



## INTERNATIONAL COCOA INITIATIVE (ICI)

### Terms of Reference: Child Labour Prevalence Survey, Ghana

#### **Background to ICI**

Established in 2002, the International Cocoa Initiative (ICI) is a leading organisation promoting child protection in cocoa-growing communities. ICI works with the cocoa industry, civil society and national governments in cocoa-producing countries to ensure a better future for children and contribute to the elimination of child labour.

**Project:** Nestlé Suisse has been awarded funding from the Swiss State Secretariat for Economic Affairs (SECO) to design and implement a household risk-based cash transfer pilot project in collaboration with the International Cocoa Initiative (ICI). The aim of the project is to reduce the prevalence of child labour by strengthening the income of vulnerable cocoa-growing households using a cost-efficient, risk-based targeting and monitoring mechanism, linked to the Ghanaian Government Livelihood Empowerment Against Poverty (LEAP) programme.

#### **Background to the Child Labour Prevalence Survey**

To develop a cost-effective, risk-based targeting mechanism, ICI will develop a set of pre-defined risk factors using existing literature and data. ICI will then categorise farmers (from existing cooperatives/farmer groups for which household data are available) into 3 different risk groups on the basis of the defined risk factors, where

- 1- High risk farmers are those 30% of the with the highest risk score
- 2- Low risk farmers are those 30% with the lowest risk score
- 3- Medium risk farmers are the remaining 40%

A child labour prevalence survey will be administered to 800 farmers out of the high risk group and 400 farmers out of the low risk group. The results for the high risk group, will enable to understand the accuracy of using the defined risk factors to identify farmers with children engaged in child labour. This will also enable to identify the inclusion error rate (the percentage of those pre-identified as high risk farmers, without children engaged in child labour) and also the exclusion error rate (the percentage of farmers identified as low risk farmers, with children engaged in child labour).

The results will be analysed to identify whether there are any additional indicators correlated to the child labour rate that should be included in the list of risk factors and how the list should be further refined.

*ICI seeks to recruit a service provider to administer a child labour prevalence survey to 1,200 cocoa-farming households (pre-identified high and low risk cocoa farmers) geographically spread across approximately 70 communities<sup>1</sup> in Asunafo South and Suhum district.*

Region	District
Brong Ahafo Region	Asunafo South
Eastern Region Region	Suhum

### **Child Labour Prevalence Survey – Scope of Work**

The contractor is expected to take responsibility for all aspects of the prevalence survey (based on ICI’s guidance). This includes drafting the questionnaires, leading the primary data collection training, field data collection and quality assurance exercise, data entry, data cleaning, data analysis and report writing.

### **Key Assumptions of the Prevalence Survey**

- 2.2. children 5-17 years per household
- High Risk Farmer Interviews: 800
- High Risk Farmer’s Children Interviews: 1,760
- Low Risk Farmer Interviews: 400
- Low Risk Farmer’s Children Interviews: 880
- Farmer (Head of household) questionnaire (20 pages) and child questionnaire (13 pages)
- On average, we estimate that 4 households (farmer and 2 children) per day can be surveyed by each enumerator.

The data collection instruments will cover the head of household (male or female) or spouse (or any other knowledgeable respondent of the household) and all children aged 5-17 years living within the household. A total of 1,200 households will be surveyed and the list will be submitted to the contractor by ICI.

The key constructs that the contractor must use/measure, are children engaged in child labour, hazardous child labour and children at high risk of engaging in child labour. The project has developed the child labour definitions based on generally accepted national and international definitions, which will be provided to the contractor.

The information obtained from the survey must have the following characteristics:

- Estimate the prevalence of child labour and children engaged in hazardous child labour.
- Provide values of key indicators and area population characteristics, including: benchmark estimates on work status (including on which particularly farming/work tasks/household chores) and education status of children; profiles of relevant household characteristics of families with

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<sup>1</sup> It is possible that the high risk farmers and low risk farmers to be surveyed are spread across less than 70 communities

children engaged in, or at high risk of, child labour, such as the socio-economic status of households.

