



## Quantitative Data Collection: Conducting a Baseline Survey to Assess Youth Services in Jordan

### Terms of Reference (ToR)

Generations For Peace (GFP) intends to issue a fixed-price consultancy to a qualified service provider (firms or individuals), who demonstrates having the capacity to deliver quality technical assistance and are the most responsive to the requirements of the TOR.

If awarded, the selected service provider will deliver services to GFP in accordance with the Statement of Work incorporated into the ToR.

*Issuance of this ToR does not constitute an award commitment on the part of GFP. In addition, GFP reserves the right to reject any offer received in response to this ToR. GFP shall not be liable for any costs incurred by the service provider in the preparation and submitting of their proposals.*

### BACKGROUND

GFP is a leading global non-profit peacebuilding organisation dedicated to sustaining conflict transformation at the grassroots level. GFP intends to undertake a household survey in Jordan to establish a baseline for an upcoming programme focusing on improving access to quality youth services for Jordanian youth in their communities. The objectives of this survey are to:

1. Establish a baseline for access to quality youth services across the kingdom.
2. Ascertain the extent of awareness on the importance of quality youth services in their communities

The household survey will be conducted in all 12 governorates of Jordan. The sample size for the survey is expected to be 10,000 surveys. In addition, the service provider will recruit and train enumerators and field supervisors for the quantitative data collection.

### STATEMENT OF WORK

The task has major components as outlined below. Details of the activities are provided in the next section.

1. **Design and implement surveys:** The service provider shall carry out tablet or smartphone-based surveys using a web-based software/ODK platform. In addition, the service provider shall be responsible for collecting other secondary/administrative data, as needed, for the analysis, as well as sampling phase. The service provider shall select samples for the survey of each governorate, recruit, and train the enumerators team and field supervisors, test/pilot the survey, adapt it to local conditions, and carry out the survey.

2. **Clean dataset archived in suitable forms:** The collected data shall be entered into a database and cleaned. The final data including raw and clean datasets shall be delivered in SPSS or Stata format. The service provider shall produce their database with GPS coordinates in addition to the start and end time stamp for each submission. The collection of data shall be through a reliable electronic device using an ODK platform recording both the GPS coordinates and timestamps.



3. **Submit the final survey completion report:** The service provider shall carry out a basic descriptive analysis of the clean dataset. The report shall include details on the sample design and selection, respondent selection, response rates, questionnaire review, translation, scripting process, personnel selection and composition, training, quality control measures, measures for ethical and professional standards, coding and data entry and processing, schedule, and challenges. This report will be produced after completion of data collection.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The service provider shall be responsible for delivering high quality data within a timeframe as defined in this ToR, under the supervision of GFP's Monitoring and Evaluation team. The service provider shall be responsible for the following:

### 1) **Design and implementation of survey**

#### a. **Questionnaire development and revision:**

- i. The service provider shall be responsible for the translation of the survey into the local language. The translation shall be evaluated through back-translation to compare accuracy of the two versions.
  - The service provider shall be responsible for establishing the logistical planning and permit approvals.
  - The service provider will establish plans and oversee field logistics. Once data collection begins, the service provider shall provide GFP's Monitoring and Evaluation team with daily updates on the progress of the field work. The service provider shall describe their logistical approach in their proposal.
- ii. The service provider will script the questionnaire on a web-based software/ODK platform with rigorous controls to prevent and flag illogical answers and support geotagging of data. The service provider should propose their scripting process approach to ensure data quality.

### 2) **Estimate the sample size**

- i. The sample size will be calculated with a minimum confidence level (CL) of 90 percent and maximum accepted error of ten percent at the stratum (municipality) level to estimate the minimum sample size in each stratum. The sample will be proportionally divided to reflect the population of each governorate. Sample weights should also be developed to ensure that the data is representative of the population in Jordan.
- ii. Access to the sampling frame: The service provider shall use the most recent population and housing census as the sample frame. The service provider proposal shall describe in detail how they will obtain access to the sampling frame or alternatively, develop their own sampling frame.
- iii. In addition to the sampling plan, the service provider is required to keep detailed records of sampling procedures as they are carried out operationally. All departures from the design are to be documented daily.

### 3) **Recruit and train enumerators and field supervisors**

- i. The service provider should recruit an adequate number of enumerators and supervisors taking into consideration staffing changes. The service provider will recruit and train a larger number of enumerators and field supervisors than is determined to be needed to conduct interviews throughout Jordan, since some could withdraw. The service provider may propose a description of their approach to field team recruitment, mobilisation, and composition.



