

TERMS OF REFERENCE

TOR FOR COORDINATOR ON BASELINE DATA COLLECTION (January 2011 – June 2012)

I. INTRODUCTION

ChildFund Australia recently developed its program Development Effectiveness Framework (DEF) that will, among other purposes, assess the impacts of its program activities through measuring its outcomes indicators. The outcome assessment mechanism will enable ChildFund to better learn from, be accountable for, and demonstrate the results of its work.

The assessment tools include:

- A set of corporate indicators that are tool for measuring impacts of ChildFund program
- A methodology for collection, analysis, and use of data on the core outcome indicators. The major part of the methodology will be household surveys using Lot Quality Assurance Sampling (LQAS).

Scope of the outcome assessment

The outcome assessments will be done via household surveys among a random sample of ChildFund target communes within the selected district using the LQAS method. The survey will focus mainly on capturing data on ChildFund Australia outcome indicators, and less on relevant context of program-specific indicators. The surveys will be multi-sectoral, reflecting ChildFund's integrated approach in supporting children through community and child development activities.

Within the framework of implementation of its Development Effectiveness Framework, ChildFund Vietnam plans to conduct two baseline surveys during the period January – June 2012, in Kim Boi, Hoa Binh Province and Tra Linh, Cao Bang province. ChildFund is seeking a qualified consultant to be the coordinator of the baseline data collection team, working under supervision of ChildFund M&E manager. ChildFund is applying a quick recruitment process with limited announcement among networks to look for most potential consultants who have most relevant knowledge and experience and/or have worked with ChildFund and have good understanding about ChildFund program will be invited for interview.

II. OBJECTIVES OF THE CONSULTANCY

The recruited consultant will be the coordinator of the baseline data collection team comprising of ChildFund's field staff, and recruited data collectors student-volunteers. It is anticipated that preparation will take place in December 2011 and field surveys will be during the January through June 2012 including data entry, analysis, report drafting and finalization.

III. EXPECTED OUTPUTS

The key expected outputs from the consultancy will include the following for each survey:

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- 1) Team training and survey program and materials proposed in corresponding with the final survey instrument/questionnaires.
- 2) Comprehensive training co-delivered together with the M&E manager to the team on the LQAS methodology, questionnaires, interview techniques and data entry.
- 3) Completed LQAS tabulation and summary tables, and clean data files entered into EPI info software for data processing and analyses.
- 4) Draft baseline survey report for the program area:
 - A summary document and presentation to share with key stakeholders
 - A detailed report reflecting the input from key stakeholders covering the following content:
 - The survey process: methodology, sample design, interviewer training, summary of fieldwork, and notes on data quality, problems encountered in survey, and lessons learned.
 - The survey findings: key descriptive statistics, analysis of the data, the implications of the findings for the Area programs, and other documentation needed for accurate interpretation of the data

IV. METHODOLOGY AND LOCATION

The two baselines surveys will be conducted in ChildFund's selected program areas, Kim Boi district (Hoa Binh Province) During January – February 2012 and Tra Linh district (Cao Bang province) during April – May 2011.

The Coordinator will work closely with the ChildFund Monitoring and Evaluation Manager, relevant ChildFund staff, baseline data collection team members, ChildFund's partners and communities during the period of conducting this pilot testing baseline household survey as detailed below.

4.1 Training for the baseline survey team members/interviewers:

- Together with the M&E manager, the consultant will be responsible for training the team members/interviewers on the LQAS methodology, data collection and analysis techniques, and other skills needed to conduct high quality household surveys including a detailed review of all questions, instructions and filters in the questionnaires prior to the commencement of field work.
- Serving as co-trainer for the team training, the consultant will be responsible for preparing training materials and conducting the training, including supporting and supervising the direct entry of survey data into EPI info.

4.2. Conduct household survey

The consultant will be responsible for organizing and conducting the baseline data collection activities in selected areas/communes and responsible for the accuracy of the survey data.

Monitor and supervise the data collection sub-teams

The consultant will:

- Ensure the data collectors adhere to random sampling procedures, using LQAS method
- Ensure an adequate number of surveys are conducted to attain data with reasonable statistical power.
- Work with ChildFund to ensure conducting resurvey of 10%

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- Ensure teams follow proper interviewing protocols including obtaining informed consent from all respondents prior to beginning the interviews.
- Maintain the agreed schedule for carrying out the interviews.

4.3. Analyze survey data

The Coordinator will lead data entry, cleaning, analysis, and write-up activities.

Prepare data for analysis

- Tabulate and summarize survey data (using LQAS tables) to determine coverage rates for overall program area and “decision rules” for each Supervision Area
- Enter and clean the survey data
- Create a database in EPI Info
- Analyze survey data

Document findings

- Prepare a draft concise and user-friendly report on the results of the surveys.
- The report should present data, provide in-depth analysis of findings in relation to the ChildFund Australia outcome indicators.

4.4. Carry out other tasks

ChildFund may reasonably request other relevant tasks to ensure efficient, high-quality design, collection, analysis, and dissemination of the survey data.

V FINAL PRODUCTS

Draft baseline survey report for the program areas

VI. MANAGEMENT AND SUPERVISION

The Consultancy will be managed by the Childfund Vietnam Country Director and the Monitoring and Evaluation Manager.

Approximately about 50 working days, depending on the actual need, spread from January to June 2012 for the two baseline surveys would be required.

VII. QUALIFICATIONS

- Post-graduate degree of relevant fields- development studies, education or social science
- Experience in baseline survey, household interviewing, and supervising data collectors
- Demonstrated experience in data collection or research
- Relevant working experience with ChildFund and in EPI info is an advantage
- Experience living or working in rural communities
- Commitment to continuous improvement and quality standards
- Willingness to work in a team and independently
- Ability to take a learning approach to continuously improve
- Commitment to maintaining the highest standards of confidentiality at all times
- Local context knowledge is preferable.