**Terms of Reference (ToR) for Hiring a Data Collection Firm for CYOPS Survey - 2025**

1. **Background:**

Compassion International Bangladesh (CIB), a child development organization located at House-53, Road-10, Block-E, Banani, Dhaka 1213, is seeking to hire a qualified data collection firmto carry out data collection for the Child and Youth Program Outcome and Satisfaction (CYOPS) survey. This document provides the Terms of Reference for the data collection services required as part of the Program Cycle Adaptation (PCA).

Regarding the PCA, Compassion International Bangladesh plans to do Child and Youth Program Outcome and Satisfaction Survey in the selected project locations in Bangladesh. Therefore, a qualified service provider is required to implement data collection through qualified enumerators to get objective and high-quality measurement results.

1. **Objective of this Survey:**

The purpose of these data collection activities is to support the Local Development Center (LDCs) and the National Office (NO) in using data to make decisions.

1. **Target:**

The targets of the activity are those related to the child development program, which has approximately 11240 respondents (children, youth, and project staffs) in total.

1. **Training for Enumerators:**

Compassion Internation Bangladesh will organize a five-day training program for all data collectors, scheduled to take place from September 23 to 27, 2025 at Dhaka City. The selected firm must ensure 100% participation of all enumerators in this training. Enumerators who do not attend the full training will not be permitted to participate in the subsequent data collection activities. Compassion International Bangladesh will bear the expenses related to accommodation, meals, stationery, and the training venue for the entire duration of the training program.

1. **Scope of work:**

The selected data collection firm will be responsible for executing the Child and Youth Outcome Program and Satisfaction (CYOPS) Survey through high-quality and timely field data collection services. The firm must recruit, deploy, and manage qualified enumerators to collect quantitative data in accordance with the survey protocol and schedule.

**Responsibilities of the Data Collection Firm:**

* Recruit and train a total of 55 enumerators.
* Select a final group of 48 enumerators for field deployment, based on training assessments.
* Maintain a reserve pool of 7 backup enumerators to ensure continuity.
* Mandatory to have at least 50% of the deployed enumerators being female.
* Organize the enumerators into six field teams, each consisting of:
* 8 enumerators (4 male and 4 female). Each data collector will be required to work for an average of 25 days.
* Ensure all enumerators follows Compassion International Bangladesh’s data collection standards and training.
* Manage all field logistics, including travel, meals, lodging, supervision, and safety of enumerators.
* Maintain regular coordination with the CIB Monitoring & Evaluation team during the fieldwork.

**Important Considerations:**

* The scope of the assignment is limited to data collection only. Compassion International Bangladesh will be solely responsible for all data analysis and interpretation.
* All collected data will remain the intellectual property of Compassion International Bangladesh. The data must not be used, shared, or reproduced for any other purpose without prior written consent from CIB.

**Note:** A detailed list of selected project locations is attached as **Annex-B**. The comprehensive data collection plan, including field deployment details, will be shared with the selected firm prior to implementation.

1. **Period of Assignment and location:**
* The data collection will begin from October 05, 2025 to November 20, 2025.
* The data collection will take place at the selected project locations where the child development program is being carried out. These areas are spread across multiple upazilas and districts in Bangladesh.

|  |  |
| --- | --- |
| **Dates** | **Milestones** |
| August 10, 2025 | Selection of data collection firm |
| August 20, 2025 | Update the data collection tool with the selected firm.Develop training guidance for enumerators |
| September 23 to 27, 2025 | Data collection training for enumerators |
| October 05, 2025 | Beginning of data collection in the field |
| November 20, 2025 | Ending of data collection |

1. **Expected professional skills and qualifications:**
* Agrees and abides by Compassion International’s Statement of Commitment of Child Protection.
* Experience in conducting data collection by applying both quantitative and qualitative methods.
* Strong experience in managing a pool of data collectors and assigning them to the respective areas based on the prepared schedule.
* The members of data collection team should be undergraduates, graduate, or diploma holders in the relevant fields.
* Ability to select and organize the capable enumerators for the data collection in the targeted locations.
* Available to be present during the planned data collection and data validation phases.
* Be patient and able to follow directions and complete data collection within the scheduled time.
* Experience in using tablet devices for data collection and handling them properly based on the organization’s protocols.
* The firm must demonstrate the capacity to deploy a large field team in multiple districts simultaneously and ensure quality data collection under strict timelines.
* Keeps Compassion International information shared confidential.
1. **Payment:**
* **Payment Method:** Payment will be made exclusively via bank transfer to the vendor’s official company bank account. **No cash payments or personal account transfers will be made under any circumstances.**
* **Payment Schedule:** Full payment will be processed upon successful completion of all data collection, submission of required deliverables, this includes Clean Dataset and a Completion Report and any additional documentation requested by CIB for validation purposes and approval by Compassion International Bangladesh (CIB).
* **Invoicing:** The data collection firm must submit an official invoice in the name of the contracting organization, along with bank account details and relevant tax documentation (e.g., VAT or TIN registration), if applicable.
* **Review and Approval:** CIB reserves the right to review and validate the submitted deliverables. Payment will only be released after all deliveries are accepted and confirmed to meet the agreed quality standards and specifications.
* **Termination Clause:** Either party — Compassion International Bangladesh (CIB) or the data collection firm — may terminate the agreement with written notice in the event of unforeseen circumstances, breach of contract, or failure to meet agreed expectations or deliverables. However, in that case, the CIB reserves the sole right to determine the final payment amount, based on the portion of services satisfactorily completed and deliverables submitted.

**Note:** Estimation sheet (Annex-A) is attached to include all the expenses for data collection.

1. **Supervision:**

The firm’s field activities will be monitored by the Monitoring & Evaluation Specialist for CYOPS, who will ensure adherence to data quality standards and timelines.

1. **Application materials:**

Detailed scope of work, budget and timeline will be further discussed once the applications are received from the local data collection firms.

* The profile of the organization including their previous services must be attached with the application.
* The application must be submitted in English language.
* Detailed budget- please present unit costs for all listed budget lines.
* CVs and NIDs of key staff including data collectors must be attached with the application.
* Trade license and VAT registration certificate
* At least 3 client references or past contracts

 **The deadline for application is August 4, 2025.**

1. **Compassion International Bangladesh property:**

CIB will provide your tools and materials. You will be liable for ensuring such property is kept safe and returned in good condition.

Following the selection process, the successful firm will enter into a Service Agreement with Compassion International Bangladesh based on the terms outlined in this ToR.

Note: This Terms of Reference (ToR) serves as the basis for soliciting proposals from eligible data collection firms. A formal Service Agreement will be signed with the selected service provider upon finalization.

**Annexes:**

1. **Annex-A:** Cost Estimation Sheet.

 

1. **Annex-B:** Selected locations for data collection.



1. **Annex-C**: Tablet Use Guidelines

