**Scope of Requirements (SOR)**

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| **Project Overview:****Background** – The Kyrgyzstan Mountain Societies Development Support Programme (MSDSP KG), an initiative of Aga Khan Foundation, is a locally registered public foundation that seeks to improve the livelihoods of select communities in Kyrgyzstan’s mountain areas. To this end, MSDSP KG implements a range of integrated interventions in rural development, education, and health, benefitting more than 520,000 people. The MSDSP Programme is implemented in villages in collaboration with and partnership between community-based groups and local government authorities. Disaster risk reduction, enhancing local governance, and improving climate change resilience are cross-cutting themes across MSDSP KG’s work.MSDSP is implementing the Project “*Local Impact”.* Local Impact was created as a joint initiative of the Aga Khan Foundation (AKF) and United States Agency for International Development (USAID) as an innovative framework for meaningful, sustained impact across Asia and Africa that puts local communities at the center of development. Through Local Impact, AKF and USAID will work with marginalized and vulnerable communities to: (1) catalyze inclusive economic growth and ensure basic livelihoods; (2) enhance infrastructure and access to basic services with a focus on clean energy; (3) enhance the capacity of citizens and local institutions; and (4) promote pluralism and social cohesion.For the implementation of the assessment of lives of adolescents between 10-15 years old in the frame of the Local Impact project, MSDSP is seeking the services of qualified consulting company.  This term of reference outlines the scope of work of the consulting company. The Consulting company will serve as the technical lead of a country level studies (Kyrgyz Republic) and will work closely with the County MERL Focal Point and Country Program Manager for Local Impact on all matters pertaining to this ToR.1. **Background of Project**

Local Impact is a $150m multi-year, multi-sector, and multi-country global partnership between AKF and USAID. It is a five-year Leader with Associates (LWA) cooperative agreement that allows USAID to work with AKF and its partners to design and implement projects that address development challenges across sectors. Drawing on human-centered design tools and processes, Local Impact will spark new, innovative solutions to complex problems while tapping into existing productive efforts to address these issues at the grassroots level. Local Impact, a joint initiative of the Aga Khan Foundation (AKF) and the United States Agency for International Development (USAID), draws on human-centered design tools and processes to co-create grassroots solutions to complex problems. Starting in 2020, Local Impact teams engaged in virtual human-centered design trainings led by the Accelerate Impact team with the goal of designing solutions with community partners and ultimately piloting community-led programs. By using a human-centered design approach, Local Impact empowers teams to gain a deep understanding of community needs, encourages creativity and collaboration to develop new ideas, supports experimentation to identify innovative solutions, and uses data-driven results to scale the solutions that work. The inclusive approach used ensures that communities and local partners are part of the program design process and allows teams to develop and test local solutions that are impactful, cost-effective, sustainable, and scalable.Local Impact’s work with adolescents is aimed at the improvement of the transition from childhood to adulthood for adolescents between 10-15 years old. Investing in adolescent development is critical for individuals, families and communities, but also for the social and economic development of nations. Using the Accelerate Impact approach, Local Impact’s Adolescent Challenge is working with Population Council to explore how to improve the transition from childhood through adolescence to adulthood for girls and boys between 10-15 years old. The collaborative process will help translate evidence-informed interventions into adolescent-centered programming. |
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| **Scope of Requirements:** **Project Requirements**: The Consultant company will be responsible for data collection, verification, and entry. Specifically, the main objectives of the consulting company are to:1. **Household listing and sampling frame**
* Prepare list of all households from selected villages/communities and select according to the inclusion requirements.
1. **Data collection and validation**