- ii. The service provider will develop enumerators' and field supervisors' manuals and train the enumerators team and field supervisors accordingly.
- iii. The service provider will be responsible for applying quality control processes for the survey. The quality control processes should be guided by principles of validity, reliability, timeliness, and integrity. The service provider should provide their own quality control plan in their proposals, based on the principles described in operation above.

#### **4) Testing/piloting the questionnaires**

- i. Testing/piloting will ensure that the questions are relevant, well sequenced, non-ambiguous, and easy to understand. The duration of the interviews should be within reasonable limits of what is expected.
- ii. The service provider shall be responsible to conduct the testing/ piloting of the questionnaires.
- iii. After the testing/piloting, a feedback session will be arranged and the survey will be checked for errors detected and issues raised during testing/piloting, and then again, the survey will be revised. The actual survey work cannot commence until the GFP's Monitoring and Evaluation team provides clearance on the final version of the survey and the web-based software/ODK platform used.

#### **5) Coding, Data Entry, and Data Analysis**

- i. The service provider data processing team will be responsible for entering, validating, and approving the codes. The service provider should suggest their coding and data entry approach in their proposals.
- ii. The service provider will be responsible for the process of data cleaning and processing as soon as data collection starts. The service provider should describe their data cleaning and processing approach in their proposals.
- iv. The service provider will be responsible for preparing the data file for analysis, calculating response rates, weighting, and estimating sampling variance. In addition, the service provider will be responsible for providing data analysis as required and in coordination with GFP's Monitoring and Evaluation Team. The service provider will provide appropriate graphs, charts, and a brief narrative on the results.

#### **6) Final Report**

The service provider is required to write a detailed report on the sample design and selection, respondent selection, response rates, questionnaire review, translation, scripting process, personnel selection and composition, training, quality control measures, measures for ethical and professional standards, coding and data entry and processing, schedule, and challenges. This one-off report will be produced after completion of data collection. Photos depicting the various stages are encouraged.

### **ETHICAL AND PROFESSIONAL STANDARDS**

The service provider should propose their measures for establishing and maintaining strict ethical and professional standards as well as protection and confidentiality of personally identifiable information (PII) throughout the design and implementation of the Survey. This should include the measures related to COVID-19 that the service provider already has in place as well as any that will be taken specific to this ToR to ensure the safety and health of both personnel as well as respondents.



## DELIVERABLES

The following are key deliverables for the survey will be submitted in English, unless otherwise noted. The following deliverables are required:

1. Work Plan: detailed Work Plan documenting tasks, timelines, and deliverables.
2. English and Arabic surveys: finalised English and Arabic Surveys.
3. Training manuals for enumerators and field supervisors.
4. Signature sheet of training participants: signatures of enumerators and field supervisors who have completed training.
5. Sampling Plan: detailed sampling plan.
6. Verification of data collection: the service provider will provide access to GFP's Monitoring and Evaluation team of its data entry software/files documenting the number of interviews completed in increments of 1,000.
7. Full and complete dataset: dataset in SPSS/Stata and Excel formats.
8. Standard data analysis task: standard data analysis task based on the survey questions disaggregated by location, gender, and age. This deliverable will be modified based on the size of the analysis request.
9. Data analysis report: report providing the frequencies, visualisations, and trends.
10. Detailed project report: a technical report detailing the service provider methodology for data collection and processing.

## ROLES AND RESPONSIBILITIES

The service provider will manage implementation of data collection and provide input on analysis for the Survey through the following activities:

1. Recruit the required team of personnel.
2. Prepare for the survey, including developing the sampling frame and plan.
3. Coordinate field work including selecting respondents, interviews, data collection, logistics, etc.
4. Provide resources necessary to conduct the survey (e.g., tablets for enumerators, data collection software.)
5. Conduct data entry, cleaning, coding, and processing.
6. Contribute to analysis as assigned.



