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Republic of Lebanon

Verification of Databases for the National Poverty Targeting Program (NPTP)

Terms of Reference for Consultancy Firms
December 2020

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Background

The impending economic crisis is having far-reaching and disastrous consequences on households' economic well-being in Lebanon. World Bank staff calculations estimate a sizeable contraction of the Lebanese GDP in real terms in 2020-21. The associated increases in poverty, especially extreme (food) poverty are estimated to be of an astounding magnitude, reaching at least 22% of the Lebanese population.

The National Poverty Targeting Program (NPTP) is the Government of Lebanon's principal social assistance program that provides a range of benefits to poor and vulnerable Lebanese households including e-card food vouchers and education and health benefits. The NPTP database comprises approximately 150,000 applicant households, of which around 43,000 current receive various types of benefits. While application to the NPTP remains open to all Lebanese households, eligibility for assistance (such as e-card food vouchers) is subject to a Proxy-Means Test (PMT) that is administered to all applicant households. The PMT used to determine eligibility was developed with technical support from the World Bank using the Lebanon Household Budget Survey 2010-11. The formula developed for targeting the NPTP consists of a weighted sum of many socio-economic household-level indicators that together predict household (per-capita) consumption expenditure, a commonly used measure of monetary wellbeing across countries. During the original Intake/ Registration of NPTP applicants, social workers visited applicant households and filled out a detailed form collecting all the information required to compute PMT scores for them. These scores were then compared to the eligibility cutoff[1] to determine eligibility; households with PMT scores that are below the cut-off are eligible to receive benefits.

The current coverage of safety net programs is insufficient to fully insure poor households against the effects of the crisis. While the NPTP has demonstrated the ability to channel targeted social assistance to poor and vulnerable Lebanese households in the form of e-card vouchers and health and education subsidies, its impact is limited by low coverage. The current NPTP provides e-card vouchers to around 15,000 households, and health and education benefits to around 43,000 households representing only 2% and 4.5% of all Lebanese households, already short of the estimates share of extreme poor and poor households even at current (pre-crisis) levels. The NPTP has the foundational features of an effective safety net including progressive targeting, updated information on recipient and applicant households, and an up-to-date and well-managed MIS. However, at its current level of coverage, the NPTP will be

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[1] This was also determined using the HBS 2010-11. The cut-off point of the PMT score distribution demarcates the same share of the population as eligible as the poverty rate of Lebanon in 2010-11.

inadequate to offer any meaningful cushion to the anticipated shocks that households will face as a result of the projected economic contraction, as it reaches only a small fraction of the population that can be expected to fall into poverty/ extreme poverty as a result of the crisis.

The Government of Lebanon, in partnership with the World Bank and other development agencies plans to scale up the coverage of the NPTP to effectively cushion the poorest Lebanese households from anticipated economic shocks in the impending crisis, as a core element of its crisis response strategy. The e-card vouchers offered by the NPTP currently reach 15,000 households. With EU and Germany funding, the NPTP e-card voucher beneficiaries will be expanded to 50,000. This will still not cover more than 5% of all Lebanese households in context where poverty and extreme poverty rates are projected at 45% and 22%, respectively. A further scale up of the NPTP by another 147,000 to a total of 197,000 households from existing applicant households in the NPTP and IMPACT databases, as well as from the pool of new applications submitted at MoSA's Social Development Centers (SDCs) (see below) will be an effective means to rapidly scale up support to the poor and vulnerable households in Lebanon.

While the Proxy Means Test (PMT) formula used for targeting of the NPTP has strong analytic foundations, changes in households' conditions over time as well as any measurement errors during initial intake could potentially lead to a certain extent of inclusion error. The PMT formula developed for targeting is based on rigorous and iterative analysis of the strongest combination of predictors of monetary poverty, that together predict poverty far more accurately than when taken separately (as categories or thresholds that determine eligibility). When the PMT formula was developed, the associated (predicted) rates of exclusion and inclusion error were also calculated using the HBS 2010-11. However, in the absence of representative national surveys that contain information on household receipts from NPTP and that cover a sufficiently large number of NPTP households to enable detailed analysis, the actual targeting performance of the PMT formula has never been systematically assessed. The real-world targeting performance (in terms of coverage, leakage, benefit incidence, and inclusion/ exclusion error) of the NPTP can vary significantly from what was predicted using the HBS due to a range of factors including (i) measurement error, (ii) changes in households' composition and economic conditions between 2010-11 and the time of scale-up, (iii) inflation, (iv) fraud and corruption/ collusion leading to imperfect adherence to data collection guidelines.