Company will be responsible for all field operations, including:* Recruitment and arrangement of enumerators and facilitators for the field work as per the manuals that will be provided by the project team, logistical arrangements for data collection and obtaining the consent of respondents. At least 15 enumerators are required for data collection.
* Company must have enough tablets to undertake the survey.
* Undertaking the survey in target villages according to the survey methodology, and COVID-19 contingency plans.
1. **Data entry, cleaning, and verification**
* Ensure identification of any data quality issues and addressing them on the ground,
* Enter all survey data concurrent with data collection.
* Ensure quality control is maintained during data collection and entry,
* Provide original and cleaned datasets in required format to the project team.
1. **Supervision of the fieldwork**
* Prepare all supporting documentation required to facilitate the work of the interviewers/enumerators and supervisors,
* Supervise all enumerators to carry out the field data collection in a regular and close collaboration with the project team.
* **Roles and responsibilities**: The Consulting company will serve as the technical lead of a country level studies (Kyrgyz Republic) and will work closely with the Country MERL Focal Point and Country Program Manager for F4HE on all matters pertaining to this ToR.
* **Project completion criteria**: This will be a cross-sectional study to be conducted across each project geography. The study will include:

**6.1. Household Survey***Sampling frame[[1]](#footnote-1):* The household survey questionnaire will collect adolescents’ characteristics information in 1000 households of the project target areas, as per the methodology provided by the project team. It will include a Household Roster on the information about the number of adolescents each one’s civil status, their age, gender, education levels.**6.2. Focus Group Discussions***Sampling frame:* The focus group discussions will collect the information about lives of adolescents in the target areas, as per the methodology provided by the project team. The FGD participants will include adolescents and adults in the target areas. The FGDs should include not less than 30% of adolescents in the selected households. * **Project schedules/Deliverables by phase:**

The period of the contract is estimated to be from July 10 to August 10, 2021. The consulting company is expected to carry out all the preparation required to roll out the study as per the suggested time frame below.

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| **Task** | **Deliverables**  | **Expected Time Frame** |
| Develop work plan:Review all documents, guidelines, and other relevant information, and sampling methodology of the assessment. Review proposed data collection tools. Prepare detailed work plan. Prepare COVID-19 Contingency Plan. | Detailed work plan that includes all tasks and incorporating the overall study timelines. Level of effort of each team member.Detailed study budget.  |  July 10- 12  |
| Household listing. | List of all households in the in sampled locations  |  July 13-14 |
| Enumerator training: Support Enumerator Training following a detailed agenda and outlining study protocol. Participate in enumerator training.  | Enumerators participated in training and following Enumerator Guidelines and Protocols for Data Collection |  July 15-18  |
| Data Collection: implementing data collection for the assessment. While conducting interviews, the tablets should be GPS enabled to ensure proper sample distribution, geocoordinates should be recorded for each interview, and survey metadata must be systematically collected (including the time, date, location, and duration of the interview). The fieldwork supervision will be conducted in collaboration with the project team.  | Fieldwork progress report |  July 19 - August 8  |
| Data verification, and consolidation. Data collection software as well as the relevant instructions will be proved by the project team. Immediately after the full survey datasets has been collected, a raw, unprocessed version of the data will be shared with MSDSP. The selected organization will then undertake cleaning of the resulting dataset for any identified data quality issues that can be addressed.  | Original and cleaned data sets including the required survey notes in hard format as per the methodology provided by the project team.  | August 9-10 |

* **Relevant quality processes:**

MSDSP KG will be responsible for managing the process of revision and approval of documents and materials according to the deliverables, and timeline indicated above. All required documents should be provided to MSDSP KG in hard (except for database) and electronic formats according to the agreed deadlines.Also, we will provide mentoring support to the selected firm in preparation for survey implementation. This will include the training of the supervisors and enumerators and will potentially assign outside reviewers to do on-site checks for data quality. **Key Responsibilities of MSDSP KG*** Provide training for interviewing team,
* Conduct periodic review sessions with interviewing teams to identify and correct errors detected in the fieldwork,
* Visit the field periodically, making spot checks on teams in the field,
* Overall and a regular supervision of the data collection process.