- Be disaggregated by age and sex.
- Easily accessible and analysable.
- Correctly recorded and stored in databases and analysis matrix.

### **Pre-Field Data Collection Process**

The prevalence survey will be developed and implemented by the contractor, starting with the initial pre-field data collection activities as described below:

- a. Preparation of work plan and schedule.
- b. Preparation of research protocol, including:
  - research methodology
  - research instruments
  - training plan
  - piloting plan
  - enumerators and supervisors manuals
  - storage and data security plan
  - data analysis plan
  - consent forms for the key informants
  - parental or guardian permission and assent forms for children under 18
  - code of conduct with regards to child protection and confidentiality agreement regarding data collected (this will need to be signed by all enumerators).
- c. Selection of supervisors and enumerators (CV's should be submitted for all supervisors and at least 90% of the enumerators should have worked on a household data collection survey previously). ICI requires that wherever possible, there be one female enumerator per data collection team. The supervisors and the enumerators must understand and speak the local language(s).
- d. Pre-test (prior to training) for the validation of research instruments with brief report on findings and changes.
- e. Adjustment of final instruments.
- f. Training of enumerators and supervisors (with each enumerator doing a pilot test after the training).
- g. Meeting with the district and community leaders to explain the survey, together with the ICI representative and request approval.
- h. Preparation of the data collection plan, including dates, teams and information quality control mechanisms.

### **1. Guidelines on Data Collection modalities**

The activities that the contractor will perform at the initial stage of the prevalence study should consider the following:

### **a. Questionnaire**

The questionnaire should include an informed consent statement from each adult and child respondent. In general, the contractor should ensure that questions are written following international design principles and that rigorous practices are used to collect, tabulate, and analyse indicator data. Those practices should include adding identifiers, such as household/plot number and respondent identification number to each page of the questionnaire(s) to ensure that pages can be correctly appropriated to a given household and respondent if separated. The questionnaire for children should be appropriate for them in terms of the length and manner in which questions are phrased.

Questionnaires should be tailored to the country or area context and respondent profile (including developing questions appropriate for children), and piloted thoroughly to minimize biases. Where possible, these piloting procedures should include cognitive interviews to assess the validity of the survey instrument. The survey instruments should be designed so that data collected can be analysed by both the International Conference of Labour Statisticians (ICLS) definitions and the national legal framework definition. Projects' definitions of key constructs should be used to design appropriate questionnaire modules on child labour. There should also be a glossary of key terms and questions in the local language(s) for the enumerators.

### **b. Enumerator and Supervisor Manuals**

The contractor will develop a field manual to be used as part of the training materials for survey enumerators and supervisors and serve as reference material for staff in the field conducting the survey. The manual should also recommend best practices for responsibly conducting interviews with adults and children and dealing with specific challenging situations, e.g. households that refuse to participate, and provide a household and individual respondent non-response follow-up strategy. The manual should also describe the roles and responsibilities of the field staff and contain a detailed explanation of how to properly administer some of the more sensitive questions related to the child labour, hazardous work, in a child-friendly and appropriate manner.

The manuals (and training) should also cover what the enumerator should do if a potential case of physical/sexual abuse, neglect or unconditional worst forms of child labour is identified. The contractor should also have a written plan for dealing with such cases should any be identified in the survey population. The surveyors or enumerators should be trained on how to respond to these cases of abuse (this should be included in the manuals).

### **c. Selection and Training of supervisors and enumerators**

The contractor will be in charge of recruiting enumerators for this survey. The enumerators should have previous experience in conducting household based surveys. Training of supervisors and enumerators for this particular assignment should last for at least 3 days. It must be a comprehensive general training that will create a team environment and provide enumerators with the key concepts, methodology and instruments considered for the research design. The training program should be theoretical and practical, including practical exercises and field activities. This should also include the pilot-testing of the survey with the enumerators.

