

Terms of Reference

JOB TITLE: Research firm/organization to carry out survey data collection for endline evaluative study for the Safe to Learn project

TEAM / PROGRAM: Strategy, Program Development and Impact/Evidence and Learning

LOCATION: Siem Reap and Preah Vihear Provinces

Number of Positions: 1 firm/organization

Type of Contract: Agreement

CHILD SAFEGUARDING:

Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or equivalent in other countries).

Consultancy Role: The objective of the consultancy is to carry out survey data collection for endline evaluative study of the Safe to Learn project funded by the Secretariat of the Fund to the Global Partnership to End Violence Against Children through Save the Children Australia, and implemented by Save the Children International (SCI) in Cambodia in partnership with World Vision and Plan International.

Introduction

Save the Children (SC) is the world's largest independent child rights organization, working in more than 120 countries, including Cambodia. Save the Children in Cambodia implements its programmes in partnership with the Government, civil society and relevant research organizations. We work with communities, local NGO's and community based organizations to deliver projects that help ensure children are protected, health and educated. We work with the Royal Government of Cambodia at National and Sub-National levels and also with civil society to ensure that our development efforts are sustainable. Save the Children in Cambodia work in the whole spectrum of child development through 5 programmes: Education, Child Protection, Child Right Government, Health & Nutrition, and Child Poverty. Save the Children works in both development and emergency contexts, ensuring that cross-cutting areas such as gender, disability, resiliency, and remoteness are key considerations to achieve immediate and lasting change for the most marginalized and most disadvantaged.

Project Background

Safe to Learn project helped build a child-safe learning culture among all education stakeholders in Cambodia, free from all forms of violence. In order to realize this, the project has aimed to reduce violence against children (VAC) in and through schools through the provision of evidence-based tools and approaches.

The project has established a consortium of INGO partners convened by Save the Children International (SCI), including World Vision (WV) and Plan International (Plan), leveraging existing VAC collaborations and school based partnerships for implementation, with consistent leadership and engagement from

MoEYS and the technical committee (TC) and Leading & Coordinating Committee (L&CC) to support the roll out of the Implementation Guidelines for Child Protection in Schools Policy (IGCPSP).

The project tested evidence-based tools and approaches to reduce VAC in schools by: (1) strengthening the Cambodian CP policy framework through the development, endorsement and dissemination of the IGCPSP, (2) supporting MoEYS in the piloting of the IGCPSP in target primary schools, through the establishment of functioning school based child protection mechanism (SBCPM) and ensuring its coordination with the community based child protection mechanism (CBCPM); 3) supporting target schools in developing a data monitoring system for VAC, as well as safeguarding codes of conduct; 4) empowering girls, boys, non-binary students, children with disabilities and community based child protection actors to speak up and take positive action against violence and abuse in schools; and 5) producing evidence and learning for costed options for implementation scale-up on child protection models, approaches and strategies, including quasi-experimental studies.

Our theory of change was founded on socio-ecological and collective impact approaches. The first recognized social, economic, gender and cultural factors promoting and preventing violence, and suggests intervention at individual, relationship, institutional and societal levels addressing adults and children. The second encouraged structuring our efforts for impact at scale and sustainability around shared aims, indicators and measurements, mutually reinforcing activities, constant communication, and well-resourced facilitation.

Our long-term goal was to create and maintain a child-safe culture where all boys and girls (including those with disabilities and non-binary), can learn safe from all forms of violence; and those who experience violence in and through schools, received greater and more responsive access to care, support, and justice to ensure physical, psychological and social well-being. Multi-stakeholder committees led by MoEYS focused on operationalizing the national child protection policy in target primary schools through evidence-based action.

Outputs focused on development of policy operational guidance (IGCPSP), action and implementation tools to socialize and clarify roles and responsibilities in SBCPM and CBCPM, as well as ensure data reporting and safeguarding, using four INSPIRE strategies: Implementation and enforcement of laws, safe-environments, norms and values, and parent and caregiver support. We compared and piloted evidence-based costed models for sustainable implementation at scale to address:

- Reduction, identification, reporting, and responding to offline (on-site/face-to-face) and online child-safeguarding violations, by education sector staff and volunteers, peers, and services within the sphere of influence of MoEYS;
- Identification, reporting and referral of child protection violations outside this sphere of influence.

