



TERMS OF REFERENCE: ENDLINE SURVEY ON CHILD LABOR IN THE 50 ECLIC-SUPPORTED COMMUNITIES



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1. BACKGROUND OF ICI

Established in 2002, the International Cocoa Initiative (ICI) is the leading organization in 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 help eradicate child labor.

2. BACKGROUND OF THE ECLIC PROJECT

With funding from the **US Department of Labor (USDOL)**, the ICI Foundation is leading a project in fifty (50) communities in Côte d'Ivoire to combat child labor in cocoa production areas (ECLIC¹), in the regions of Nawa, Gboklê, Loh-Djiboua, Gôh, Guémon and San Pedro.

The project aims to support a total of 5,450 children engaged or at risk of child labor and 1,500 vulnerable households through its direct essential services (with children who are engaged in or at risk of child labor).

3. THE PROJECT'S OBJECTIVES

The overall goal of the project is to «Reduce **Child Labor in 50 Cocoa Producing Communities in Côte d'Ivoire**»

Through its actions, it is expected to achieve three (03) specific objectives namely:

- increase community mobilization in the fight against child labor;
- increase the incomes of households with children at risk or engaged in child labor;
- Improve access to quality educational opportunities for children at risk or engaged in child labor.

4. ENDLINE SURVEY – SCOPE OF WORK

Following its actions in the field, ICI conducts an Endline Survey to determine the frequency and nature of child labor in the project's action areas and to conduct a comparative analysis with the data collected during the baseline analysis. *To do this, ICI is recruiting a service provider to conduct the Endline Survey on Child Labor in the 50 communities of the ECLIC project.*

The contractor must assume responsibility for all aspects of this Endline Survey (under the leadership of ICI, considering the USDOL partner's inputs). This includes the development of the sampling methodology, the development and refinement of the different questionnaires necessary for the conduct of the study, the training of the interviewers in data collection, the pre-test and pilot-test tools, data collection in the field and quality assurance in the conduct of this exercise, the development of the data entry manual, data refinement, data analysis and report writing in French and English.

4.1 Geographical areas

The Endline Survey will be conducted in the following three districts and six regions:

¹ Eliminating Child Labor in Cocoa growing communities

Districts	Regions
Bas Sassandra	Nawa, San Pedro, Gbokle
Goh Djiboua	Loh-Djiboua, Goh
Montagnes	Guémon

The Endline Survey will cover all 50 ECLIC communities in the regions stated above. The list of communities is attached as Appendix 1.

4.2 Information on the endline Survey

The data expected in the different questionnaires will be collected from the heads of household (male or female) or their spouses (or other knowledgeable household respondents) and from all children aged 5-17 living in households surveyed (girls and boys). The questionnaires used during the baseline survey will serve as a basis for this work and will be updated to fit the requirements of the endline survey to be carried out, enabling us to ensure the comparability.

The key concepts that the contractor must use / measure are children engaged in child labor, hazardous work, the worst forms of child labor, and children at high risk of engaging in child labor. The project has defined child labor based on 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 labor (with details of the hazardous work of children and other worst forms of child labor) and children at high risk of child labor in the project area. The contractor must work in conjunction with the ICI Foundation's ECLIC M&E Officer to determine the different types of statistical analysis and the statistical tests required to evaluate the estimates. As a minimum, standard deviations, coefficients of variation, and confidence intervals (with a 95% confidence level) should be calculated for prevalence estimates.
- Provide end-of-project values on key indicators and characteristics of the region's population, including: final estimates of the level of work and type of tasks performed by children (in particular: agricultural tasks / other forms of work / involvement in household chores), the level of education of children, the characteristics and the socio-economic profile of families with children engaged in or at high risk of being involved in non-permissive forms of² child labor.
- Assess knowledge and attitudes about child labor.
- Be divided by age and sex.
- Be readily accessible and analyzable.
- Be properly recorded and stored in databases and an analysis matrix.