## QUALIFICATIONS

The key positions mobilised by the service provider should meet the following minimum qualifications:

Team Member	Qualifications	Years of Experience
Project Manager/Team Leader	At least a master's degree or equivalent	A minimum of 10 years
Field Coordinator	At least Bachelors or equivalent	3-5 years
Quality Control Officer	At least Bachelors or equivalent	3-5 years
Statistician	At least Bachelors or equivalent	3-5 years
Translator	At least Bachelors of equivalent	3-5 years

## TIMELINE

Deliverables	Date
Questionnaire review and translation	November 2021
Recruitment of enumerators and supervisors	November – December 2021
Development of interviewers' and supervisors' manuals	November – December 2021
Enumerators' training	January 2022
Permit approvals	November 2021 – January 2022
Sample design	February 2022 – March 2022
Survey testing/piloting	January 2022
Logistical planning	February 2022
Data collection	April 2022 – June 2022
Data entry, cleaning, and processing	April 2022 – July 2022
Analysis	August 2022
Detailed final report	August 2022



The service provider should specify their proposed timing in more detail in the Work Plan included in their proposals.

## SUBMISSIONS INSTRUCTIONS

This section contains general and specific requirements for submitting the technical and cost proposals.

### TECHNICAL AND FINANCIAL PROPOSAL

Evaluators responding to this ToR will need to bid by submitting a detailed proposal that includes the following main sections/requirements into one document noting that the financial proposal should be a separate document:

- A. **Requirement 1:** Organisation profile outlining the technical background and experience of the evaluator/firm (1-3 paragraphs)
- B. **Requirement 2:** A basic strategy and technical approach to the ToR, team composition (if team), and initial timeline/workplan (300-800 words)
- C. **Requirement 3:** Two work samples for similar data collection and analysis
- D. **Requirement 4:** Resumes of members of the key personnel (not more than 3 pages each)
- E. **Requirement 5:** Two reference letters (full letters, not just list of references) from previous clients, including their contact information (full name, email address, phone number)
- F. **Requirement 6:** Financial proposal (separated from the technical proposal) in Jordanian Dinars (and its equivalent in USD) with a breakdown of budget covering consultancy fees and all related expenses to implement the activities of the consultancy including logistical requirements for organising data collection activities.

## HOW TO APPLY?

1. Applications shall be submitted via email through [procurement@gfp.ngo](mailto:procurement@gfp.ngo) by sharing all required documents mentioned in the proposal structure.
2. Email subject line as "**Your Organisation Name – Quantitative Data Collection Proposal**"

## EVALUATION CRITERIA

All bidders will be scored on a scale from 1 - 10 based on each of the below criteria:

### 1. Reputation (Profile and similar experience)

The document(s) submitted to address requirements 1 to 5 will be used to identify if the candidate meets the profile for the ToR. This is evaluated based on organisation profile outlining the technical background and experience of the evaluator and evaluation team; and demonstrated working experience. This includes:

- The service provider similar or other relevant experience in data collection within the INGO/humanitarian sector,
- The service provider has relevant experience in sectors similar to those of the focus of the ToR, and
- The service provider demonstrated relevant experience in Jordan or in contexts comparable to Jordan.



## 2. Technical approach (Quality and Technical requirements)

The technical approach addresses the key requirements and deliverables of the ToR and presents the required outputs, which will use document(s) that cover the requirements 2,3, and 4.

## 3. Cost (Financial Offer) will then be weighed against the technical proposal

All bidders must obtain a score of at least five out of ten for the total technical scoring, to proceed to the financial evaluation, the financial proposal will be evaluated (separated from the technical proposal) based on costs in Jordanian Dinars (and its equivalent in USD).

## 4. Timeline

Evaluator must ensure the ability to provide deliverables within the deadlines demonstrated by a workplan.

## PAYMENT SCHEDULE

Tentative schedule for payment is as follows:

- 10% after signing of the contract.
- 30% after submission of survey review, development of interviewers' and supervisors' manuals, and enumerators and field supervisors training.
- 25% after submission of clean and raw data on completion of the field work.
- 25% after submitting survey report draft
- 10% after submitting the final version of the survey report.

## TERMS, CONDITIONS, AND IMPORTANT NOTES

- Failing to write the correct subject in email or missing any of the above requirements will disqualify your application automatically.
- Generations For Peace has the right to cancel this tender any time before or after receiving any proposals without mentioning any reason.
- The amount will be subjected to income tax if the consultant is a freelancer (5% will be deducted from the total amount of the offer)
- For organisations, the amount should include sales tax.
- Any proposal submitted after the deadline will not be considered.
- Deadline for submission is Saturday, October 23, 2021.
- For any questions contact us by email on [procurement@gfp.ngo](mailto:procurement@gfp.ngo) or by calling **+962 06 5004600** and asking for the Procurement Department.