPSU) at the Chief Minister's Secretariat. The pilot aims to increase the uptake of existing health and nutrition services focused on the first 1000 days after conception, including ante-natal check-ups, safe deliveries, post-natal care, growth monitoring and immunization of children through the provision of a regular and predictable cash transfer at various trigger points. The pilot will help to develop the nascent capacity of the SPSU and offer lessons for scaling up. Key mandates and functions of the SPSU include project design, social protection operations such as social mobilization, communication, enrolment, compliance verification, payment, and grievance redress through the provincial Social Registry, as well as monitoring, evaluation and lesson-learning and planning for scaling up.

Impact evaluation is an essential element for drawing lessons for scaling-up and future interventions with respect to inter-sectoral health and nutrition-focused CCTs.

### 3. Objective

The objective of the assignment is to undertake a baseline survey for the impact evaluation the pilot CCT intervention in selected Tharparkar, Umerkot and adjoining control areas.

#### **4. Scope of Assignment**

The baseline survey will cover:

- (a) a listing of pregnant and lactating women in up to 200 dehs in treatment and control areas.
- (b) Up to 4000 interviews of pregnant and lactating women and women of reproductive age.
- (c) 20 Key informant interviews.

SPSU will identify the dehs for listing, provide survey questionnaires and modules and instructions for sample selection.

The survey will include questions on a range of individual, household and community level variables including:

- Socio-economic status
- Maternal and child health history
- Current and past health-seeking behaviour for mothers and children
- Factors influencing interaction with health services
- Individual and household food security
- Occupation, livelihood activities and unpaid care work
- Identity markers of the respondent including her/his place of residence at the time of the survey

It is expected that an individual interview will take between 30 and 50 minutes and will be conducted in the primary spoken language of the respondent, with prior consent.

Survey data will be in coded and alphanumeric form, and will be recorded, reviewed for quality assurance and transmitted to SPSU in digital form.

The baseline survey will be conducted between 15 September and 15 November 2021 and final data, along with requisite accompanying documentation will be delivered to SPSU by 15 December 2021 at the latest.

#### **5. Tasks and responsibilities**

Field Operational Plan:

A field operational plan should be developed and outlined in detail covering all aspects of the field work, including:

- Composition of a standard field survey team including, number of enumerators including number of women enumerators, number of field-supervisors.
- Expected tasks and responsibilities of each member of the team
- Number and approximate length of visits per household/family
- Detailed timelines of activities
- Expected time each team will spend in a basic enumeration unit
- Travel and logistics arrangements
- Management information/reporting tools for tracking progress of survey
- Supervision and spot check plans to ensure adherence to data collection protocols with verified/conservice provided quality of data collection
- Protocols and procedures for addressing data inconsistencies/miss-reporting, when identified

- Personal Digital Assistant (PDA)/Computer Aided Personal Interview (CAPI) based questionnaire and data transmission protocols
- Detailed SOPs to protect field team and respondents from COVID.

This Plan should be presented to SPSU for comments and revision, as necessary, prior to commencing field work. The survey service provider must then implement the survey closely adhering to the plan. As field conditions may dictate changes to these plans, the survey service provider's Field Supervisors are obliged to inform SPSU via the survey service provider's management, in the form of a written report or progress report after every two weeks, or even earlier, if such changes could have an adverse impact on the survey.

#### Development of Training Material and Training of Survey Staff:

- Development of training material to be approved by the SPSU.
- A comprehensive general training should be given to the supervisors, interviewers and data collectors.
- The supervisors should receive supplemental training as needed. The training should be scheduled for a minimum of 1 week along with due time for field trials separately for baseline and follow up survey.

#### Pre-testing of instruments and field trial:

Successful survey field test prior to the baseline survey. Indicators of success include:

- o Testing of instruments and PDA/CAPI based questionnaires, timing, length and clarity;
- o Interview teams correctly list, sample and interview households in the enumeration area;
- o Interview team members understand their roles;
- o Interview team members understand, and correctly follow interviewing protocols;
- o Data from 30 households in (2) enumeration areas (outside of the study area) are successfully collected through CAPI/PDA and supervised for quality without major data collection problems.

#### Data Collection through CAPI/PDA

Successful implementation of the baseline and follow up data collection in all the planned/substitute sample locations is expected as per agreed timelines in the approved inception report. A successfully completed sample location includes the following:

- Dataset containing all the data coded from the cluster, including complete data from the mapping/listing exercise, household, community and service providers.

