**UNICEF Azerbaijan Country Office**

**Terms of Reference**

**Local Institutional Consultancy to Implement an End line Survey for the Programme of Community and Family-based Integrated Social Services for the Most Vulnerable Children in Azerbaijan**

1. **Background**

A three-year “Development of Community and Family-based Integrated Social Services for the Most Vulnerable Children in Azerbaijan” programme jointly funded by the European Union and UNICEF started in February 2019 with aims on creation of an environment in which more vulnerable, at-risk and under-served children and young people can access quality services through establishing national standards across several sectors, strengthening technical and management capacities of NGO/CSO actors, and modelling high impact, cost-effective services and programmes at national and sub-national level.

The targeted beneficiaries of the programme include young children up to school age, the most vulnerable girls and boys, including children with disabilities and in contact with the law, adolescents and young people, parents and caregivers, NGO service providers of early childhood development (ECD), social services and youth development, and academic/research institutions.

The overall outcome of the programme is to ensure girls and boys, especially those that are the most vulnerable have access to quality community and family-based integrated social services in health, nutrition, ECD, inclusive education, social services and child protection and adolescent/youth development.

The following three specific outcomes were established to be achieved in the selected pilot districts of the country:

* Outcome 1 - Integrated Early Child Development: By 2021, an increased number of young girls and boys in four districts of Ganja, Aghjabadi, Shirvan and Absheron, from birth to school entry age, including children with disabilities, have equitable access to essential quality, integrated and inclusive Early Childhood Development programmes including health, nutrition, protection, early learning services and parenting education that address their growth and developmental needs .
* Outcome 2 - Community-Based Social Services for children: By 2021, an increased number of vulnerable children in three districts of Ganja, Aghjabadi, Shirvan have access to quality integrated, inclusive child-centred, equity-focused and community-based social services and child protection systems in selected districts, that in turn contribute to the modelling of an integrated social services system.
* Outcome 3 – Youth Friendly Services: By 2021, an increased number of adolescents and youth in eight districts of Baku-Binagadi and Khazar, Mingachevir, Shamkir, Qazakh, Bilasuvar, Tartar, Geranboy and Barda have equitable access to integrated youth-friendly services provided through a cross-country system of district-level youth facilities and other platforms, functioning in compliance with national standards with promotion of gender equality and social inclusion.

A baseline survey was conducted at the beginning of this cross-sectional programme in 2019 year with totally 2,427 households in four selected districts. It was aiming to collect the comprehensive and up-to-date data to set-up baselines for the programme indicators under Outcomes 1 and 2 to be able further monitor, track and report on the progress made throughout the programme implementation cycle. An end line survey as a part of impact assessment is planned to be conducted with the same sample size to determine the effect of the programme on beneficiaries at the end of programme. For this purposes, UNICEF Azerbaijan CO is looking for a local research institute to carry out the mentioned endline survey. Activity will be implemented in close cooperation and under technical guidance and support of the selected international expert.

1. **Objectives of the survey**

The main purpose of the end line survey is to collect a set of final data and information at the end of the programme to measure progress made relating specifically to the programme outcome 1 (ECD) and 2 (Social Services) in the four selected districts, for which the convergence between the two interventions were considered to achieve optimal results for children and strengthened coordination among sectors in three out of four districts. The end line survey will not cover the outcome 3 (Youth development).

The specific objectives of the end line survey are as follows:

1. This end line survey intends to capture the current status and provide up-to-date information for all programme’s indicators under the Outcomes 1 and 2 of the Log frame in four districts of programme implementation that enables to measure progress made as the result of key programme interventions.
2. The end line survey will apply the same methodology and survey tools used in the baseline survey held at the beginning of the programme to ensure consistency in assessing the impact of programme’ interventions, understanding changes in the situation of the target population in the selected districts and providing evidence for future programme scale-up.

The collected data will also provide additional quantitative information for the country in understanding the relevance, efficiency, effectiveness, and impact of specific and innovative programme’s interventions and contribute to the broader interpretation and use of programme achievements. Findings of both surveys (baseline and end line) and its comparative assessment will inform UNICEF and the Government on the programme results and generate evidence of effectiveness, good practices and lessons learned from the pilot for further replication by the Government.

1. **Objectives of the consultancy**

The proposed consultancy assignment is to support UNICEF Azerbaijan Country Office and its partners to conduct the End line Survey in the districts selected for implementation of the programme - Absheron, Aghjabedi, Ganja and Shirvan.

The selected local research agency is expected to facilitate adaptation of the survey tools developed by the international expert to the local context, translation of the service protocols, carry out field testing of these tools, organize field-work to collect the data, and support data entry, data processing and analysis. The survey will be carried out in collaboration with an international consultant, who will be responsible to lead the mentioned end line survey.

1. **Specific Tasks of the consultancy**

The selected research agency will be responsible for the following activities:

1. Recruitment and contracting of experienced enumerators and supervisors, the number of which should be approved by the selected international expert and UNICEF.
2. Translating, testing, and formatting of questionnaires, prepared by an international expert.
3. Organizing training for the fieldworkers on use of digital data collection system (CAPI) developed by the international consultant and conducting pilot testing of the CAPI.
4. Organization and provision of logistical support (transport, per-diem, tablet devices, etc.) to interviewers and supervisors while data are being collected.
5. Implementation of designed sampling methodology, research protocol and other developed survey tools throughout the survey process.
6. Ensuring that all ethical recommendations are addressed in the survey implementation process.
7. Implementation of checks and controls designed in conjunction with the international expert to ensure the quality of the information being collected during the survey’s implementation and a protocol for returning to the field if necessary when errors for a particular questionnaire reach a certain threshold.
8. All data collection activities, their organization, and their supervision.
9. Delivery of the collected data for review in a format agreed by the international consultant (e.g. Stata, SPSS, etc.) no later than two weeks upon completion of the data collection.
10. Ensuring that data are maintained and stored in a manner that is fully confidential so that no external individual or institution can identify any specific individual in the data.
11. Collaboration with the international expert to ensure the data cleaning and analysis process.
12. Delivery of a report relating to the overall organization and execution of the survey fieldwork and data collection.
13. **Timelines/Deliverables**

|  | **Specific Activities** | **Timeframe** | **Deliverables** |
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| 1. |

