

**Section 5. Terms of Reference**

**Terms of Reference:**

**Nigeria Adolescent Girls Initiative for Learning and Empowerment (AGILE) Project  
Baseline Data Collection for Impact Evaluation October 2022**

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**1. Overview**

The Nigeria Adolescent Girls Initiative for Learning and Empowerment (AGILE) Project National Project Coordination Unit is seeking a survey firm to conduct three rounds of data collection for an impact evaluation of the interventions provided under Nigeria AGILE Project. The Federal and State Ministries of Education of the Government of Nigeria are implementing the AGILE Project with the support of the World Bank. The project aims to develop a holistic and multisectoral approach to unlock binding demand- and supply-side constraints to girls' empowerment through education, particularly in Northern Nigeria. The project comprises three components: (i) Creating Safe and Accessible Learning Spaces; (ii) Fostering an Enabling Environment for Girls; and (iii) Project Management and System Strengthening. The proposed impact evaluation (IE) focuses on two key interventions that belong to the second component - Fostering an Enabling Environment for Girls. Its objectives are to assess the impact of delivering safe spaces-based life skills training and the impact of combining these trainings and digital literacy training interventions for girls in senior secondary schools in Nigeria. The World Bank's Africa Region Gender Innovation Lab ("World Bank research team", henceforth) is working with the Federal and State Ministries of Education of the Government of Nigeria to evaluate the causal impact of these trainings on adolescent girls' sexual and reproductive health knowledge and behaviors, empowerment indicators, and on economic and educational outcomes. This impact evaluation will build the much-needed evidence on the impact of such trainings in the Nigerian context, on the impact of such trainings for long-term economic empowerment of women, and on their scalability for future education policies in the country. The selected survey firm ("Firm", henceforth) will be supervised by the National Project Coordination Unit (NPCU) and the World Bank research team working on the impact evaluation of the project. There will be three rounds of data collection during the entire lifetime of the project; these are baseline, midline, and endline data collections. However, the terms of reference in this document only cover the first (baseline) survey. The NPCU reserves the right to terminate the contract at any time if the Firm fails to meet a reasonable satisfactory performance during any of the phases of data collection.

## **2. Scope of work**

### **2.1. Geographical coverage and data collection components**

The AGILE IE is being implemented in three states across the country: Kaduna, Kano, and Katsina<sup>1</sup>. Three rounds of data collection are expected to be conducted; at baseline, midline, and endline, covering approximately 6,300-8,370 adolescent girls in 210-279 secondary schools (in each round) in these three states in Northern Nigeria. Data collection will be done by face-to-face surveys (using a standard electronic data collection platform, preferably SurveyCTO). The Firm will work with the World Bank research team to ensure that World Bank data security guidelines and policies are followed. At the end of the assignment, the Firm will provide a high quality and complete data set.

1 The names of the LGAs in which the eligible schools are located in each State participating in the IE and the number of schools per LGA are listed in Table A1 in Annex

The terms of reference are only for the baseline data collection and the specifics of each round of data collection are summarized as the following:

- A baseline data collection at the individual, school, and household level. The baseline survey is expected to take place from Dec 2022 to Jan 2023.
- A midline data collection at the individual level only. The midline data collection is expected to take place from June 2024 to July 2024 (i.e., six months after the completion of the delivery of the first year of the interventions).
- An endline data collection at the individual level. The endline data collection is expected to take place approximately from June 2025 to Jan 2026 (i.e., 18-24 months after the completion of the delivery of the interventions).

In addition to three rounds of data collection, gathering of administrative data and a detailed data on the cost of each intervention is expected for the cost-effectiveness analysis which will provide the unitary cost of school-based life skills and digital literacy trainings. At endline data collection in case of not locating the adolescent girl, other members of her household who were surveyed at baseline are expected to be contacted to reach the adolescent girl that was surveyed at baseline.

For baseline data collection, the Firm will collect data at the school and at the household level in the following way:

• **School level:**

- Undertake short trainings with school principal (or other key focal point) on how to keep school records.
- Collect and digitize administrative enrollment and attendance records, as well as grades in two (2) key subjects for relevant girls in each school that are part of the study.

• **Household level:**

- Locate the household of each adolescent girl in the school and conduct face-to-face surveys with the adolescent girl plus one, or both, of her parents at baseline. Each household survey – comprising the interview to the adolescent girl and to her parents – is expected to take approximately 2-3 hours

## **2.2. Duties and responsibilities of the Firm**

Working closely with the World Bank research team, the Firm will implement the baseline, midline, and endline data collections. A field coordinator, hired by the World Bank research team and based in-country, will provide regular oversight and support to the Firm's contractual responsibilities. The Firm should therefore integrate the field coordinator in all stages of

decision-making. The survey instruments will be developed in English by the World Bank research team and will be provided to the Firm.