**Data:** The study includes a Household Survey in 1000 households in Jany-Aryk, Jany-Alai, Sary-Mogol, and Gulcho locations in Osh oblast. **Ethics** **During pursuing contracts, and the course of contract performance, consulting company will be responsible for maintaining ethics and good research practice including but not limiting to:** *Disclosure of Information* Under no circumstances may the selected organization use information generated for this project – either before, during, or after the work authorized in this document – for purposes other than the collection of the survey data, as described. In addition, the selected organization shall not share any data, documentation, or programming files generated during this assignment with third parties without written authorization from MSDSP KG AKF.*Informed consent:*Oral informed consent should be obtained from all survey participants, including the Head of Household for household survey. Participants will be asked to sign informed consent following a verbal description of the risks, benefits, and procedures.*Confidentiality:* Consulting company shall, and shall cause their respective, employees and representatives to, keep, treat, and hold the survey and any documents transmitted within it including interviewees’ personal information, proprietary information, knowledge and data of or pertaining to the other Party as confidential. *Cultural sensitivity:* Consulting company must demonstrate cultural competency in its communications, both written and verbal, with interviewee and must ensure that cultural differences between the interviewer and the interviewee do not present barriers to conduct survey. Consulting company must demonstrate the ability and commitment to conduct research across a variety of cultures. The Consulting company must deliver the services, in a culturally competent manner to all interviewees including, but not limited, to those with diverse cultural and ethnic backgrounds, disabilities, and regardless of race, color, religion, national origin, sex, sexual orientation, gender, or gender identity.*International Sanctions:*Consulting company must not be associated with any criminal/ terrorist group, terrorist organization, including the Taliban, ISIL (Da’esh) and Al-Qaida, and must not offer stolen services, or services purchased illegally.The country of origin of the services provided should not be included in the list of countries subject to sanctions restrictions by the Government of Canada: Central African Republic, Democratic Republic of the Congo, Islamic Republic of Iran, Republic of Iraq, Lebanese Republic, State of Libya, Republic of Mali, Republic of the Union of Myanmar, Republic of Nicaragua, Democratic People's Republic of Korea, Russian Federation, Federal Republic of Somalia, Republic of South Sudan, Republic of Sudan, Syrian Arab Republic, Ukraine, Bolivarian Republic of Venezuela, Republic of Yemen, Republic of Zimbabwe (for more information, see: <https://www.international.gc.ca/world-monde/international_relations-relations_internationales/sanctions/current-actuelles.aspx?lang=eng>). Services which country of origin is subject to sanctions restrictions imposed by the Government of Canada are considered unacceptable and a tender including these services will be rejected. |
| **CS Selection Criteria** * **Track record:**
* At least 5 years’ experience in data collection as a part of studies on programs and projects, preferably focusing on local impact.
* Knowledge of the regional and institutional context in KR;
* **Delivery Approach:**

Technical competences in the relevant sectors.* Direct experience in managing at least five multi-province household surveys in areas of Kyrgyz Republic.
* Direct experience as a firm in conducting a comparable large scale (minimum 1,000 respondents) household survey using CAPI.
* **Key Personnel & Subject Matter Expertise:**
* Availability of qualified key staff in social science: sociology, economics, international development, or any other related field. (detailed review of the proposed personnel will be conducted at technical proposal review stage).
* Proficiency of staff with using statistical software such as SPSS, Stata or R. No sub-contracting key personnel positions or tasks to other firms will be allowed.
* English and Kyrgyz languages proficiency of the staff.
* **Cultural Compatibility:**

Knowledge of the regional and institutional context* Experience with carrying out surveys financed by donor agencies in Kyrgyz Republic such as World Bank, USAID, DFID, SDC, UNDP, other UN agencies.
* Experience in conducting surveys in rural and remote areas of Kyrgyzstan.
* Experience in conducting surveys among key formal and informal leaders, vulnerable or marginalized groups in the communities.
* **References**:

Previous client feedback.As a result of the scoring, the top 2 short-listed Consulting Firms will be invited to present their Proposal.  |

1. The sampling strategy is subject to change. [↑](#footnote-ref-1)