² Child labor in English

4.3 Sampling methodology

The sampling methodology developed must be rigorous and make it possible to estimate the prevalence of:

- i. *child labor,*
- ii. *Hazardous work,*
- iii. *other worst forms of child labor*
- iv. *Children at high risk of child labor in the project area.*

The selection of survey households with at least one child aged 5-17 should be random (all children aged 5-17 living in the selected households should be included in the sample).

The contractor must prepare a sampling plan including a description and justification of the sampling technic and explaining the selection process of the proposed respondents.

In detail, the sampling plan document must include all the following:

- The equation used to calculate the sample size as well as the parameters of the equation. The sample size should be calculated using a 95% confidence margin and should be representative of the population of children.
- The sampling procedure that should use a Probability Proportion to Size (PPS) sampling approach.
- The explanation of the source of information on the sampling frame, for example, census lists or other national or international surveys commissioned and an indication of reliability, the date of information on the sampling frame.
- The explanation of systematic sampling to select households and the approach to collect the data (households should be randomly selected, specifying the methodology).
- The consideration of refusal to participate in the survey

4.4 Process of prior data collection

The final study will be developed and implemented by the contractor, starting with the initial data collection activities as described below:

- a) Preparation of the work plan and schedule.
- b) Preparation of the research protocol, including:
 - The research methodology
 - The sampling plan
 - Identification of key stakeholders
 - Socio-economic indicators
 - Research instruments (most of the content will be provided by ICI based on the 2016/17 baseline survey conducted in the concerned communities. The 2016/17 Baseline questionnaires and methodology will be reviewed and adapted by the contractor in collaboration with ICI. The questionnaire for heads of household will be about 15 pages and the questionnaire for children, about 28 pages.
 - The training plan
 - The data collection plan
 - The interviewers 'and supervisors' manuals
 - The plan for storing and securing data
 - The data analysis plan

- The consent forms for survey respondents
 - The authorization and consent of parents or guardians for children under 18
 - The code of Conduct for Child Protection and Confidentiality Agreement for Data Collected (This **must be signed by all interviewers and supervisors**)
- c) The selection of supervisors and interviewers (all supervisors must provide a résumé and at least 90% of interviewers must have already worked on a household data collection survey). ICI requires that, where possible, there be one female interviewer per data collection team. Supervisors and interviewers should understand and speak the local language (s).
 - d) The pre-test (before the training) for the validation of the research instruments with a brief report (to be provided no later than one week after the end of the test) on the results and the changes.
 - e) The adjustment of the final instruments.
 - f) Training of interviewers and supervisors (with a pilot test after training).
 - g) Meeting with district and community leaders to explain the survey and to obtain any necessary clearance for the teams to conduct interviews in the community.
 - h) The application for authorization to conduct the Endline Survey of national, regional and community bodies (Coffee Cocoa Board (CCC), National Monitoring Committee (NAC), Ministry of Labor, Ministry of the Interior) in conjunction with the national ICI coordinator and the ECLIC project leader.
 - i) Preparation of the data collection plan, including dates, teams and mechanisms for quality control of information.

The Contractor will be responsible for obtaining all necessary approvals, including but not limited to Institutional Review Board and/or government clearance. The Contractor will ensure adherence to all ethical requirements in the implementation of the survey.

The Contractor must specify/clarify the mode of data collection—whether it will Computer Assisted Personal Interview (CAPI) or Paper-and-Pencil Interviewing (PAPI).

4.5 Guidelines for data collection

The activities that the contractor will undertake in the initial phase of the final study should consider the following points:

4.5.1 Questionnaire

The questionnaires must include a clear consent statement for each adult and child respondent. The contractor must ensure that the questions are formulated according to international principles and that stringent practices are used to collect, compile and analyze indicators' data. These practices should include the addition of identifiers such as the household / plot number and the respondent identification number to each page of the questionnaire (s) to ensure that the pages are correctly assigned to a household and a given respondent if they were separated. The questionnaire for children needs to be adapted to their capacity in terms of length and how the questions are phrased.