Geographical Coverage: Chey Saen, Chhaeb, and Sangkum Thmey districts of Preah Vihear province (42 schools and 15 communes, 45 villages), and Angkor Thom and Banteay Srei districts of Siem Reap province (10 cluster schools, 10 commune and 66 villages)

Duration of Project: October 2020 – 30-June 2022

Study Location

Survey data collection will be conducted in two provinces, Preah Vihear and Siem Reap, in the following districts:

1. Preah Vihear: Chey Saen, Chhaeb, and Sangkum Thmey districts
2. Siem Reap: Angkor Thom and Banteay Srei districts

Method of Data Collection

Survey using face to face structured questionnaire interviews will be conducted with these types of respondents:

1. Students from grade 4, 5, and 6
2. Parents of students
3. Teachers
4. School principals
5. CCWCs

Questionnaires was built in SurveyToGo or other effective mobile data collection applications. **The same respondents** from the baseline survey will be interviewed again at this endline.

It is estimated the maximum duration of each interview could be about 45 minutes.

Sample Size = about 1665 respondents (The number of students are tentative. The actual number will be calculated based on data from baseline). Student and caregiver could be considered as one sample. 40 schools will be selected for this survey. Detail is in the draft study plan which will be shared with the successful applicant.

Type of respondent	Siem Reap		Preah Vihea		Total
	Target	Non-target	Target	Non-target	
Students and head of student council	360 and 10	360 and 10	360 and 10	360 and 10	1480
Caregivers	370	370	370	370	1480
Teachers	34	28	26	26	114
School directors	10	10	10	10	40
CCWC focal point	10	7	9	5	31
Schools	10	10	10	10	40

Sampling Strategies

Simple random sampling is used to select schools from the target and non-target areas, except schools from Siem Reap where there are only 10 schools from the target. We take all these 10 schools.

The number of CCWC members, will be determined by how many communes are these 40 schools located. One CCWC focal point from each commune will be selected for interview. If one school is located in one commune, 40 CCWC focal points will be interviewed. Systematic sampling will be used to select 40 students from each school from the two grades. 10 male and 10 female students will be randomly selected from grade 4 and 5. However, If the number of female or male students in the selected classrooms are less than target, all of them will be taken. The remaining number will be selected from another group. If the number of students in the school is less than the target (40), we

will select all student in the grade 4 and 5. It is important to note that we need the current students' list in Grade 4 and 5 for selecting students.

Ethical Considerations

The protocol, questionnaire and informed consent form will be reviewed prior to starting of the study. The information sheet and consent form will be translated from English to Khmer. The research team will work with school principle to recruit students. The place of interview expect to be at school. Double consent will be asked from students. First, school principle will ask for student's permission to join this survey and make arrangement with research team. Before conducting the survey, field researcher will ask their consent again prior to the interview. Given the situation of COVID-19 transmission, verbal consent will be asked from respondents.

The interviews will be organized in a safe, private, and accessible location. Interviews are expected to take approximately 45 minutes. The questionnaire will be administered face-to-face with no other person in the setting but students should not be taken away from an eye of their caregivers. The research team will safeguard these protections for participants. Field research will need to inform the respondents the followings points:

- Participation is completely voluntary.
- Respondents are free to withdraw at any time.
- There is no incentive to participate in the study.
- Double Informed consents from caregivers and children will be asked when interview students.
- Confidentiality will be guaranteed.

For children with specific disabilities, additional preparation may be required to ensure their voices are not compromised due to their disability. For all children, Human Subject Research ethics must be adhered to. All consultants and field researchers will be trained on Save the Children's Child Safeguarding protocol and asked to sign on their understanding and agreement to the policy, and data protection measures. No child will be interviewed out of sight of their parents or guardian but in an environment where a child could feel comfortable to talk without any fear. Importantly, SCI CP specialist will provide training to all enumerators regarding child psychological first aid (PFA) in order that they could communicate effectively with children and refer children in need of support to relevant social service focal points during fieldwork for data collection.

Information from respondents will be analysed and presented in the form of aggregated figures and no personal identifiable information could be traced. Photos from the interviews could be presented in the report and shared to stakeholders and public. Thus, prior consents from respondents are mandatory. For children, consents from eligible caregivers must be obtained in addition to individual children.

The consultancy period: April – May 2022 (this timeframe could be changed to next year if request for extension of the project will be approved by donor)

- Training for data collection will be taken place before Khmer New Year.
- Data collection will be started after Khmer New Year, and must be completed before 20 May 2022

Reports to: the representative of the research firm/organization will report to Save the Children Cambodia's Head of Evidence and Learning, with close coordination with other relevant staff (SCI Technical Consultant and assigned staff from WV and Plan International).

Deliverables:

The consultancy firm will deliver on the following:

- A. Survey Data Collection Plan (including training for data collection (questionnaires and mobile platform, data collection management, data quality assurance mechanism, data management (preparation including cleaning), sampling procedures (strategies and sample size), ethical procedures, timeframe, etc.). The survey data collection plan will be reviewed and approved by the SCI.
- B. Data collection tools in Khmer were piloted, refined, and translated into English.
- C. Data collection forms in KOBO or other effective mobile data collection applications.
- D. Enumerators training for data collection.
- E. Collection of compelling photos about data collection activities including training (max 20 photos)
- F. Completed and clean datasets in SPSS or STATA along with codebook/data dictionary.
- G. Fieldwork report (not limited but include the actual achievement against survey data collection planned, challenges and limitations, and suggestions for future improvement, etc.).

