TERMS OF REFERENCE
DATA COLLECTION OF TROSA ENDLINE OUTCOME & IMPACT EVALUATION

BACKGROUND

The Transboundary Rivers of South Asia (TROSA) programme is a five-year three months programme aimed at reducing poverty of river basin communities in three large river basins. We envisage that poverty will be reduced for marginalized and vulnerable river basin communities through increased access and control over water resources.

The programme builds on existing knowledge and programmes of Oxfam team and partners in India, Nepal, Bangladesh and Myanmar and regional partners, and is implemented in four river basins: Sharda/Mahakali basin (shared by India and Nepal), Brahmaputra-Saralbhanga-Teesta basin (shared by India, Bangladesh and Bhutan), Meghna basin (shared by India and Bangladesh), and Salween basin (Myanmar).

The TROSA programme has the following outcomes:
- Outcome 1: Government policies & practices at all levels, in water resource management are more inclusive of community concerns & meet national & international standards.
- Outcome 2: Practices of private sector respect community access to water resources actively contributing to reduced conflict
- Outcome 3: CSOs increasingly participate in or influence trans-boundary water governance, women's inclusion and resolution of water conflicts.
- Outcome 4.1: Local communities are better able to reduce vulnerability to water resource related shocks resulting from conflicts and disasters.
- Outcome 4.2: Local communities have more secure access and control over their water resources
- Outcome 5: Increased participation and influence of women in trans-boundary water governance, policies and processes

ENDLINE STUDY OBJECTIVES

A quantitative baseline study (surveys) was conducted in May-June 2018 in Bangladesh, India, and Nepal. At that time a baseline could not be conducted in Myanmar; instead, the baseline study for Myanmar was conducted in 2019.

The endline study again adopts a quantitative approach, and focuses on outcomes 4.1, 4.2, 5, and the impact level. In addition the endline study assesses the livelihood impacts of Covid-19 impacts and its interplay with the intended outcomes, as well as explores basin specific learning questions.

The endline study has the following objectives:

1. Assess progress based on outcome 4.1, 4.2, 5 & impact level as a result of TROSA activities;
2. Contextualize findings on outcome 4.1, 4.2, 5 & impact level with respect to Covid-19;
3. Answer learning questions that relate to specific pathways in the Theory of Change.

Consultants/agencies will be applying to collect quantitative data for the **basins (BrahmaputraTeesta basin and Meghna**) from Bangladesh. The specific locations are mentioned in the sampling section.

METHODOLOGY

The quantitative research uses a survey approach to gather quantifiable data and perform statistical analysis to analyze the impact of the TROSA programme. The total sample to be collected in *each basin* consists of 500 respondents (250 target group; 250 comparison group). The target group consist of respondents that participated in TROSA programme activities. The comparison group consists of respondents that did not participate in TROSA programme activities.

Table 1: Sample size per basin

Basin	District	Target areas	Comparison areas
Brahmaputra- Teesta	Kurigram	Rowmari, Char Rajibpur (Jinjiram), Chilmari	Char-Rajibpur (Brahmaputra)
	Rangpur	Kaunia/Balapara union, Gangachara	Peergacha
	Gaibandha	Fulchari (Kanchipara Union), Sundarganj	Gaibandha Sadar
	Nilphamari	Dimla (Tepakuribari, Goyabari)	Jaldhaka
Meghna	Sylhet	Zakiganj, Kanaighat	Zakiganj
	Sunamganj	Jamalganj, Tahirpur	-
	Moulvibazar	Shreemangal	-
	Bhola	Bhola, Bhola Sadar	-
	Shariatpur	-	Shariatpur (Vedarganj, Kochikata)
	Chandpur	Chandpur Sadar (Laxmipur, Bishnopur, rajrajeshwar, Chandpur Municipality), Haimchar (Daxin Char Bhairobi)	Uttar Matlab (Farajikandi)

A more detailed sampling overview will be shared at a later point in time. Oxfam and partners will support the consultant/agency with access to target and comparison respondents.

The data collection will use the Qualtrics application, which is a web-based survey platform that can also be used offline. Enumerators will record responses to the questionnaires using the Qualtrics survey app on a smartphone or tablet, and then upload complete responses to the Qualtrics platform when connected to the internet. The consultant/agency will be responsible for ensuring that enumerators conduct quality interviews, record the responses correctly in the Qualtrics app and upload the data in a timely manner. *The data collection tools are already designed, translated, and developed.*

Data will be collected through face-to-face field surveys[1]. To consider the Covid-19 situation and limit any travel requirement, local enumerators should be hired in each project area. The consultant/

agency will be responsible to collect the data using the designed tools and to manage the data collection process, including to train the local enumerators.