The questionnaires should be adapted to the context of the country or area and to the profile of the respondent (including questions adapted for the children) and well conducted to minimize prejudices.

Where possible, these piloting procedures should include cognitive interviews to assess the validity of the survey instrument. Survey instruments should be designed so that the data collected can be analyzed in accordance with both the ICLS definitions and the definition of the national legal framework. The definitions of the key concepts of the project and the questionnaires used for the Baseline should be used to design appropriate modules of questionnaires on child labor. There must also be a glossary of terms and key questions in the local language (s) for the interviewers.

It should be noted that ICI will provide the questionnaire used in the baseline survey, which will serve as a basis for the preparation of the questionnaires for the final survey. Any adjustments should be discussed with ICI and approved by USDOL.

4.5.2 Interviewer and Supervisor Manuals

The contractor will develop a field manual to be used as part of the interviewers' and supervisors' training materials for the survey, which manual should be used as a reference material for staff conducting the field survey. The field manual should include instructions on how to sample households and select individuals within households. It should also recommend best practices for responsible interviews with adults and children and to deal with specific difficult situations (for example, households that refuse to participate), and provide a strategy for monitoring the lack of responses by households and individual respondents. The manual should also describe the roles and responsibilities of the field staff and contain a detailed explanation of how to correctly and appropriately and in an adapted manner address the most sensitive issues related to child labor, hazardous work, worst forms of child labor as well as those involving children at high risk of being involved in child labor

Manuals (and training) should also cover what the interviewer should do if they observe, identify or witness cases of physical / sexual violence, neglect or worst forms of child labor. The contractor must also have a written plan to deal with these cases if should one of them be identified in the survey population. Supervisors or enumerators need to be trained on how to respond to these cases of abuse (to be included in the manuals). All the above concerns must follow the IRB requirement on this matter as well as all national ethical requirements

4.5.3 Selection and training of supervisors and interviewers

The contractor will be responsible for recruiting interviewers for this survey. They must have previous experience in conducting household surveys. The supervisors and interviewers' training for this mission should last at least 4 days. It must be a comprehensive general education that will help create a good dynamic and teaming environment and provide interviewers with the key concepts, methodology and instruments considered in the design of the research. The training program should be theoretical and practical and include practical exercises and field activities. This should also include pilot testing of the survey with the interviewers.

The contractor will be responsible for:

- Hiring of prospective supervisors and submitting the résumé to ICI for the supervisors, managers and statistician's approval.
- Hiring the interviewers (their résumé must be made available to ICI on request)
- The development of training materials for survey instruments, including the supervisor's and interviewers' manuals, processing of quantitative elements of the baseline study and indicating their role in the Endline Survey (terms of reference for the positions).

- Training the supervisors and interviewers in the survey protocols and the use of the survey instrument.

4.5.4 Data Collection

- Survey participants should not be paid to participate. Participation in the survey must be voluntary and confidential.
- No child under the age of 18 will be interviewed without the person in charge and the child himself agreeing. The child carers will sign the consent form (this can be done by thumb print for illiterate leaders if culturally accepted). The consent of the children will be verbal and will be recorded by the interviewers. The literate children will also sign the consent form. The interviewer will explain to the child in plain language (using the local language if necessary) the general purpose of the survey, the content of the interview and the interview process.
- Before the start of the survey, it will also be explained to the child and the adult that the participation is voluntary and confidential and that they can suspend or interrupt the interview at any time. Children should be informed before the start of the interview that they can skip questions or entire sections of the interview. The child may choose not to participate in the survey even if the carer accepts that they be interviewed. It should be noted that the child's responses should not be shared with any other person in the community, including the person in charge, at any time.
- The child should not be too far away from an adult caregiver/parent during the interview process and, whenever possible, the women and girls interviewed should be interviewed by a female interviewer
- The survey teams will record geographic information, including community name and location and GPS data. All credentials will be kept confidential.

