TERMS OF REFERENCE

NORTHERN UGANDA SOCIAL ACTION FUND YOUTH OPPORTUNITIES PROGRAM

ENDLINE INDIVIDUAL AND GROUP SURVEYS

1 PURPOSE

This Terms of Reference is for a firm/consortium ("Survey Firm") to develop and implement the end-line survey for the Northern Uganda Social Action Fund (NUSAF) Youth Opportunities Program (YOP) in Northern Uganda. These data will constitute a key input to the impact evaluation implemented by the World Bank and its research partners.

2 BACKGROUND

Objectives and Organization

The World Bank is financing a series of impact evaluations to build evidence of what works in assisting poor youth in low income countries to make a successful transition into the labor market. In Uganda, the Youth Opportunities Program (YOP) is a sub-component of the larger Northern Uganda Social Action Fund (NUSAF), a community driven development program. YOP focuses on improving young people's economic and social conditions through grants for vocational training and business development. The NUSAF YOP impact evaluation helps fill an important gap in our understanding of the effectiveness of employment and entrepreneurial skills training programs, particularly in the African context.

The survey firm / consortium will work under the direct supervision of the impact evaluation Principal Investigator, Sebastian Martinez, Economist HDNVP, a research management firm to be contracted by the World Bank and other research partners, referred to henceforth as the "Impact Evaluation Team".

Project and Evaluation Design

The impact evaluation design was established in 2006-2007 through random-assignment of applicant youth groups to treatment and control, based on over-subscription to the program. The evaluation sample includes a total of 2587 youth in 522 youth groups who applied for YOP benefits. To date, all NUSAF YOP participant groups have been funded, received training and a majority would be expected to be operating their businesses by mid-2009. The evaluation sample for the end line (hereinafter referred to as 'evaluation sample') will consist of the 522 groups interviewed in the baseline minus 50% of the groups in Karamoja, who will be randomly dropped from the sample by the Evaluation Team. This comes out to approximately 2416 individuals in 487 groups.

The end-line survey will be fielded by the survey firm starting in May 2010 and will collect detailed household socio-economic information from youth in the evaluation sample, as well as information on youth group characteristics and group leaders. Two priorities of the end-line survey are to ensure accurate data entry through use of PDAs and to minimize attrition.

Enumeration will take place in two phases. In phase one, interviews will be conducted with all youth in the evaluation sample who are present in the relevant subcounty. In Phase 2, a random subset of youth of 70-80% of those not interviewed in Phase 1, to be selected by the evaluation team, will be tracked and interviewed by the survey firm.

3 SCOPE OF WORK

The selected Survey Firm will be expected to successfully implement all aspects of four closely linked data collection activities. These data collection activities include:

1. An individual survey on approximately 2416 youth included in the evaluation sample
2. A group survey including leaders and group members on approximately 487 youth groups
3. A tracking survey of youth who were not located for the individual survey (for example, those who have moved from their original sub-county of residence). The tracking survey will include 70-80% of those individuals not residing in their original sub-county of residence during phase 1 of the survey.
4. A qualitative survey on a subset of 10 groups. A total of 10 groups will be sampled from the regions of Lango, West Nile and Teso. Of these, 6 groups will be selected for FGDs and 30 individuals (3 per group) will be randomly selected for in-depth individual interviews. 1/3 of the 30 individuals will be selected from migrant population – participants who have relocated from their original villages to other areas for various reasons.

The Survey Firm is responsible for the following:

3.1. Phase 1: Individual Survey. A complete individual survey will be collected from all youth, minus those in the 50% of groups dropped in Karamoja, who were surveyed in the baseline and are present in the subcounty where their group was formed. The survey will take on average 90 minutes per individual to implement. The individual survey will include:

3.1.1. Household dependency ratio and socio-economic modules, including individual level demographic, education, labor/employment and other information.

3.1.2. Health module, including individual health, nutrition and child development module, health expenditures, household nutrition information, risky behavior and social integration.

3.1.3. A household economy module, including expenditures, assets and productive activities and a micro-enterprise module.

3.1.4. Individual simulations and questions to gauge risk preferences, time preferences, and other behavioral measures of the respondent.

The deployment strategy in Phase 1 will consist of a mobilizer going ahead of time to the location where the group was first interviewed in the baseline, and attempting to locate as many of the original 5 youth as possible using the location information from the baseline and tracking surveys. All selected group members still present in the subcounty of group formation are to be interviewed in Phase 1. The mobilizer will locate 3 groups per day, who will then be interviewed by the team of 3 enumerators and 1 field manager. The individual survey will be administered to those who are found, as will the group survey. If there is not a member of the executive committee in the sample located for the individual interview, then a non-sample executive committee member must be mobilized for the group survey, to take place at the conclusion of the individual surveys. Those who cannot be found within the sub-county will be placed on the tracking list for Phase 2.