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| **Preparation work**a. Desk review all available end line survey documents and tools (research protocol, questionnaires, etc)b. Adhering to local formalities and obtaining any required permits related to logistics of survey implementation (including any field sampling), as well as health and accident insurance, salary and taxes for all enumerators and supervisors.[[1]](#footnote-1)  |

  | 2 working days | 1. Action Plan (Gantt chart) for data collection
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| 2. | **Action Plan for Data Collection** Adapting to the local context a plan developed by international consultant and elaborating more details on: a. Composition of a survey team in the selected districts* Qualifications and training of all data collection staff

b. Major activities of the team in each primary sampling unit (PSU) – expected tasks and responsibilities of each team member and expected time each team will spend in a PSU c. Travel and logistics d. Plan for keeping refusal rates to the minimum including procedure for substitution of respondents not reachable.  | 2 working days |
| 3. | **Spot Check and Check-back Plans** a. Preparing a Spot Check Plan explaining the procedure for conducting occasional spot-checks of the interviewers’ adherence to data collection protocols and confirming quality of data collection. b. Preparing a Check-back Plan explaining the procedure for conducting check-backs of the respondents to confirm the validity of the collected data. c. UNICEF will also use its right to conduct its own checks of the interviews (independent of the check-backs conducted by the survey agency).  | 2 working days | 1. Spot Check Plan table
2. Check-back Plan table
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| 4. | **Recruitment of interviewer teams** 1. Recruiting of qualified enumerators.
2. Training of recruited team
 | 2 working day | 1. Roster of recruited enumerators with their corresponding qualifications
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| 5. | **Translation and adaptation of the developed/updated by an international expert questionnaire** | 4 working days | 1. Translated and adopted questionnaires
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| 6. | **Pilot testing:** a. The piloting should adhere to the following conditions: * Pilot testing of questionnaire and CAPI under real conditions.
* Monitoring of time per question and module for estimation of average time per questionnaire.
* Respondents in the sample cannot be interviewed in the pilot. In consultation with the expert and UNICEF**,** the survey firm will be responsible for selecting respondents to be interviewed in the pilot. Respondents should be diverse in terms of income, gender, etc.
 | 2 working days | 1. Report on a quality of questionnaire identifying misleading questions
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| 7. | **End line data collection** a.The survey team will be required to provide regular updates informing on the development of the work, including assignment of enumerators and supervisors to PSUs, any notable difficulties or deviations from the standard plan, and any other notable occurrences. b. The questionnaires for the survey provided by the international expert ought to be strictly followed by the survey team. c. All collected data should be retained and stored in a manner which protects confidentiality. | 20 working days  | 1. Report on the end line data collection
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| 8. | **Compile a database of all the completed data** a. Submitting a database of all end line data in format compatible with a statistical package (Stata, SPSS etc.) with the appropriate unique identifiers. | 3 working days | 1. Completed database
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| 9. |

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| **Conduct check-backs, cleaning and archiving of data and survey’s field-work report** a. Identifying incomplete datab. Data processing and validation d. Report relating to the overall organization and execution of the survey’s field work for data collection and processing  |

 | 3 working days | 1. Final delivery of database
2. Survey report
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1. **Consultancy duration**

The consultancy is expected to start within one week after contract signed, conduct field work for data collection in October and complete all the tasks by 7Th November 2021. The total number of working days is expected to be approximately 40.

1. **Supervision and working conditions**

The research agency will be under direct supervision of the Child Rights Monitoring Specialist of UNICEF Azerbaijan Country Office with the general guidance of the Deputy Representative. The research agency will work in close cooperation with the selected international expert and be supported by the UNICEF national consultant of Monitoring, Evaluation and Reporting. The consultancy will require trips to districts.

1. **Administrative and travel arrangement**
* The team of consultants is expected to conduct field monitoring by visiting the programme districts with possible overnight stays. The local team members must be fit to travel and have a valid own travel/medical insurance with hospitalization and repatriation coverage.
* Please also see UNICEF’s Standard Terms and Conditions attached.
1. **Qualifications/experience required**

The consultancy is open to local research agencies as the applicants. The core competencies of the agency are the following:

* Previous experience of supporting and conducting similar large-scale quantitative research, with at least 5 years of experience of the local team members in the field of research. Experiences in managing large-scale household surveys will be an asset.
* Familiarity with UNICEF's mission and mandate. Experiences of working with UNICEF/UN will be an added benefit.
1. **Application**

Interested research agencies should submit proposals to baku\_tenders@unicef.org

1. Cover letter highlighting experience in similar assignments
2. Profile of the institute with CVs of key experts
3. Technical and financial proposal (based on a 5,000 household sample size)
4. 1-2 examples of similar products of previous work

Incomplete application missing any of the key components above will not be considered.

**Deadline: 30 June 2021, 5PM Baku time**

1. UNICEF will provide the selected agency with an official letter/permission to carry out an end line survey in the selected districts [↑](#footnote-ref-1)