**TERMS OF REFERENCE**
 **CONSULTING SERVICES FOR IMPLEMENTING**
**THE LOCAL IMPACT PROJECT MIDTERM ASSESSMENT**

**Project background**

Aga Khan Foundation (AKF) is an international, non-denominational, not-for-profit organization. AKF seeks to improve the quality of life, enhance self-reliance, and promote pluralism in poor and marginalized communities of Asia and Africa. Established in 1967, its long-term, community-based approach addresses and benefits people of all faiths and backgrounds, especially women and girls. Its activities enhance agriculture and food security, promote early childhood development and access to quality education, improve health and nutrition, advance economic inclusion, and strengthen civil society. AKF is an agency of the Aga Khan Development Network, a group of development agencies with mandates that include the environment, health, education, architecture, culture, microfinance, rural development, disaster reduction, the promotion of private-sector enterprise and the revitalization of historic cities. For more information, please visit the website at www.akdn.org.

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 (HCD) tools and processes to co-create grassroots solutions to complex problems, while tapping into existing productive efforts to address these issues at the grassroots level. Starting in 2020, Local Impact teams engaged in virtual human-centered design training led by the Accelerate Impact team with the goal of designing solutions with community partners and 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 innovative 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.

**Project requirements**

AKF is seeking the services of a consulting firm (CF) to conduct mini surveys, studies, focus groups and verification calls of the Local Impact project beneficiaries in the Kyrgyz Republic. The surveys will be utilized to assess the project’s midterm progress and results as well as a cascade baseline and endline surveys for specific components of the project. The Local Impact project includes components covering entrepreneurship, employability, education, agriculture, and early childhood development sectors. The objective of this assignment is the implementation of a series of surveys for key components of the Local Impact project. The assessments are to be conducted in Osh, Naryn, Jalal-Abad, and Batken oblasts within the years 2023-2024.

For this assignment, CF shall be capable of undertaking data collection and analysis according to the Local Impact project requirements.

CF is supposed to focus on the following tasks:

1. Preparing a survey work plan and data collection strategy for a face-to-face/telephone interview.
2. Preparing survey material including interviewer’s manual, consent forms etc.
3. Programming the study tools in the appropriate software when needed. The company must have enough tablets to undertake the survey.
4. Providing instruction workshops for field staff (supervisors and interviewers) in consultation with AKF.
5. Undertaking interviews in target locations according to the data collection plan agreed with AKF. Data collection is supposed to be supported by a data quality assurance strategy. Database of target respondents will be provided by AKF. CF’s input will be required for updating the list of respondents in cases of replacement of respondents.
6. Undertaking data cleaning and providing a technical report to AKF based on the results of the completed data collection activities.
7. Providing data collection supporting materials.
8. Analyzing data and drafting a final report with key findings of surveys when needed.

The midterm assessment will cover around 2,000 beneficiaries of the previously completed projects/activities under the Local Impact project. The exact number of beneficiaries for each of the study assessments will be based on the project interventions schedule and will be provided by AKF separately for each survey.

AKF will be responsible for designing and translating the tools and 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 AKF according to the agreed deadlines. AKF will also provide mentoring support to CF in assessment implementation.

**Selection criteria**

*Track record:*

* Prior experience in design and undertaking baseline, midline, endline studies or impact evaluations on programs and projects focusing on socio-economic development, youth engagement and social accountability.
* Minimum 5 years of experience conducting household surveys in social-economic development projects in Kyrgyzstan.

*Delivery Approach:*

Technical competences in the relevant sectors:

* Direct experience in managing at least five multi-province household surveys in rural areas of the Kyrgyz Republic.
* Direct experience as a firm in conducting a comparable large scale (minimum 2,000 respondents) household or individual survey.

*Key Personnel & Subject Matter Expertise:*

* Availability of qualified key staff (an advanced university degree (master's degree or higher) in social science: sociology, economics, statistics, 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.

*Cultural Compatibility:*

* Knowledge of the regional and institutional context in KR.
* Experience with carrying out surveys financed by donor agencies in Kyrgyz Republic such as USAID, DFID, and other 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 two short-listed CFs will be invited to present their Proposal.

**Payment terms**

The entire task will be required to be completed by May 31, 2024. Payments will be made as per the following allocation:

* The first payment after completion of tasks #1, #2, #3, and #4.
* The second payment after completion of tasks #5, #6, #7 and #8.

# **Confidentiality**

Under no circumstances may CF 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, CF shall not share any data, documentation, or programming files generated during this assignment with third parties without written authorization from AKF.

**Scope of Work/Deliverables/Timelines:**

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| --- | --- | --- | --- |
| **№** | **Task** | **Deliverables** | **Timeline** |
| 1 | Conduct midline study for YES (350 call interviews) | * Enumerators hired and trained.
* Data is collected with quality assurance.
* Clean database is submitted in excel format to AKF.
* Final report of the study is submitted to AKF.
 | 30 November 2023 |
| 2 | Conduct endline study for HCD ECD - Phase 1 (120 face-to-face interviews)  | * Enumerators hired and trained.
* Data is collected with quality assurance.
* Clean database is submitted in excel format to AKF.
* Final report of the study is submitted to AKF.
 | 30 November 2023 |
| 3 | Conduct baseline study for CLI (200 phone call interviews)  | * Tools are translated into Kyrgyz.
* Enumerators hired and trained.
* Data is collected with quality assurance.
* Clean database is submitted in excel format to AKF.
* Final report of the study is submitted to AKF.
 | 31 December 2023 |
| 4 | Conduct midline study AP (290 call interviews) | * Data is collected and inputted in English in ONA online system.
* The complete report of the survey is submitted to AKF.
 | 31 January 2024 |
| 5 | Verification calls (150 calls) | * Enumerators are trained in conducting verification calls.
* Verification calls conducted.
* Report on results of verification calls is prepared and submitted to AKF.
 | 30 April 2024 |
| 6 | UCA midline study (350 call interviews) | * Enumerators hired and trained.
* Data is collected with quality assurance.
* Clean database is submitted in excel format to AKF.
* Final report of the study is submitted to AKF.
 | 31 May 2024 |
| 7 | Water Project endline study (400 face-to-face interviews) | * Enumerators hired and trained.
* Data is collected with quality assurance.
* Clean database is submitted in excel format to AKF.
* Final report of the study is submitted to AKF.
 | 31 May 2024 |
| 8 | Baseline study for Infrastructure project (200 face-to-face interviews) | * Translate tools into Kyrgyz if needed
* Enumerators hired and trained.
* Data is collected with quality assurance.
* Clean database is submitted in excel format to AKF.
* Final report of the study is submitted to AKF.
 | 31 May 2024 |

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| **Authorization** |
| Prepared by (signature) Kunduz Tashmatova – MERL Coordinator |
| Approved (signature)  Maksatbek Pataev - Executive Director MSDSP KG |