In response to the COVID-19 pandemic, the GOL launched an Inter-municipal electronic Platform for Assessment, Coordination and Tracking (IMPACT) to collect household applications for social assistance (among other objectives). The platform is supported by the Central Inspection Office and the Ministry of Interior and Municipalities (MOIM). To date, the platform encompasses a set of demographic and asset ownership data of some 467,000 households collected by the municipalities and Mukhtars on behalf of households. The 467,000 number has been reduced to 105,000 households through the imposition of five categories on the larger number. Hence, the IMPACT database of 105,000 households will be a second source of data to pre-identify beneficiary households for verifications during the planned scale up of NPTP and the role out of the Emergency Social Safety Net Project (ESSN).

Objectives of the Assignment: Targeting Assessment of the NPTP and IMPACT Databases

In the context of the ongoing economic crisis and limited fiscal space for much-needed social assistance to poor households in Lebanon, there is urgent need to ensure that any expansion of the NPTP only covers extreme poor Lebanese households and to limit inclusion errors to the greatest extent possible. This can be ensured through a fresh verification of existing households in the NPTP database that will be considered for the NPTP scale-up, as well as new applicants in the IMPACT database. The fresh verification exercise will entail a reassessment of household composition and its socio-economic characteristics including, but not limited to, those that are included in the PMT formula. Based on this verification, the NPTP CMU in the PCM will recalculate PMT scores for households to determine their eligibility for benefits under the NPTP scale-up – the Emergency Social Safety Net Project.

The scope of the assignment covers the verification across Lebanon and is divided into FOUR LOTS, and each lot covers a geographical area as follow:

1. Lot 1 – South and Nabatieh Governorates
2. Lot 2 – Bekaa and Baalbeck el Hermel Governorates
3. Lot 3 – Beirut and Mount Lebanon Governorates
4. Lot 4 – North and Akkar Governorates

The present exercise is part of a larger exercise to collect data from a larger number of households in the future but is currently limited to 119,500 households from the NPTP and IMPACT databases as well as new applications received recently through SDCs by end of March 2021.

The broad tasks for the assignment include:

(i) Pre-testing of Survey instrument
(ii) Develop a fieldwork plan for a pre-identified list of households, to be provided by the NPTP CMU in the PCM.
(iii) Develop a dynamic (soft-coded)[2] CAPI program to conduct interviews
(iv) Conduct face-to-face interviews with the identified households using questionnaires provided by the World Bank/Ministry of Social Affairs/NPTP Central Management Unit (CMU) at the Presidency of the Council of Ministers (PCM) team. Each questionnaire should take around 40-45 minutes to administer per household. When available, the CMU will also provide access to households' registered phone numbers to enable the firm to call in advance and schedule the face-to-face interview.
(v) Develop an online data dashboard to upload data from completed interviews on a daily basis to be stored with the CMU with access available to the firm for data cleaning.
(vi) Produce raw and cleaned datasets of completed interviews of identified households
(vii) Provide initial descriptive analysis of data collected and internal consistency checks

Following is the detailed description of activities, responsibilities and deliverables expected by the firm:

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[2] Soft-coding uses "engines" that derive results based on any number of parametric values; rules are coded but exist as parameters in system, written in script form. This allows flexibility in the design patterns.

I.   Gantt chart and ethical clearance documentation

The Survey Firm will develop a Project Gantt Chart in collaboration with the CMU/ World Bank outlining the timeline for all survey activities. The fieldwork is expected to be completed in 40 days and by the end of March 2021 (Phase I).

The Survey Firm is responsible for adhering to local formalities and obtaining any required permits related to the survey implementation, as well as health and accident insurance for the survey personnel, salary, taxes, and others as necessary.

DELIVERABLES (1): 1) Project Gantt Chart, 2) Evidence of insurance and permits needed to implement the survey.