4.6 Data collection, analysis and documentation process

4.6.1 Pre-test

Quantitative survey instruments should be tested in a small number of households that are not included in the sampling frame before the interviewer conducts the training. This should be used to ensure that the sequence of questions (including any skips between one question and the other) are appropriate and the survey instruments updated accordingly. A pre-test report containing the results of this activity and explaining the changes needed for the survey instruments must be prepared. It must be submitted one week after the end of the pre-test.

4.6.2 Pilot test

Quantitative survey instruments should be tested in a small number of households that are not included in the sampling frame. It is recommended that each team of supervisors and interviewers be able to conduct the survey with at least two households during the pilot testing phase immediately after the training. Piloting should also be used to minimize biased responses, the interviewer's bias, and maximize response rates.

4.6.3 Data processing and analysis plan (before data collection)

- The contractor will prepare a data processing and analysis plan to manage the followings: indication of how and when to collect and enter data into the database, as well as sharing

information on tools to be used for data entry, unless the collection of digital or mobile data is used;

- Checks and modifications (data cleaning) intended to ensure logical consistency and coherence, as well as an indication of the software to be used for data quality (indeed the Contractor will implement a robust data processing procedure to that includes checks and modification (data cleaning));
- Indicators tabulation plan;
- Indication of subgroups by age and sex, according to the definitions of child labor, for which the contractor will provide estimates;
- Any other planned analysis data;
- All variables should be labeled clearly and consistently for all baseline surveys.

4.6.4 The collection of information must include:

Field monitoring activities include:

- The confirmation that the fieldwork site has been properly identified and follows the approved plan and collection protocols.
- Checking of the appropriate selection of households in the field.
- The recording of any changes in household selection and any unforeseen events, difficulties or discrepancies, and the presence of any other significant events during fieldwork.
- Conducting timely and random field quality checks and in all regions) to ensure good fieldwork and data collection. For example, supervisors also need to perform spot checks on data presented by interviewers during the data collection process to ensure data is accurate.
- The contractor must consider the collection of digital/mobile data should they have previous and proven experience in this way of collecting data.
- The contractor must submit a weekly progress report and submit it to the ICI Monitoring and Evaluation Officer.

4.6.5 Information processing

In collaboration with the ICI Monitoring and Evaluation Officer, the Contractor is responsible for the following:

- Database design
- Preparation of the data entry manual
- Training of data entry staff
- Arrangement of the entry of information in the database
- Cleaning and quality control of the database
- Development of draft tables and graphs according to the established analysis plan
- Analysis of households' socio-economic profiles to understand the relationship between certain characteristics among children engaged in child labor
- Establishment of benchmarks on socio-economic status (especially education and livelihoods) of children and families in the region and other key household characteristics.
- Estimated prevalence of child labor based on project definitions.
- Comparative analysis of endline survey data with baseline survey data

The ICI Monitoring and Evaluation Officer will work closely with the contractor to ensure timely and high-quality data management, proper synchronization of all data collected and implementation of all required data accuracy controls.

The data entry program will be considered robust if it allows:

- To create unique identifiers
- To fill in all the fields of the physical questionnaire
- All fields to have scope/filters to ensure data consistency.
- The data entry program to include tags for both variables and values.

4.6.6 Preparation of the Endline Survey Report:

The contractor is responsible for the following:

- Prepare the descriptive report with the findings of the study.
- Prepare the summary and comparative table that links the data from the indicators collected during the baseline survey with the data from the same indicators collected during the endline survey.
- Organize the baseline presentation and validation workshop with program staff.
- Prepare the final report in French and English.