Payment schedule:

The consultant will undergo regular review and performance evaluation, be expected to check in with the managing staff member (Head of Evidence & Learning or his/her delegate), and be held to Save the Children policy standards and that of the consultancy contract.

Payment 1	Approved Deliverable A	70%
Payment 2	Finalisation of all deliverables	30%

Payment will be made, according to achievement of agreed milestones in the submitted work plan. The milestones and payment calendar will be confirmed in the contract and established an agreed consultancy work plan.

For all deliverables and milestones, payment is not contingent upon simple completion of activities associated with deliverables and payment schedule, but rather the completion of the activity and deliverable to the satisfaction of Save the Children. Payment will be made based on satisfactory passing of each milestone, including successful completion of agreed follow up actions and tasks. The Royal Government of Cambodia requires a 15% withholding tax for residential consultants. This withholding tax will be withheld from the consultant's normal daily rate and is NOT the responsibility of Save the Children to compensate.

Roles and Responsibilities:

The endline survey data collection will be led by a team leader from the selected research firm/organization.

☞ Research firm/organization (Consultant)

1. Develop detail survey data collection plan (including training for data collection (questionnaires and mobile platform, data collection management, data quality assurance mechanism, data management (preparation including cleaning), sampling procedures (strategies and sample size), ethical procedures, timeframe, etc.).
2. Submit and present survey data collection plan to SCI for review and approval.
3. Pilot data collection tools in English and Khmer in the study locations.
4. Develop mobile data collection tools in SurveyToGo or other effective mobile data collection applications for tablet-assisted personal interviews.
5. Provide tablets for enumerators to capture data from face to face interviews.
6. Recruit qualified enumerators (50% females).
7. Train enumerators on data collection including tools, use of mobile data collection platform, sampling strategies, fieldwork procedures, quality assurance, etc.
8. Conduct pilot test for data collection tools in the same school or district above, and refine it if necessary before actual data collection.
9. Coordinate with DoE, PoE, schools, teachers, and local authorities for data collection in field.
10. Develop database in SPSS or STATA and ensure it is consistent with mobile data collection application databases and friendly for statistical analysis.
11. Work closely with SCI's Technical Consultant (National Expert for Impact Evaluation Analysis) to ensure the databases in SPSS or STATA are appropriate for statistical data analysis.
12. Ensure the nested structure of the datasets (students nested in teacher, teachers nested in school, and school nested in commune with a link ID), allowing for multilevel modelling.
13. Carry out data collection using face to face interviews based on mobile data collection forms in tablets using SurveyToGo and other effective mobile data collection applications.
14. Manage enumerators in field for data collection and ensure professional performance of all enumerators in field.
15. Ensure that all enumerators follow fieldwork procedures for data collection.
16. Liaise with local authorities to obtain permission for data collection in field especially from general population.
17. Collaborate with SCI team and partners to select households receiving intensive case management service and make appointments for the interviews.
18. Ensure high quality of data collection and ethical procedures.
19. Take photos for related data collection activities including training for data collection and communication with schools and communities.
20. Report daily progress of data collection to SCI through Telegram platform.
21. Carry out data processing including data cleaning. Given a short timeframe to meet donor deadline, **data cleaning** must be conducted on a daily basis. It is expected that the final datasets will be submitted to SCI within a week after completion of fieldwork for data collection.
22. Produce datasets in statistical applications, either in SPSS or STATA.

23. Submit clean datasets in SPSS or STATA, and codebook/data dictionary to SCI.
24. Prepare fieldwork report and carry out fieldwork debriefing to SCI at the end of the assignment.

☞ **Save the Children**

Save the Children will assist the consultant to ensure high quality of data collected:

1. Provide orientation to the agency regarding sampling procedures including sample size allocations, and sampling strategies.
2. Coordinate with WV and Plan International to gain support from PoE and DoE as well as school management and authorities for data collection.
3. Select schools and location near Phnom Penh or target provinces for pilot (with a single day return).
4. Review and provide feedback on the survey data collection plan.
5. Coordinate with partners to select beneficiaries from the study areas.
6. Provide any relevant documents to the consultant.
7. Provide draft data collection tools in English and Khmer to the consultant.
8. Provide training SCI Child Safeguarding and ethical procedures as well as other related policies to data collection team.
9. Oversee quality the assignment including training and fieldwork for data collection, as well as data validation in field.
10. SCI will appoint another technical consultant (National Expert for Impact Evaluation Analysis) to oversee quality of the survey including databases, daily progress of data collection, quality of data, and data cleaning).
11. Review fieldwork report.