II.   Pre-testing of survey questionnaires

The Survey Firm will be provided with questionnaires in English and Arabic for the survey (40-45 minutes on average).

The Survey Firm will test the translated questionnaires in a purposive sample of 15-20 households with different structures and characteristics (to be defined by the MoSA / NPTP and World Bank). These interviews should be conducted by experienced interviewers.

During the pre-test the Survey Firm will:

   a.   Measure the questionnaire duration.
   b.   Verify if any question and answer options are systematically unclear to respondents.
   c.   Check that no relevant answer options are missing.
   d.   Assess if the order of the questions may generate any undesirable effect on the respondent's answers.
   e.   Confirm if respondents are generally willing to complete the survey.
   f.   Confirm if respondents are able to complete the survey.

DELIVERABLES (3): 1) pre-testing report including the timing of modules, comments from interviewers and supervisors as well as necessary changes to the questionnaire.

III.   Fieldwork Plan for the face-to-face surveys

The Fieldwork Plan should describe in detail all aspects of the survey fieldwork to be conducted by the Survey Firm, including:

   • Final updated Gantt chart.
   • Number of interviewers and supervisors. Each fieldwork team will have one supervisor in the face-to-face interview.
   • Expected tasks and responsibilities of each member of the team.
   • Transportation and lodging (if needed) logistics.
   • Protocols and procedures for addressing data inconsistencies/miss-reporting when identified.

The Fieldwork Plan for the survey should comply with the following specifications:

- Each household will be called in advance (if phone numbers are available and up to date) to inform about the imminent visit
- Each identified household will have to be visited by the interviewer a MINIMUM of THREE times on different days and times until contact with the household is made, if the appointment scheduled over the phone is not kept.
- The interviewer will register THE RESULT OF EVERY Attempt (Completed interview, Incomplete interview, Refusal, No contact, Nonresponse for other reasons, Request to return later, etc.) in the CAPI application. The QC Team will continuously monitor these results on an interviewer and supervisor basis.
- If a household refuses to be interviewed, the supervisor will visit the household with the objective of reverting the refusal.
- If the household is not present at the time it is visited by the interviewer on four attempts on different days and at different times, the supervisor will re-visit the household to confirm it cannot be interviewed.
- If the dwelling is vacant the supervisor will re-visit the household in order to confirm it cannot be interviewed.
- Only after the supervisor's visit, a Refusal, No Contact or Vacant dwelling can be registered as Final Result.
- The supervisor will sign off the Final Result of each sample case assigned to the interviewers in his/her team (Completed interview, Incomplete interview, Refusal, No contact, Nonresponse for other reasons, etc.) using the Final Result CAPI application. He/she will write down his/her signature on the application and will upload the resulting file to the survey server.

The Survey Firms' Fieldwork Plan should specify how it intends to implement these actions in coordination with MoSA. It should be presented to the CMU and the World Bank for comment and revised as necessary prior to the beginning of fieldwork. The Survey Firms must then implement the survey, adhering as closely to the plan as conditions allow. As field conditions dictate significant changes to these plans, the Project manager is obliged to inform immediately the MoSA, CMU and the World Bank.

DELIVERABLES (4): Fieldwork Plan, to be approved by the MOSA and World Bank.

IV.   CAPI applications

The Survey Firms must develop the following two CAPI applications:

1. Main CAPI application

- This application will be programmed in accordance with the approved tested questionnaire using soft-coding features to allow flexibility and revisions.
- The CAPI tool should be designed to support online and offline data intake and registry.