4.6.7 Deliverables of the study

ICI expects the contractor to provide the following deliverables during the baseline study for the ECLIC project:

- The approved work plan and schedule;
- The approved research protocol, including the methodology, the sampling plan, the socio-economic indicators, the research instruments, the interviewers' and supervisors' training plan, the interviewers' and supervisors' manuals, the plan for pilot survey, the data analysis plan, the consent of adult respondents, the parental or guardian consent and the consent of children under 18;
- A brief approved report on the findings and changes in survey instruments resulting from the pilot activities;
- Approved materials for the final tools of the survey, instruments, data analysis plan, adult consent forms, authorization and parental consent forms for children under 18 and protocols used during the study.
- The data collection plan and approved locations: dates, teams, supervision, etc.;
- Weekly reports on survey results during data collection indicating the number of complete responses, refusals (and clarifications on how they managed the situation), problems encountered, and mitigation strategies. The approved data collection report.

Two Endline Survey reports must be submitted (the original French version and a translated English version). These must include the followings:

- The data set, dictionary/data coding guide, control rules for data cleaning and syntax for the analysis of approved data, including syntax for variable transformations - electronic files and in paper format with all raw data, two copies - in SPSS, STATA or other format:
 - Micro data files, including survey weights, for public use;
 - Identifiers to link the responses of adults and children in the same household;
 - Table of response rates for the survey -, complete response, partial, non-response, etc.
- The survey crosswalks that show which survey items were used for coding the variables for analysis;

- The draft tables (dummy tables) to present the results of the data analysis;
- The syntax for all data analysis and variable transformation, with justifications and labels;
- The final data set that includes the clean data, the sampling weights and all derived indicators;
- The syntax that cleans raw data, with justifications and labels.
- The connection of the analyzes carried out during the data analysis and report preparation phase before the learning/debriefing workshop:
 - Sets of public-use data, data dictionaries, syntax files, and any other materials needed for data analysis;
 - Data crosswalks of the data presenting which items of the survey were used for the variables for the analysis;
 - Draft tables (dummy tables) to present the results of the data analysis;
 - Description of the final report, including the content, format and presentation of the data.
 - A soft copy **of the draft report in French and English**
 - Two hard copies and one electronic version **of the final report** that considers the contributions, comments and observations on the draft report
- Electronic copies of the draft report in French and English and the final report (in French and English) that must include, but are not limited to, the following sections:

- a. *Summary;*
- b. *Background;*
- c. *Objectives and research questions;*
- d. *Survey methodology (which should include project / survey location, sample design and sample size, questionnaire design and development, fieldwork, input and output). data processing, data analysis, study limitations);*
- e. *Results presented in descriptive tables/graphs clearly showing estimates of child labor prevalence with a 95 per cent confidence interval with standard deviations and coefficients of variation; the presentation of the results should focus on the comparative analysis with the data collected during the 2016/2017 baseline survey.*
- f. *Findings and recommendations;*
- g. *Appendices (include references, definitions of key concepts, tables and figures, questionnaires and other data collection instruments, interviewer training content, piloting process and results, including follow-up done by the contractor to adjust the survey as needed, etc.).*

All results of the study will require a review and approval by ICI and USDOL.

4.6.8 Duration of data collection and total project duration

The contractor must propose the timetable to achieve the following results:

Step	Deliverables
Initial activities	<ul style="list-style-type: none"> • Work plan and schedule • Research Protocol • Pilot test and report • Tools of the Endline Survey
Data Collection	<ul style="list-style-type: none"> • Data collection plan • Weekly progress reports

	<ul style="list-style-type: none"> • Successful data collection in all sampling locations
Data entry and management	<ul style="list-style-type: none"> • data entry program • Completed database with cleaned data • Draft report and dataset • Final report and dataset

However, it should be noted that the data collection must be completed by June 15, 2019 and should last in principle 3 weeks. The time required to develop and finalize the Research instruments and training manual should not exceed 3 weeks. Also note that it is necessary to provide 3 weeks for any validation by USDOL (once the tools/instruments are pre-approved by ICI).