RESEARCH TIMELINE

The exact timing of data collection depends on monsoon seasons and security situation of Bangladesh. Tentative timeline is as follows.

Activity	Estimated date	Person in charge
Selection and administration	By 30 July	Oxfam
Kick-off, Inception report	By 8 August	Oxfam, Consultant/ agency
Training of Trainers	9-15 August	
Enumerator training	16-22 August	Consultant/ agency
Data collection	Two weeks in the period 23 August – 16 October	Consultant/ agency
Monitoring data collection progress; data cleaning and verification	Two weeks in the period 23 August – 16 October	Consultant, Oxfam
Data collection report with key learning from the field.	22 October 2021	Consultant/ agency

CONSULTANT DESCRIPTION

Oxfam seeks a consultant/ agency to conduct quantitative data collection. Oxfam expects interested parties to demonstrate their ability to provide a competent and professional staff, maintain the highest standards of privacy and research ethics, and provide regular quality control and supervision.

Consultants/Agencies will be applying to collect data in the **basins (Brahmaputra – Teesta – Jinjiram – Meghna)** from the Bangladesh (see methodology).

A. Consultant/Agency Requirement
The consultant/agency must have a strong record in conducting quantitative research, especially quantitative research applied on social sciences with local communities. The consultant/agency should have the following skills and competencies:

1. Knowledge of research methods, including quantitative data collection (required)
2. Experience designing a research implementation process and ensuring quality data collection (required)
3. Familiarity working with smartphones, tablets and apps (required)
4. Reliable and consistent access to sufficient research materials, including for example telephones and research tablets (required)
5. Excellent in written communication and presentation skills in English (required)

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[1] Covid-19 might induce adaptations in our endline planning. In case we cannot conduct face-to-face interviews an alternative approach should be taken. Scenarios include phone or video interviews. Consultants are encouraged to demonstrate their experience with remote data collection.

6. Experience to maintain data security for research purpose and ensuring data protection requirement is in place (required)

7. Experience to maintain safeguarding protocol during data collection process in a proper manner (required)

8. An existing data management and confidentiality policy for all staff involved in data collection, management and supervisors (required)

9. Reliable access to the internet in order to upload the surveys completed daily (required)

10. Enumerators have a minimum of two years of experience (required)

11. Supervisors have a minimum of five years of experience (required)

12. Team should have gender balance.

13. Experience conducting quantitative data collection with digital survey tools (Qualtrics, Mobenzi, Survey CTO, Kobo, etc.) (desired)

14. Experience with remote data collection (phone or video based interviews) (desired)

15. Experience in dealing with translation issues during remote field research (desired)

B. Consultant/ agency Deliverables

1. Collaborate in research design tools, sampling plan, implementation plan, training materials for enumerators, data security plan and execution and compilation in one brief inception report before start data collection process.

2. The consultant/agency will be responsible for ensuring that the full sample is collected and submitted to the Qualtrics application, on-time. This will involve detailed tracking of the progress of the enumerators towards meeting the sampling targets.

3. Data collection report with key learning from the field related to data collection.

C. Proposal Submission

Interested consultants/ agencies that meet the requirements as described above, should submit their proposal (max. 7 pages) including the proposed methodology (methods, budget, and plan) that explains:

1. A capacity statement describing experience in conducting the necessary data collection and processing of data, as well as evidence of the required skillset and demonstrated experience conducting research in workplace settings.

2. A detailed budget in Bangladeshi Taka (BDT) and workplan.

3. CVs of key personnel who will be engaged in the data collection. Data collection firms/organizations must also submit an institutional capacity statement.

4. Brief paragraph summaries of 3-4 examples of similar data collection work conducted within the past two (2) years. The summaries should include descriptions of the past efforts, covering the research topic, the scale of data collection, the methods used, field strategy, data management approach, quality control systems, etc.

5. 2-3 references that can be contacted regarding the quality of the Consultant firms' work.

Submissions which do not address all of the items listed in this document will not be considered.

Interested parties should submit **the above-mentioned information to (email) by the COB 23ʳᵈ July 2021. After receiving sufficient number of proposals, we might close the advertisement before the proposed date.**

D. Mode of Payment

    a. All payment will be made through A/C payee cheque or bank transfer

    b. Vat & Tax will be deducted at source

    c. The payment will be made only after formal acceptance of deliverables by Oxfam in Bangladesh

    d. Inability to comply with the works as per agreed timeline and quality will cause penalty from the payment. The penalty will be proportionate to the level of undelivered work.

E. Evaluation Criteria

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

Area	Weight
Understanding of ToR	10%
Team Composition	20%
Experience	20%
Financial	50%