A report that documents:

- Dates of arrival and completion of each cluster/basic survey unit
- Any notable difficulties or deviations from the standard field plan
- Record of each substitution of households that may have been required, including the reasons for substitution
- Any other notable occurrences
- Report on real-time validity checks upon receipt of each cluster's data.

## Data Cleaning and Compiling of data base:

- Develop a robust CAPI application supported by CS Pro or another suitable program to avoid data entry errors; translating modules into appropriate local language, if needed, adapting the program to reflect any changes from the base questionnaire, and adding modules for any additional data collection that is unique to the survey. The service provider should:
- Develop coding strategy to maintain consistent, unique identifiers for households for matching longitudinal data.
- Conduct final cleaning of data, documentation of data and final data delivery report
- Identify incomplete households and redundant observations
- Ensure all components are correctly linked – datasets can be merged cleanly
- Report completion numbers
- Conduct data analysis to ensure the validity of the evaluation design
- Report a completion inventory.
- The final output should be a complete and cleaned dataset in STATA with variables clearly labelled in English. Variable names and labels generated by the program should correspond clearly and logically to the question labels used in the questionnaire. Missing values and not known codes should be specified.

## **6. Reporting:**

The selected service provider will work closely with SPSU throughout the consultancy and will report to the designated specialist at SPSU. A monthly progress report should be submitted by the service provider during the active assignment period, reflecting progress on preliminary analyses of baseline data, and reflecting compensatory measures in the event of unforeseen changes in implementation; however, during the data collection exercise, a fortnightly report must be submitted to SPSU reporting data collection progress, challenges and way forward etc.

## **7. Confidentiality and Data ownership:**

The service provider will ensure maintaining the confidentiality of the data. The survey instruments, the sampling, and the information gathered by the field workers cannot be used for personal or professional gains by the service provider, its project management team or field workers without the prior request and a written approval by the SPSU. The ownership of the data belongs solely to SPSU.

## **8. Expected Outputs**

The expected outputs to be completed for each phase (separately for baseline and follow- up) are as under:

- i. Inception Report incorporating: programme of work and staffing requirements; operational translation of the design into a detailed work plan with estimated time frame, roles and responsibilities of the team; highlight the challenges the team expects to face in the collection of data, particularly given field realities.
- ii. Report on Field Operational Plan, Training completed and Pre-testing: This will include: a) Written Field Operational Plan; b) Training materials and field manuals; c) Pre-testing report including timing of modules, comments from interviewers and supervisors, and necessary changes to the

questionnaire including a documented process of the field test and data successfully transferred to the SPSU; and d) Data documentation including a dictionary with all variables labelled and defined, weights and other relevant information needed for independent use of the data.

iii. Fortnightly progress report on Data Collection: This should include progress on data collection process in the field, challenges so far and way forward.

iv. Report on completion of Data collection: This must include: a) Written report of the data collection; b) Completed data, correctly organized, and with variables named and labelled and appropriate identifiers that permit seamless merging between databases; and c) Final electronic databases in STATA or SPSS format and final data delivery report.

**9. Required Qualifications and Experience:**

The successful service provider shall possess the following qualifications and experience:

- At least 10 years of experience in conducting large scale surveys related to impact evaluations or similar areas.
- Experience of completing at least three (3) surveys of comparable scale and complexity
- Evidence of having required technical staff in areas covered by the assignment
- Evidence of having logistical and technical capability to undertake surveys in the target geographical areas

It is further expected that experienced female enumerators will be deployed and trained for the duration of field operations including trainings, field survey, and follow-up.

**10. Time Frame:**

The total assignment period is three (03) months.

**11. Evaluation Method:**

The received quotations will be evaluated as per ‘RFQ’ method in accordance with the World Bank Procurement Regulations for IPF Borrowers dated July 2016 available on [www.worldbank.org](http://www.worldbank.org).

**12. Tentative Schedule of Delivery and Payment:**

S. No.	Expected Outputs	Schedule of Delivery	Payment (Percent of Total Contract)
1.	Inception Report	After one week of contract signing	20%
2.	Report on Field Operational Plan, Training completed and Pre-testing	After one month of contract signing	30%
3.	Progress report on Data Collection	After two months of contract signing	30%
4.	Report on completion of Data collection	After three months of contract signing	20%