3.2. Group Survey. A group survey will be collected on each of the 487 youth groups, taking on average 30minutes per group to implement. The group survey will include:

3.2.1. Detailed information on the budget and spending of the groups.

3.2.2. Information on group dynamics and cooperation.

The group survey will be conducted with all sampled members and at least one member from the executive committee, irrespective of whether they are part of the 5 who are administered the individual survey.

3.3. Phase 2: Tracking survey. Minimization of sample attrition is critical for this survey. Phase 2 tracking will consist of an extensive tracking effort, as detailed in the Mobilization and Tracking Protocols document. For individuals who are not interviewed in the Individual Survey (3.1), initial contact will include making visits to the original home and contacts with known friends and relatives, phone calls and other tracking strategies until the individual's current location is verified (a short absentee survey will be conducted with an informed respondent) . Once the complete universe of absent individuals is compiled, a sub-sample of70-80% of the evaluation sample not interviewed in Phase 1 will be selected by the Impact Evaluation Team, and tracked and interviewed by the Survey Firm following protocols to be agreed with the Impact Evaluation Team. The target is to conduct face-to-face interviews with 100% of the sample population randomly selected into the tracking group who are still within Uganda. In cases where the sample population has moved to other countries, the procedure will be decided jointly between the survey firm and evaluation team on a case by case basis.

3.4. Qualitative Interviews. A qualitative study will be conducted on 10- groups - 30 individuals for in-depth interviews and a total of 6 FGDs will be conducted with selected groups from the total sample of 10. . The Survey Firm will provide four specially trained research assistants to be led by a qualitative specialist to be appointed by the Impact Evaluation Team, who will also design the detailed qualitative protocol.

4 SPECIFIC ACTIVITIES AND DELIVERABLES

The Survey Firm will be expected to successfully implement each data collection activity, based on the following specific deliverables:

4.1. Acquisition of permissions, insurance, etc.: The Survey Firm is responsible for acquiring all permissions necessary for conducting the survey. Where required, this may include relevant permissions from national and/or local authorities The Survey Firm is also responsible for adhering to local formalities and obtaining any required permits related to the survey implementation, as well as survey team health and accident insurance, salary, taxes, and others as necessary.

DELIVERABLES (1): Evidence of insurance and permits needed to implement the survey.

4.2. Adaptation, translation and pre-testing of questionnaires: The Survey Firm will be provided a standard set of base questionnaires, in English. The Survey Firm will translate this set of questionnaires to the local language(s) and, jointly with the evaluation team, will pre-test the translated questionnaires, adapting any components that are necessary to accurately capture the intended information on the study populations. This would include, for example, revising consumption and asset items to reflect the patterns of consumption and assets evident from existing data.

The final set of questionnaires used in the field will be re-translated into English by an independent translator contracted by the Survey Firm, and formatted in the identical format used in the actual implementation.

DELIVERABLES (2): The deliverables for this component are the, 1) final local language questionnaire, and 2) final corresponding English questionnaires.

4.3. Field Procedure Plan: The field procedure plan should outline in detail all aspects of the field work to be conducted by the Survey Firm, including:

4.3.1. Composition of a standard field survey team
   i. Number of enumerators
   ii. Number of field-supervisors
   iii. Number of data compilers and quality monitors
   iv. Qualifications, training

4.3.2. Expected tasks and responsibilities of each member of the team

4.3.3. Number of visits per individual (a minimum of TWO visits per individual should be planned to allow for interrupted surveys, revisions of incomplete or inconsistent information, and quality control)

4.3.4. Detailed calendar of activities

4.3.5. The expected time each team will spend in a PSU

4.3.6. Travel and lodging logistics

4.3.7. Management information/reporting tools for tracking progress of survey
   i. Confirmation that the location has been correctly identified

4.3.8. Supervision and spot check plans to ensure adherence to data collection protocols and confirm quality of data collection and entry, including a minimum of 10%of re-visits to a random sample of the evaluation sample to confirm the validity of the data

4.3.9. Protocols and procedures for addressing data inconsistencies/miss-reporting when identified

4.3.10. Protocols for PDA use and data storage

This Field Plan should be presented to the Evaluation Team for comment, and revised as necessary prior to commencing field work. The Survey Firm must then implement the survey, adhering as closely to the plan as conditions allow. As field conditions dictate significant changes to these plans, the Survey Firm's Field Supervisors are obliged to inform the Impact Evaluation Team via the Survey Firm's management, in the form of a written report or progress report. In addition, the Survey Firm will maintain constant oral and written communication on survey progress and challenges faced with the Evaluation Team.