- The firms should create a dashboard to allow real-time monitoring of the fieldwork with a Geographical Information System (GIS) integration. This would entail monitoring the progress of interviewers and supervisors. The dashboard should be accessible by CMU/ World Bank.
- It should record the unique numeric ID for the identified household, the interviewer's unique ID and the CAPI device ID. The software should check the length of the numeric ID
- Each CAPI device will be used by only one and the same interviewer over the full data collection period. It should register the starting and ending dates and time of every interview, as well as the GPS coordinates (automatically).
- The application should run range and consistency checks as the data are entered. The programmed checks should be specified in the *CAPI protocols for quality checks* for its revision and approval by the CMU/ World Bank.
- Violations of these checks should lead to an immediate and transparent message displayed to the interviewer during the interview, along with a practical method for correcting keypunch errors, or over-riding and documenting any legitimate answers that violate the range and consistency check rules.
- It should record the RESULT OF EVERY VISIT to the sample households (Completed interview, Incomplete interview, Refusal, No contact, Nonresponse for other reasons, Request to return later, etc.), and not only the sample household's Final Result, and should generate one file for each visit. It should also record the date, time and GPS coordinates of EACH VISIT, irrespective of the result of that visit.
- Variable names and labels used in the application should clearly correspond to the questions in the questionnaire paper version.
- The application should allow interrupting the interview at any point and resume later on if need be.
- The final version of the developed CAPI tool is subject to approval of the PMU / World Bank before the field work commences.

2. Final Result CAPI application

- This application will be used by the supervisors to register the Final Result corresponding to every identified household in each location. By doing this, the supervisor will sign off the Final Result (Completed interview, Incomplete Interview, Refusal, No contact, Nonresponse for other reasons) and the sample case will be closed. It will generate a file per location.
- It should record the unique ID of the interviewer and the supervisor as well as the CAPI device ID.

All CAPI applications should be accessed through a username and password unique to each interviewer and supervisor. The Survey Firms will turn over the partial and final CAPI programming codes to the PMU/ World Bank for their review.

DELIVERABLES (5): 1) two CAPI applications, 2) CAPI protocols for quality checks, 3) programming code for each CAPI application, 4) Field work Dashboard

V.   Pilot test

The Survey Firms will conduct a pilot test, following the same procedures as in the real fieldwork. MoSA, CMU, and World Bank will actively participate in the pilot. The pilot test should not focus on major adjustments to the questionnaire, but rather simulate the fieldwork under normal conditions. It will be conducted before the training in a set of 2 to 4 sample points with a reduced number of experienced interviewers and supervisors.

The pilot should serve to test the CAPI applications and the synchronization of data with the survey server. It should also permit to finetune the computation and monitoring of data quality indicators by the QC Team and the implementation of call-backs. In addition, the field test can also be used to roughly estimate the expected nonresponse levels (due to both Refusals and No Contacts) in face-to-face interviews.

Indicators of success include:

- Team members understand their roles
- Team members understand and correctly follow interviewing protocols
- Household data successfully collected and supervised without major data entry problems

DELIVERABLES (6): 1) Data from the pilot test successfully transferred to the survey server and 2) Pilot test report with findings and solutions to be implemented for the detected issues.

VI.   Recruitment of field staff for face-to-face survey

Interviewers will work in teams with no more than 8 interviewers per supervisor. A minimum of 5 supervisors and 25 enumerators will be required to conduct field interviews every working day.

The interviewers to participate in the fieldwork will be ultimately selected based on their performance in the theoretical and practical assessments to be delivered during the training.

Interviewers

The interviewer will personally interview the sample households assigned to him/her by the Survey Firms.

Experience

1 year as survey interviewer.
Interviewers' main activities
- Visit the sample households and complete the questionnaires following the instructions outlined in the Fieldwork Manual and/or delivered during the training.
- Re-visit the respondents if needed to solve any inconsistencies in the data collected reported by the QC Team.

Phone checkers

The phone checkers will call a sample of at least 2% of the interviewed households by each interviewer to verify that the interviewer was there and interviewed the household. They will also re-ask some questions and will enter the answers using the CAPI application.

DELIVERABLES (7): Roster of all recruited personnel with their qualifications, to be approved by the World Bank.

VII.   Training of field staff

All field staff will be trained for the survey. They will be trained centrally, and the training will be delivered by the Survey Firms with participation from MoSA's team. The Survey Firms will draft a fieldwork manual that will include the tasks and responsibilities of all fieldwork staff, the procedures to be followed to accomplish such tasks and a description of the questions in the questionnaires. The manual should serve as support for the training of staff and as a permanent reference throughout the fieldwork period.

Supervisors and interviewers should receive comprehensive training. Since the training should also serve as a screening process for skilled interviewers and supervisors, <u>the Survey Firms should recruit and train more fieldworkers than will be ultimately hired</u> so that it is possible to select the best ones on the basis of examination results.

