



INTERNATIONAL COCOA INITIATIVE (ICI)

TERMS OF REFERENCE: CHILD LABOUR PREVALENCE SURVEY, GHANA

BACKGROUND ON ICI

Established in 2002, the International Cocoa Initiative (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.

BACKGROUND TO THE CHILD LABOUR PREVALENCE SURVEY

Nestlé Suisse has been awarded funding from the Swiss State Secretariat for Economic Affairs (SECO) to design and implement a cash transfer pilot project to address child labour in cocoa 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.

Project activities started in 2019. The following activities have been completed to date (amongst others):

- A child labour prevalence baseline survey was administered in June / July 2019 to a sample of target cocoa farmers who are members of two certified farmer societies in Asunafo and Suhum districts in Ghana;
- A cash transfer model was designed, in consultation with government, including eligibility criteria, cash amount and cash disbursement modalities ;
- 702 farming households from whom baseline data were collected were eligible for cash transfers. These were **randomly split into two sub-groups: group 1 has received cash transfers between Sept 2020 and February 2021 in 6 monthly disbursements via mobile money; and group 2 will receive cash transfers in 6 monthly disbursements between April and September 2021.**

A follow-up child labour prevalence survey will be administered to the 700 eligible farming households, including those who have already received cash and those who are yet to be receive cash, **in March 2021** (just after group 1 has received the last tranche of cash, and just before group two receives the first tranche). Comparing outcomes between the two groups, and with the baseline information collected in 2019, will allow to understand the **impact of the cash transfer** on engagement of children in child labour, and other child and household outcomes. The follow-up survey will also provide detailed information on use of the cash and the household's perspectives on the modalities of the scheme.

ICI seeks to recruit a service provider to administer a child labour prevalence survey to approximately 700 cocoa-farming households geographically spread across up to 56 communities in Asunafo South and Suhum districts.

Region	District	# of communities	# of households
Brong Ahafo Region	Asunafo South	34	297
Eastern Region Region	Suhum	22	405
	Total	56	702

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:

- finalization of the questionnaires, based on the baseline questionnaires and additional items to be specified by ICI, including field testing, and translation to local language (in writing)
- planning and preparation of data collection
- recruitment and training enumerators
- field data collection and quality assurance
- data cleaning
- basic data analysis (as per ICI guidance).

Sample

- household interviews: approx. 700
- child interviews: approx. 1’540

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. The list of households will be submitted to the contractor by ICI.

Indicators to be collected

In addition to assessing any possible changes to household demographics, the survey should collect information on the following indicators:

- participation in child labour yes/no for all children in the household
- intensity and severity of child labour, not restricted to cocoa, and including household chores (hours worked, types of hazardous tasks done)
- children’s school participation and self-reported school performance
- household income from various sources
- household expenditure on essential goods and services (disaggregated): Food, schooling, health
- farming related expenditure (notably on fertilizer and pesticides and labour)
- use of financial services for savings and loans
- indicators of vulnerability in face of Covid crisis, including household’s response to school closure (to be developed jointly with SECO and ICI)
- experience of any household-level shocks (health, loss of income sources, etc.) since baseline survey

- for households who already received cash transfers: verification of receipt, use of the cash, feedback on payment modalities
- for households who have not yet received cash transfers: any spending in anticipation of the cash transfer

Survey implementation

The contractor is expected to deliver the following, over the course of the project period:

Preparation phase:

- work plan and schedule (incl. enumerator training plan and questionnaire piloting)
- draft research instruments, to be developed with substantial inputs from ICI, in English and the relevant local languages (Twi) during training
- questionnaire programmed in electronic data collection software
- enumerators and supervisors manuals
- data storage and data security plan
- consent forms for respondents
- 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)
- 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; supervisors and the enumerators must understand and speak the local language(s)
- field testing and final adjustments of data collection instruments

Implementation phase:

- training of enumerators and supervisors
- meeting with the district and community leaders to explain the survey, together with the ICI representative and request approval
- electronic data collection with smartphone or tablets
- supervision and regular check-in with field teams to report on any challenges
- random quality checks on the field to ensure proper administration of field work and data collection

Data processing and final report writing

- Data processing plan with details on any treatment of raw data, after initial data quality screening
- Preparation of a clean data set, with all variables and values clearly labelled, in STATA and excel format
- Report on summary statistics on key indicators, following an outline to be approved by ICI

SUMMARY OF KEY DELIVERABLES

ICI expects the contractor to deliver the following key products during the prevalence study:

- Work plan and schedule
- Brief report on field test of data collection tools, incl. changes implemented
- Approved final survey tools (household head and child questionnaires), adult consent forms, parental permission and assent forms for children under 18 and protocols used during the study; in English and local language; in word / pdf format and programmed in data collection software
- Field work plan (teams, supervision, etc.)
- Weekly field work reports during data collection showing number of completes, refusals (with dispositions), problems encountered and mitigation strategies
- Raw and clean data sets, household and child level, incl. identifiers to link adult and child, with clear labelling of all variables and values, data dictionary/codebook, and code applied for data processing / cleaning (STATA or other statistical software)

All study deliverables will require review and approval by ICI.

DATA COLLECTION SCHEDULE AND PROJECT TIMEFRAME

The table below provides an overview of the intended timing for the different activities. Data collection must start by 15 March at the latest, and must be completed by 15 April, to ensure alignment with the timing of cash transfer disbursement (data collection must be completed before group 2 receives the first tranche of cash).

Activity	Feb 2021	March 2021	April 2021	May 2021
Preparation, incl. preparation of field work, pilot test, enumerator recruitment				
Data collection				
Data cleaning				
Submission				

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 Manager¹:** 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.

1. 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 Follow-up Survey Proposal” to **recruitment-gha@cocoainitiative.org** by **17.02.2021**.

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 work plan
- Plan for data quality assurance throughout the process
- 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)

2. Evaluation criteria

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

Evaluation criteria	Score
Relevant experience	40
Proposed Team qualification	25
Budget proposal	35
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.*