The Contractor will be responsible for:

- Recruiting potential supervisors and submitting CV's for ICI approval of the supervisors, manager and statistician.
- Developing training materials for the survey instruments, including supervisor and enumerator manuals.
- Training supervisors and enumerators in survey protocols and the use of the survey instruments.

#### **d. Data Collection**

- Survey participants should not be paid for participation in the surveys. Participation in the research should be voluntary and confidential.
- No child under 18 years of age will be interviewed without both caregiver and child agreeing to the child being interviewed. Caregivers will sign the consent form (this can be signed by a thumb print for illiterate caregivers if culturally appropriate). Assent will be obtained verbally from children and recorded by the surveyors. Literate children will also sign the assent form. The surveyor will explain to the child in simple language (and local language if necessary) the general purpose of the research, the contents of the interview, and the interviewing process.
- It will also be explained to the child and adult before starting the survey, that participation is voluntary and confidential and that he/she may interrupt or discontinue the interview at any time. During the consent and assent process, it must be clearly communicated that refusal to participate in the survey will not prevent them from receiving any potential assistance in the future.
- Children should be informed before the start of the questionnaire that they may skip questions or entire sections of the interview. The child may choose not to participate in the research even if the child's caregiver agrees to the child being interviewed. It should be explained that the child's responses will not be shared with any other person in the community, including the caregiver, at any point of time.
- The child should not be too far from an adult caregiver/parent during the interview process and wherever possible, female respondents should be interviewed by a female enumerator.
- The research teams will record some geographic information including the name and location of the communities. All identifying information will be kept confidential.

## **2. Details on Data Collection, Analysis and Documentation Process**

### **a. Pre-test**

The quantitative survey instruments should be piloted before enumerator training with a small number of households that are not included in the sampling frame of high-risk and low-risk farmers. This should focus on ensuring that the skip patterns are appropriate and the survey instruments should be updated accordingly. A pre-test report should be prepared containing the results of this activity and explaining the changes required to the research instruments. The report should be submitted within one week after the completion of the pre-test.

### **b. Pilot testing**

It is recommended that each supervisor and enumerator team have the opportunity to carry out the survey with at least two households during the pilot testing phase immediately after the training has taken place. Piloting should also focus on minimising response and enumerator bias, and maximising response rates.

**c. Data Treatment and Analysis Plan (prior to data collection)**

- The contractor will prepare a data treatment and analysis plan to address the following elements: indication of how and when data will be entered into the database, as well as the software to be used for data entry, unless digital or mobile data collection is used.
- Data quality checks and edits (data cleaning) planned to ensure logical consistency and coherence, as well as an indication of the software to be used;
- Indicator tabulation plan.
- Indication of sub-groups by age and gender, according to child labour definitions, for which the contractor will produce estimators;
- Any other planned data analyses (including child labour and school enrolment and attendance for example)
- All variables must be labelled in a clear and consistent manner for all prevalence surveys.

**d. Collection of information should include:**

The monitoring activities in the field include:

- Conducting timely and random quality checks on the field to ensure proper administration of field work and data collection. For instance, supervisors should also do spot checks on data submitted by the enumerators during the data collection process, to ensure that data is accurate.
- The contractor should present a weekly progress report and submit this to the ICI Monitoring and Evaluation Officer (Geneva) and ICI Monitoring and Evaluation Officer (Accra).

**e. Information processing:**

In collaboration with the ICI, the contractor is responsible for the following:

- Designing the database
- Preparation of data entry
- Training of data entry staff
- Organise the entering information into the database
- Database quality control and cleaning
- Generating draft tables and graphs according to the analysis plan established
- Establishing benchmarks on the socio-economic status (especially of education and livelihoods) of area children and families and other key household characteristics
- Percentage of farmers (disaggregated by high risk and low risk) with children engaged in child labour, based on the project definitions.