Minimum Qualifications

- Officially registered research consultancy firm or organization in Cambodia.
- A team leader with extensive experience and qualifications in managing fieldwork for high quality survey data collection.
- Data management specialist/manager) with extensive experience and qualifications in designing mobile data collection platform, managing mobile data and data collection, designing database in SPSS or STATA using appropriate properties in the Variable View including level of measurement (SPSS), properties for variables (STATA) for statistical analysis, data cleaning, and competent in performing data preparation.
- Fieldwork/field research managers/supervisors with extensive experience and qualifications in managing data collection effectively.
- Enumerators must:
 - ✓ *University degree in social science.*
 - ✓ *Extensive experience in data collection especially with children.*
 - ✓ *Young and with a friendly physical appearance to invite cooperation from children.*
 - ✓ *Experience using smart phone/tablet for data collection.*
 - ✓ *Talent, dynamic and a fast learner.*
 - ✓ *Good conduct.*
 - ✓ *Excellent communication and facilitation skills.*

- ✓ *Friendly and able to communicate with children effectively.*
- ✓ *Excellent oral and written skills in Khmer.*

Selection Criteria

A. ESSENTIAL CRITERIA

These are criteria which bidders must meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process. This criteria is scored as **Pass or Fail** and will not be evaluated against capability and commercial criteria.

B. Capability Evaluation=65%

1. Proven excellent experience of the research firm/agency in managing complex survey data collection. (5%)
2. Proven excellent qualifications and experience of survey data collection team leader in managing complex survey data collection. (10%)
3. Proven excellent qualifications and experience of database manager/specialist in producing high quality datasets from complex survey in a timely fashion. (10%)
4. Proven excellent qualifications and experience of field supervisors/managers in managing complex survey data collection and able to travel to field for data collection in June. (10%)
5. Proven excellent qualifications and experience of enumerators/field researchers to carry out professional interviews with children, parents, teachers, school directors, and CCWC. They must be able to travel to study locations for data collection in June. Evidence of COVID-19 vaccination could be considered. (30%)

B. Commercial Evaluation=30%

These criteria will be used to evaluate the commercial competitiveness of a bid. All bids which pass the Essential criteria will be evaluated against the same pre-agreed Commercial Criteria, which have been created by a committee of representatives from SCI.

C. Sustainability evaluation= 5%

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

Additional Information for Budgeting: the applicants are required to include the following costs in the proposal:

1. COVID-19 Personal Protective Equipment (PPEs): each respondents shall be provided with a mask and a small box of bar soap. PPEs for staff must be compulsory too.
2. One day consultative meeting with each type of respondents (5 types) to improve the contents and flow of the questions (cost of transport for key staff and respondents, DSA, and venues). Venues could be at school. We expect to have at least 3-5 respondents from each type of respondents.
3. One to two days for pilot test in field. This could be in the target and non-target areas of Siem Reap and Preah Vihear provinces. It is expected to have at least 3 interviews per each

enumerator. Data from this field test will be used to recalculate the sample size, allowing for appropriate comparison between target and non-target areas. The completed interviews will be considered as valid data for the study. However, the enumerators could visit the respondents again to complete gaps in the pilot interviews.

4. Duration for data collection training: could be about 3-5 days as we will include the SCI child safeguarding, ethical procedures, MoEYS operational guideline for child protection at schools, and project orientation from WV and Plan International in addition to the data collection tools and sampling procedures.
5. The budget could be made to allow for adjustment based on unit cost, cost per respondent. The sample size in this ToR is tentative. The actual sample size (number of students) will be calculated by another technical consultant based on data from baseline. The budget in the first contract could be revised if there is significant difference between the actual sample size and this tentative sample size.
6. Given the context of school closures and children are at homes (primary education), budget could consider transport and communication fees for teachers to recruit students for the interviews.

How to apply

Interested candidates are invited to submit to Save the Children Cambodia via procurement.cambodia@savethechildren.org by **25 November 2021**. Applicants should submit the following:

- Company/organization profile
- A detailed CV of team leader, members, and all proposed enumerators (with recent photo). Physical appearance of enumerators will be assessed as part of selection criteria in order to ensure child friendly communication.
- A technical proposal on how to ensure effective and high quality data collection and datasets, and financial proposal with detail items including tax.
- A sample dataset in SPSS or STATA

*At Save the Children, we have a **zero tolerance** policy toward fraud, bribery and corrupt practices. Where these practices are detected, we will investigate and take appropriate action against staff, partners, vendors, suppliers and any other person found to have perpetrated fraud against Save the Children. SCI Global Fraud Team: scifraud@savethechildren.org*