DELIVERABLES (3): The deliverable for this component is a written Field Procedure Plan approved by the Evaluation Team.

4.4. Robust Data Entry Program Handheld devices (PDAs) will be used by enumerators to record information. Hence, data entry will be automatic, as once information is entered into the PDA it is immediately stored in a database. The software will have skips and other logical consistency checks programmed into the survey. The program will allow valid open ended textual responses outside of the response options provided in the questionnaire.

The adapted program must be robust:

- To the greatest extent possible, the PDA program should conduct range and consistency checks, as the questionnaire is entered.
- Violations of these checks should lead to an immediate and transparent message sent to the interviewer, along with a practical method for correcting keypunch errors, or over-riding and documenting any answers that violate the range and consistency check rules.
- The program should allow valid open-ended and "other" textual responses outside of the response options provided in the questionnaire.
- Variable names generated by the program should correspond clearly and logically to the question labels used in the questionnaire.
- Coding strategy in order to maintain consistent, unique identifiers for households for matching longitudinal data.

The survey firm must provide secure transfer and storage of data throughout the implementation of the survey.

DELIVERABLES (4): The deliverable for this component is the 1) Completed programming of the English and local language questionnaire onto the PDAs in line with above specifications, to be approved by the Evaluation Team and 2) the Database Template with all variables labeled and defined that is approved by the Evaluation Team.

4.5.Recruitment of interviewer teams: The personnel requirements for this project include:

4.5.1. Core survey team: The Survey Firm must provide a minimum of:

- (1) Part-time Project Manager
- (1) Full-time Field Manager
- (1) Part-time Data Manager
- (2) Senior Quality Controllers

4.5.2. Field Team: Although the Survey Firm will determine the NUMBER of field teams in consultation with the Evaluation Team, each field team, with exception of Karamoja, should be comprised of:

- 1 Supervisor
- 1 Mobilizer 3 Interviewers

In Karamoja, field teams will comprise of:

- 1 Supervisor
- 1 Mobilizer
- 2 Interviewers

All members of the field team should be fluent in both English and the language spoken in their respective enumeration districts, have at least secondary degrees and significant enumeration experience.

DELIVERABLES (5): The deliverable for this component is a roster of recruited personnel with their corresponding qualifications.

4.6. Preparation of interviewer training curriculum and materials, field manuals and implementation of personnel training: The Survey Firm is responsible for developing all training curriculum and materials in consultation with the Evaluation Team. If necessary, the training materials and field manuals will be translated to the local language.

A comprehensive general training should be given to the supervisors, interviewers and in order to create a team environment and to allow for substitution between roles should any team member take a leave of absence due to illness or other emergency. Because the training should also serve as a screening process for skilled interviewers, the survey firm should also recruit more interviewers for the training than will be ultimately hired for the project. The supervisors should receive supplemental training as needed.

The training should be scheduled for a minimum of **7 days.** The Training program should include:

4.6.1. Theoretical: Training should include a review the theory of the questionnaire and each question in order to fully understand the objective of each question. Standard quantitative interviewing techniques and field protocols should also be covered.

4.6.2. Classroom practice: Training should include individual and group exercises to become familiar with the practice of asking and filling questionnaires. This part of the training may include in class demonstrations, where the questionnaire is projected and one interviewer completes the questionnaire in front of the classroom. The training may also use vignettes, where the firm designs case scenarios based on typical individuals (perhaps those found during the supervisor training or piloting) and have interviewers complete the questionnaire based on the vignette. Finally, the trainees should conduct pilot interviews on the same subject, and have the interviewers fill in a questionnaire for the interview to test consistency across the interviewers. Trainees will be trained on the use of PDAs for a minimum of three days.

Field exercises: After the theoretical and classroom practices, the interviewers should go to the field to administer the full questionnaire to a small number of individuals (outside the study sample). The pre-test should not focus on major adjustments to the questionnaire, but rather simulate the administration of the questionnaire under normal circumstances. This will also be a chance for the evaluation team and survey firm to ensure that the PDAs are functioning properly. If any errors in the program are identified, they must be amended by the survey firm prior to further field testing. This process will continue until all PDAs are functioning perfectly.
Indicators of success include:

- Interview teams correctly list, sample and interview individuals in the enumeration area
- Interview team members understand their roles
- Interview team members understand, and correctly follow interviewing protocols
- Data from 50 individuals in 2 enumeration areas (outside of the study area) are successfully collected, keypunched, supervised for quality and transferred to the Evaluation Team without major data entry program problems

4.6.3. Evaluation: Following the training, interviewers and supervisors should be evaluated by the Survey management and the Evaluation Team based on their understanding of the questionnaire and their ability to correctly record data using the same test scenarios as used in the classroom practice. The training period should conclude only once the field teams have demonstrated mastery of the designated tasks.