- Analysing the socio-economic profiles of high risk and low risk farmers and their households to further understand the relationship of certain individual (adult and child) characteristics and child labour.

**f. Preparation of Prevalence Survey Report:**

The contractor is responsible for the following:

- Preparation of narrative report with the study results.
- Preparation of summary table with the child labour prevalence indicators.
- Preparation of final report.

**3. Study deliverables**

ICI expects the contractor to generate the following products during the prevalence study:

- Approved work plan and schedule;
- Approved research protocol including methodology, sampling plan, socioeconomic indicators, research instruments, training plan for enumerators and supervisors, piloting plan, enumerators and supervisors’ manuals, data analysis plan, assent from adult respondents, parental or guardian permission and assent from children under 18;
- Approved brief report of findings and survey instrument changes resulting from piloting activities;
- Approved final survey tools, instruments, data analysis plan, adult consent forms, parental permission and assent forms for children under 18 and protocols used during the study.
- Approved data collection plan and locations: dates, teams, supervision, etc.;
- Weekly survey production reports during data collection showing number of completes, refusals (with dispositions), problems encountered and mitigation strategies. Approved data collection report.

A child labour prevalence survey report and package should be submitted. This should include the following:

- Approved Data set, data dictionary/codebook, edit rules for cleaning data, and syntax for data analysis, including syntax for variable transformations – Electronic and hard files with all raw data, two copies – in SPSS, STATA or other format:
  - Micro-data files, including survey weights, for public use ;
  - Identifiers to link adult and child responses belonging to the same household;
  - Table of survey response rates – full, partial non-response, etc.
- Data crosswalks that present which survey items were used to code variables for analysis;
- Draft tables (dummy tables) to present findings from data analysis;
- Syntax for all data analysis and variable transformation, with justifications and labels;
- Final data set that includes cleaned data, sampling weights and all derived indicators;
- The syntax that cleans the raw data, with justifications and labels.
- Log of analyses carried out during data analysis and report writing phase prior to learning/debriefing workshop:
  - Public-use datasets, data dictionaries, syntax files, and any other materials required for data analysis;

- Data crosswalks that present which survey items were used to code variables for analysis;
  - Draft tables (dummy tables) to present findings from data analysis;
  - Final report outlines, including report content, format and data presentation.
  - An electronic copy of the **draft report**
  - An electronic of the **final report**, which takes into consideration input, feedback and comments on the draft report.
- Electronic copies of draft and final reports which must include, but is not limited to the following sections:
    - a. Executive summary;
    - b. Background;
    - c. Objectives and research questions;
    - d. Survey Methodology (to include project/survey locations; questionnaire design and development; training; field work; data entry and processing; data analysis; limitations to the study);
    - e. Results presented in narrative and tables/graphs showing clearly prevalence estimates for child labour at a 95 percent confidence interval presenting standard errors and coefficients of variation;
    - f. Conclusions and Recommendations;
    - g. Annexes (to include references, definitions of key constructs, tables and figures, questionnaires and other data collection instruments, training content for enumerators, piloting process and results, including contractor’s follow-up to adjust survey as needed, etc.).

All study deliverables will require review and approval by ICI.

#### **4. Data Collection Schedule and Project Timeframe**

The contractor should propose the timing to achieve the following deliverables, however please note that the initial activities and data collection exercise should be completed by 10<sup>th</sup> March 2019.

<b>Stage</b>	<b>Deliverable</b>
<b>Initial Activities</b>	<ul style="list-style-type: none"> <li>• Work plan and schedule</li> <li>• Research protocol</li> <li>• Pilot test and report</li> <li>• Final survey tools</li> </ul>
<b>Data Collection</b>	<ul style="list-style-type: none"> <li>• Data collection plan</li> <li>• Weekly Progress Reports</li> <li>• Successful data collection in all sample locations</li> </ul>
<b>Data entry and management</b>	<ul style="list-style-type: none"> <li>• Draft report and dataset</li> <li>• Final prevalence report and dataset</li> </ul>

#### **5. Survey Contractor Requirements**

**The survey contractor:** should fulfil the following conditions:

- The contractor should have experience in designing and implementing household/community surveys within the last five years.
- The contractor should have successfully conducted at least two (2) similar prevalence surveys within the last 6 years.