The training for the survey should be scheduled for no less than 10 full-time days and the training for the follow-ups should take at least 5 days. Both pieces of training should include four components:

1. *Theoretical*: A review of the theoretical background of the questionnaires and of each question in order to fully understand the objective and meaning of each question. Standard quantitative interviewing techniques and field protocols should also be covered.
2. *CAPI and CATI application*: A module on the use of the applications for interviews and for supervision call-backs.
3. *Classroom practice*: Individual and group exercises to become familiar with the CAPI application. This part of the training will include in-class demonstrations, where the questionnaires in the CAPI apps are projected and one interviewer completes the questionnaires in front of the classroom. The training may also use different case scenarios based on which the interviewers will be asked to complete a questionnaire.
4. *Field practice:* After the theoretical classes and the classroom practices, as part of the training the interviewers will administer the full questionnaires to a small number of real households.

Assessment: All interviewers will be evaluated and graded on the basis of a set of theoretical and practical examinations. These tests will assess the trainees' understanding of the questionnaires and their ability to correctly record the respondent's data in scenarios similar to those used in the classroom practice. The fieldworkers with the best performance will be selected to participate in the fieldwork.

<u>Fieldwork should start immediately after the training and selection of fieldworkers.</u>

DELIVERABLES (8): 1) Final training materials and fieldwork manuals 2) Report with the results of the staff assessment and roster of selected field staff.

VIII. Plenary meetings

The Project Manager should plan several meetings with all the interviewers and supervisors *during the fieldwork period*. These meetings should allow the fieldwork staff to discuss any problems related to fieldwork organization, data entry, nonresponse (Refusals and No contacts) and supervision.

IX. Data management

The data entered by the interviewers will be encrypted and uploaded to a table in the PMU's database at least every three days and no more than two days after the actual data collection. The timely submission of the collected data will be closely monitored by the QC Team, who will have CONTINUOUS UNRESTRICTED ACCESS to the survey server. Each tablet device will have a unique ID and each tablet device will be used by only one interviewer over the entire fieldwork period.

The data uploaded to the survey server should include:

1. Data collected with the Household Listing CAPI application (if necessary):

- GPS coordinates, date and time.
- Unique numeric identifiers for sample households, interviewers and supervisors (user ID / username), and tablet devices (MAC address).
- Complete data entered in the Listing CAPI application.

2. Data collected with the CAPI application:

- GPS coordinates, date, starting and ending time and result for EACH VISIT (irrespective of the visit result).
- Unique numeric identifiers for sample households, interviewers and supervisors, and tablet devices.
- Complete data entered in the CAPI application.

3. Data entered in the Final Results CAPI application:

- GPS coordinates, date, starting and ending time.
- Unique numeric identifiers for sample households, interviewers, supervisors and tablet devices.
- Image file with the supervisor's signature.
- Final result corresponding to each sample household.

DELIVERABLES (9): All raw data collected with every CAPI application uploaded to the survey table in the CMU at least every three days and no more than two days after the actual data collection.

X. Fieldwork reports

The Survey Firms will deliver a Monthly Progress Report, and one final Fieldwork Report after the end of the survey. They will describe the attained results and will document the challenges and problems faced

over the fieldwork period, the implemented solutions and any decisions that might have affected the fieldwork results. It may also include suggestions for the enhancement of fieldwork operations for any future surveys.

DELIVERABLES (10): Final Fieldwork report.

XI.   Final datasets

The Survey Firms will deliver five final datasets in Stata/ CSV format for the survey:

1. Attempt dataset: it should include the result of every interviewer attempt. It should at least include the attempt date and time, GPS coordinates, interviewer ID, supervisor ID, sample household ID, CAPI device ID, attempt result code and comments.
2. Households dataset: it should include all the effective household interviews. It should include all the data collected in the interview and at least date, starting and ending time, GPS coordinates, interviewer ID, supervisor ID, household ID, CAPI device ID, interviewer's comments and a variable that indicates whether the interview is complete or incomplete (i.e started but not finalized).
3. Final Result dataset: it should include the final result for all interviewed households. It should at least include date and time of submission, GPS coordinates, supervisor ID, interviewer ID, sample household ID, CAPI device ID and supervisor's comments.
4. Call-backs dataset: it should include all effective call-backs. It should include all the data collected in the call-backs plus date, starting and ending time, GPS coordinates, supervisor ID, interviewer ID, household ID, CAPI device ID, and supervisor's comments.