DELIVERABLES (6): The deliverables for this component are the 1) Training materials and field manuals, 2) Report with the results of the evaluation process and 3) documented process of the field test and data successfully transferred to the Evaluation Team

4.7. Conduct a successful survey field pilot test prior to baseline data collection (included in 4.6)

4.8. Weekly progress reports of the numbers and IDs of PSUs/Clusters successfully completed. In addition, the Survey Firm will transfer all raw data collected to the Evaluation team at least once per week.

DELIVERABLES (8): The deliverable for this component is the timely delivery of Project Manager's Weekly Progress Reports and timely delivery of raw data.

4.9. Successful implementation of the endline individual data collection in all of the planned/substitute sample locations.

A successfully completed sample location includes the following:

- Dataset containing all of the data coded from the location Field Manager's report that documents:
  - Dates of arrival and completion of each cluster/PSU
  - Any notable difficulties or deviations from the standard field plan
  - Any other occurrences and challenges
- Report on real-time validity checks upon receipt of each PSU's/cluster's data.

- Detailed documentation for any respondents who are not located in phase 2, including the complete history of tracking and attempts to locate the individual, information gathered about the individual and reasons for abandoning the search.

DELIVERABLES (9): The deliverable for this component is the Project Manager's written report of the endline data collection, including the information detailed above.

4.10. Compile a database of all the completed data.

DELIVERABLES (10): The deliverable for this component is the completed Databases, including the individual data and group data, with data correctly organized, variables named and labeled and appropriate identifiers that permit seamless merging between databases.

4.11. Conduct final cleaning of data and final data delivery report

- Identify incomplete HHs and redundant observations
- Ensure all components are correctly linked – datasets can be merged cleanly
- Final completion numbers
- Completion inventory

DELIVERABES (11): The deliverable for this component is the Final Databases and Final Data Delivery Report.

5. SCHEDULE OF DELIVERY (TENTATIVE)

Output	Date
Deliverable 1: 1.1) adapted research protocol and informed consent forms 1.2) evidence of insurance and permits needed to implement the survey.	May2010
Deliverable 2: 2.2) final local language questionnaire 2.3) final corresponding English questionnaires.	May 2010
Deliverable 3. Written Field Procedure Plan approved by the Evaluation Team.	May2010
Deliverable 4. Dataset template with all variables labeled and defined	May2010
Deliverable 5. Roster of recruited personnel with their corresponding qualifications.	May 2010
Deliverable 6. 6.1) Training materials and field manuals	May 2010
Deliverable 7. Documented process (field reports) of the field test and data successfully transferred to the Evaluation Team.	May-June 2010
Deliverable 8. Timely delivery of Project Manager's Weekly Progress Reports	Ongoing during

	survey
Deliverable 9. Project Manager's written report on data collection	June-July 2010
Deliverable 10. Completed Database of individual and group survey Contract Extension: phase 2 individual and group surveys	July 2010 December 2010
Deliverable 11. Final Databases, including individuals in tracking survey, and Final Data Delivery Report	December 2010

6. SCHEDULE OF PAYMENTS

Stage	**Proportion of total payment**
Signing of Contract	10%
Deliverables 1-6	40%
Deliverable 7	10%
Deliverable 8-10	25%
Deliverable 10 – phase 2	contract extension ($36,329)
Deliverable 11	15%

7. ESTIMATED COSTS AND WORK PERIOD (UPDATED OCTOBER 2010)

The consultancy will take place between April 2010 and March 2011, with field work planned for May through December 2010. The original total estimated cost of the consultancy is $129,099.

Contract Extension: given higher than anticipated time and travel costs for locating migrant youth, a contract extension of $36,329 has been negotiated with the vendor for completion of a phase 2 of tracking of respondents in select districts. The extension payment is contingent on successful delivery of the phase 2 sample.

8. REQUIRED QUALIFICATIONS

The selected firm/consortium shall possess the following qualifications:

- A legal status recognized by the Government of Uganda, enabling the organization to perform the above-mentioned tasks.
- Demonstrated experience of organizing surveys on the scale of this project over the past five years.
- Strong capacity and experience in planning and organizing survey logistics.
- Good network of experienced enumerators, supervisors and data entry clerks.
- Strong capacity in data management and statistics.
- Strong knowledge in the relevant software, including CS-Pro, SPSS, Stata.
- Strong interpersonal skills and a team oriented spirit.
- Experience in tracking and panel surveys.

9. PREFERRED QUALIFICATIONS

The selected firm/consortium is preferred to have the following qualifications:

- Experience working in the study areas.
- Strong background in microeconomics, statistics and econometrics.
- Previous experience in impact evaluation.