**Survey Team Composition:**

- **Prevalence Study Team Leader:** This individual will serve as team leader in a full-time position or part-time for the duration of the study. S/he will be the primary point of contact between ICI and prevalence study team and have the responsibility for the overall completion of the final prevalence study report. This person must have a post graduate degree in development studies, development evaluation and management, or other relevant field of study, with minimum of 8 years of experience in handling household surveys, have excellent writing, organization and communication skills. In addition, the prevalence study team leader must have a broad range of subject expertise and demonstrated knowledge and experience in the areas of child labour, education, and/or livelihoods.
- **Field Manager:** Degree in Economics, Statistics, or related social sciences fields and a minimum experience of five years in working with large household level surveys. Experience of working with other surveys where data is entered concurrently with the interview process preferred.
- **Data Manager<sup>2</sup>:** This manager should have a degree in statistics, computer science or related field and experience managing large data base construction and quality control.
- **Field Supervisors:** Degree or high school diploma with at least 2 years' experience of supervising data collection.
- **Enumerators:** High school diploma and at least 6 months prior experience in collecting survey data
- **Data entry supervisor:** Degree or diploma in statistics or a related social sciences fields. A minimum of 2 years supervising data entry.
- **Data entry operators:** High school diploma.

## 6. Application information

Interested contractor should send a technical and financial proposal, describing the contractor's relevant experience and capacity to undertake the study for the child labour prevalence survey. The proposed budget and technical proposal must be submitted by email with the email subject: "ICI SECO Child Labour Prevalence Survey Proposal" to [recruitment-gha@cocoainitiative.org](mailto:recruitment-gha@cocoainitiative.org) by **Wednesday 12<sup>th</sup> December 2018**.

The offer must include:

- Technical and financial offer, including the total amount offered in Ghanaian Cedi and Swiss Francs (include the exchange rate used).
- The budget should detail the human resources, enumerators, material costs, travel expenses and fees.
- Include the CV for the prevalence study team leader, data manager and field manager
- Proposed methodology and work plan, including schedule, sampling plan and examples of data collection tools.
- Detailed project plan reflecting project phases, outputs and detailed budget.
- Plan for data quality through the process (how will data quality be ensured)
- Data analysis plan
- Information on prior experience and how the contractor meet the requirements
- Reference contacts
- At least one examples of a previous report produced (ideally in English)

## 7. Evaluation criteria

The offer will be evaluated based on the quality and cost of the proposal, considering the following criteria:

Evaluation criteria	Score
General experience	20
Proposed Team	20
Proposed methodology and work plan	35
Budget proposal	25
Total	100

- *ICI's vision is of thriving cocoa-growing communities where children's rights are respected and protected, and where child labour has been eliminated. To this end, ICI expects all children assisted or impacted by its operations to be protected from physical, emotional and psychological harm, and all forms of abuse and exploitation.*
- *ICI has **zero-tolerance** for all forms of child neglect, abuse (sexual, physical, emotional, and psychological) and exploitation (sexual and commercial).*
- *ICI commits to put the best interest of the child first, and at the centre of its work, irrespective of a child's ability, ethnicity, faith, gender, sexuality and culture.*
- *ICI recognizes its responsibility to ensure and to promote a safe and secure environment for children. To effectively manage risks to children, ICI requires the commitment, support and cooperation of all staff, associates, partners, suppliers, service-providers and visitors. By applying at ICI, you automatically agree to the above term and uphold the principles described herein.*