For all datasets:

- All variables and response categories should be named and labeled.
- All observations in all datasets should be properly identified so that all datasets can be cleanly merged.
- Each dataset should be accompanied by its codebook.

DELIVERABLES (10): 1) Attempt dataset, 2) Households dataset, 3) Final Result dataset, 4) Call-backs dataset, 5) codebooks with labels for all variables and response categories. To be approved by the PMU/ World Bank.

XII.   Survey Firms' required skills and experience

The firms must meet the following minimum requirements:

- Legal status recognized by the Government of Lebanon, enabling the organization to perform the above-mentioned tasks under the laws of Lebanon.
- Minimum ten-year experience managing <u>household-level surveys</u> of similar scale (1000+ households).
- Strong capacity and experience in planning and organizing survey logistics.
- Strong capacity in data management and statistics.

- Good network of experienced enumerators supervisors.
- Copy of the Company's Registration Certificates (إفادة تسجيل شركة)(only for commercial company)
- Copy of the Commercial circular of the company (سجل تجاري) (only for commercial company)
- Copy of the VAT registration of the company(only for commercial company)
- A certificate from the commercial court proving that the bidder is not in a state of bankruptcy for the year in which the bid takes place. (only for commercial company)
- A minimum of three (3) Performance Letter/certificates from previous clients showing satisfactory completion of projects (including client contact name, telephone and e-mail). (only for commercial company)
- Official Document from the National Social Security Fund that is has a minimum of 15 employees registered with the NSSF.

XIII. Required key staff and qualifications

a. 1 full-time Project Manager
b. 1 full-time Field Manager
c. 1 full-time Data Manager
d. Supervisors

a. **Project Manager:** throughout all the fieldwork setup and execution. He/she must have an advanced English and Arabic level, both written and oral. The Project manager shall make sure that all tasks are conducted in agreement with the project timeline, as well as prevent or provide early warnings of any possible obstacles, or otherwise suggest revisions to the calendar. In order to achieve this, the Project manager shall set up the activities leading up to the execution of the survey.
Experience

Experience in managing fieldwork of large-scale household surveys of over 2,000 households and of at least 100 sample points. Five years of managing large data collection projects.

Project Manager's main activities

- Draft the Fieldwork Plan.
- Provide managerial and coordination support.
- Lead fieldwork training activities.
- Ensure all the logistical arrangements for fieldwork.
- Oversee each stage of the fieldwork process and ensure compliance with the survey standards.
- Ensure that work plans are implemented within stipulated timelines.
- Handle any human resources challenges which may arise.

- Provide periodical written progress reports to MoSA / CMU/ World Bank Quality Control Team (QC Team)[3].
- Respond to the instructions and requirements from the QC Team.
- Hold permanent meetings with the Field Manager, supervisors and interviewers to provide feedback based on the quality control activities.
- Supervise the supervisors and the interviewers through the Field Manager.
- Communicate regularly with the PMU/ World Bank in order to analyze the results of the quality control components described hereinafter and take the pertaining actions.
- A key Project Manager's responsibility will consist in monitoring the response and nonresponse rates and take action when necessary, in agreement with the PMU/ World Bank.

b. **Field Manager**: throughout all the fieldwork setup and execution. He/she is responsible for the training of field staff; plans, supervises and manages the fieldwork. The Field Manager must have experience in managing fieldwork of large-scale household surveys of over 2,000 households and of at least 100 sample points. Experience of five years as a field manager.

c. **Data Manager**: throughout all the fieldwork setup and execution. He/she plans, supervises and manages data entry, error checking, processing and consolidation of data. He/she is responsible for the troubleshooting of issues with the tablets in the field. The Data Manager must have experience in managing data entry of large-scale household surveys of over 2,000 households and of at least 100 sample points. Experience in household survey management and experience using Stata. Minimum of three years as a data manager.

d. **Supervisors:** Each supervisor will oversee the activities of the interviewers in his/her team, will give them the necessary support, will assure the quality of the work and will be responsible for signing off the Final Result of each sample case assigned to the interviewers in his/her team. Two years in fieldwork activities.