5 REQUIREMENTS FOR THE SURVEY CONTRACTOR

The survey contractor must meet the following conditions:

- The contractor must be based in or have official representation in Côte d'Ivoire;
- The contractor should be experienced in designing and conducting household/community surveys over the last five years;
- The contractor must have completed at least two (2) similar surveys in the last 6 years;
- *The ability to translate the survey documents into English is desirable. Indicate if this capacity exists;*

Composition of the survey team:

- **Study Team Leader:** This person will serve as a team leader with a **full-time position** for the duration of the study. S/He will be the main point of contact between ICI and the study team and will oversee the overall development of the final report of the study. This person must have a graduate diploma in Development Studies, in Evaluation and Development Management, or any other relevant field of study, with a minimum of 8-10 years experience in dealing with household surveys; must have excellent writing, organizational and communication skills in French (and at least intermediate, but preferably advanced level in written English). In addition, the study team leader should have a wide range of expertise topics and demonstrate knowledge and experience in child labor, education, and/or livelihoods.
- **Field Manager:** Must have a degree in economics, statistics or social sciences related fields and a minimum of five years experience in major household surveys. Must have a work experience in other surveys where data is captured based on an interview process.
- **Data Manager³:** This manager must have a degree in statistics, computer science or other related field and proven experience (at least 5 years) in managing the development of large databases and quality control.
- **Statistician:** Have a degree in statistics, ideally with a focus on statistics in the social sciences (possibly a higher education degree in statistics) and proven experience in surveys and data analysis (minimum 5 years' experience). Have a good command of survey methods, definition of sampling and data analysis. The person must be available full time.
- **Field Supervisors:** Have a secondary school diploma with at least 2 years of experience in supervising data collection.

³ Preferably, only one person should play both the data manager and the statistician roles

- **Interviewers:** Have a secondary school diploma and at least 6 months experience in survey data collection
- **Data Entry Supervisor:** Have a degree in statistics or in fields related to social sciences. A minimum of 2 years as supervisor of data entry.
- **Data entry operators:** Have a high school diploma.

6 SUBMISSION OF THE SERVICE PROPOSAL

The interested contractor must send a technical and financial proposal describing their experience and ability to conduct the study. The draft budget and the technical proposal must be submitted by e-mail with the following in the subject area: *ICI ECLIC Endline Survey Proposal* to recrutement-cdi@cocoainitiative.org with a copy to logistique@cocoainitiative.org no later than **Sunday, March 31st, 2019**.

The offer must include:

- A technical and financial offer, including the total amount in F CFA and US \$;
- The budget should detail the human resources, include a list of the expected personnel and the number of interviewers, the cost of equipment, travel expenses;
- The resumes (CV) of the Endline Survey Team Leader, of the Statistician, Data Manager and of the Field Manager;
- The proposed methodology and a work plan, including schedule, sampling plan and examples of data collection tools;
- A detailed project work plan reflecting the project phases, schedules, results and detailed budget;
- Data quality assurance plan during the process (how will the data quality be ensured?);
- Data analysis plan;
- Information on experience and explanation of how the contractor meets the requirements;
- 02 certificates of successful completion of similar studies, issued by the sponsors of the Studies;
- An example of a previous report (preferably in English) is desirable.

7 EVALUATION CRITERIA

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

Evaluation criteria	Note
General experience	15
Proposed team	15
Proposed methodology and work plan	40
Budget proposal	30
Total	100

8 PAYMENT DETAILS

10% upon signing the contract

10% after approval of the data collection kit by ICI and USDOL
10% at the end of the data collection training
20% at the end of the primary data collection exercise
30% after approval of the provisional draft report submitted to ICI
20% after approval by ICI and USDOL, of the required deliverables, including final report in English and French, public use data, data crosswalk, syntax files and other relevant project documents.

Ps: payment percentages and period can be appreciated with the recruited contractor