Supervisors' main activities

- Observe interviews on-site, especially at the beginning of fieldwork, to detect any kind of problems in the handling of the interview by the interviewers: during the introduction and interview.
- Re-visit the households that were selected to be called for supervision purposes, when their phone numbers were not recorded by the interviewer. The supervisor will re-ask

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[3] The World Bank will appoint a Quality Control Team (QC Team) that will supervise the Survey Firms' activities and assess its products over the entire survey period in order to guarantee the quality of the collected data.

some questions to make sure that the answers were correctly reported. The households to be re-visited and the questions to be re-asked will be specified by the QC Team.

- Sign off the Final Result of each sample case assigned to the interviewers in his/her team, register it on the Final Result CAPI application and upload it to the survey server.
- If any of the supervisor's activities reveals misconduct or negligence from the Interviewer, the supervisor will report the event to the Project Manager, who will convey this to the MoSA and the QC Team.

Consolidated List of Deliverables and timeline

DELIVERABLES (1): 1) Project Gantt Chart, 2) Evidence of insurance and permits needed to implement the survey.

DELIVERABLES (2): 2) pre-testing report including the timing of modules, comments from interviewers and supervisors as well as necessary changes to the questionnaire.

DELIVERABLES (3): Fieldwork Plan.

DELIVERABLES (4): 1) two CAPI applications, 2) CAPI protocols for quality checks, 3) programming code for each CAPI application, and 4) Field work Dashboard.

DELIVERABLES (5): 1) Data from the pilot test successfully transferred to the survey server and 2) Pilot test report with findings and solutions to be implemented for the detected issues.

DELIVERABLES (6): Roster of all recruited personnel with their qualifications.

DELIVERABLES (7): 1) Final training materials and fieldwork manuals 2) Report with the results of the staff assessment and roster of selected field staff.

DELIVERABLES (8): All raw data collected with every CAPI application uploaded to the survey server at least every three days and no more than two days after the actual data collection.

DELIVERABLES (9): Final Fieldwork report.

DELIVERABLES (10): 1) Attempt dataset, 2) Households dataset, 3) Final Result dataset, 4) Call-backs dataset, 5) codebooks with labels for all variables and response categories. To be approved by the PMU/ World Bank.

All above deliverables are to be submitted and approved by the MoSA/CMU/World Bank.

XIV.   Timeline

	Week 1	Week 2	Week 3	Week 4-5	Week 6
DELIVERABLES (1): 1) Project Gantt Chart, 2) Evidence of insurance and permits needed to implement the survey.	X				
DELIVERABLES (2): 2) pre-testing report including the timing of modules, comments from interviewers and supervisors as well as necessary changes to the questionnaire.		X			
DELIVERABLES (3): Fieldwork Plan.	X				
DELIVERABLES (4): 1) two CAPI applications, 2) CAPI protocols for quality checks, 3) programming code for each CAPI application, and 4) Field work Dashboard.		X			
DELIVERABLES (5): 1) Data from the pilot test successfully transferred to the survey server and 2) Pilot test report with findings and solutions to be implemented for the detected issues.		X			
DELIVERABLES (6): Roster of all recruited personnel with their qualifications.		X			
DELIVERABLES (7): 1) Final training materials and fieldwork manuals 2) Report with the results of the staff assessment and roster of selected field staff.			X		
DELIVERABLES (8): All raw data collected with every CAPI application uploaded to the survey server at least every three days and no more than two days after the actual data collection.			X	X	X
DELIVERABLES (9): Final Fieldwork report.					X
DELIVERABLES (10): 1) Attempt dataset, 2) Households dataset, 3) Final Result dataset, 4) Call-backs dataset, 5) codebooks with labels for all variables and response categories. To be approved by the PMU/ World Bank.					X

XV.   Duration of the assignment

This assignment is to be carried out over 40 days and completed by end of March 2021.

XVI.   Method of payment

The firms will be paid a fixed rate per completed household visit.