The Firm will have the following duties and responsibilities:

- 1) Fieldwork preparation
  - a. Questionnaire translation – the English version of the questionnaires will need to be translated to local languages that are spoken in the wards to be covered. The Firm should adopt a back-translation strategy to ensure that the English to local language translation corresponds with the local language to English version and the same for all languages.
  - b. Questionnaire programming – the Firm will need to create an electronic version of the questionnaire using Survey CTO platform to be used as the main instrument for data collection in each round. The questionnaire will have to be designed in the most efficient way to minimize the amount of time each interview takes. The Firm will also be responsible for testing the questionnaire sufficient times and for debugging outstanding errors prior to the deployment of survey teams to the field. This will be done in close collaboration with the World Bank research team and the field coordinator. To measure sensitive questions (such as experience of gender-based violence or reproductive health) as part of the survey the firm will be required to use Audio Computer Assisted Self-Interviewing (ACASI) so no one can hear the questions. The respondents will listen to the survey questions using earpiece and responses to the questions will be color coded or sign-coded responses. Verbal responses may also be acceptable, but the Firm will be responsible for audio recording and programming of the ACASI tools.
  - c. Tracking sheets – prepare detailed tracking sheets with contact information of target respondents and their (up to two) contact persons, attempts made at reaching respondent and contact persons, and scheduled appointments. Program a “could not reach” survey in SurveyCTO and use appointment function in SurveyCTO to schedule and track appointments.
  - d. Prepare the necessary hardware platform for the data collection in coordination with the World Bank research team – this includes tablets, power banks, sim cards/ portable modems. Each field worker will need to have a tablet with the electronic versions of the questionnaires uploaded. Moreover, the supervisor of each survey team should be equipped with a power bank and a secure connection to the internet either through 3G internet or portable modems.
  - e. Pretesting instruments – both the electronic (tablet-based) and paper versions of the questionnaires will need to be pre-tested through a pilot survey before deploying survey teams to the field. Before data collection, the Firm will pilot the survey questionnaire for eligible enrollment units with at least 30 respondents that closely resemble the study sample but are not part of the study sample. At the end of pre-testing, the Firm will submit to the NPCU and the World Bank research team:
    - i. Raw data from the pilot;

ii. A report on any questions that appear to be confusing; not relevant to the context; require explanation (beyond what is written into the questionnaire); are inconsistently understood – that is, one respondent understands it one way, and another differently; taking too much time; that need additional answer options or different answer option ranges added to them; and any points that enumerators will need to be trained on;

iii. A report on answer options in terms of whether they were clear, relevant and options that may be missed by the current options provided;

iv. A report on how many seconds/minutes, on average, each module takes to answer;

v. A detailed report on small and large programming errors that seem to be occurring

f. The Firm is expected to apply for and obtain the local IRB approval for this study.

## **2) Personnel management:**

a. Survey staff hiring – the Firm will be responsible for the formation of the survey team. It will have to recruit and contract enumerators, supervisors as well as back-office experts such as survey coordination officer and data manager. The field coordinator will provide feedback on the hiring process of the survey staff, including on the ToRs for the recruitment. Once hiring process is completed, the Firm will share the resumes of members of survey team with the field coordinator and the World Bank research team. The Firm is expected to ensure that all survey staff have signed confidentiality agreements with the Firm.

b. Preparation of a training manual for the data collection team – the Firm will develop a training manual with content on research protocol and etiquette. This document will be updated with concepts and questions that field teams have difficulty understanding during survey training. This will then serve as a field manual once the teams are deployed to the field.

c. Fieldwork training – the Firm will organize a training session for all enumerators, supervisors, survey coordinators, and data manager to ensure that they have a full grasp of both the paper and electronic versions of the questionnaire (paper to be used only in cases of device failure). Support staff will be trained to ensure they are able to run high-frequency consistency checks on the data from the office using STATA, throughout the data collection process (preferably daily, depending on the availability of data). d. Data managers and data collection supervisors are required to be certified in conducting research with human subjects.

## **3) Conducting interviews:**

For the adolescent (individual level) data collection, the Firm is responsible for:

a. Ensuring that sensitive questions (e.g., experience of gender-based violence or reproductive health) as part of the survey are measured using **ACASI** where the adolescent girl will listen to the survey questions using earpiece and responses to the questions are color coded or signcoded responses. The Firm will be responsible for audio recording and programming of the **ACASI** tools.

- b. Conducting interviews with adolescents at their homes/schools in three selected states and ensuring privacy of the respondents during interviews.
- c. Preparing a protocol to contact respondents for the follow-up surveys. This protocol including the contact information of the respondents will be used by the survey firm that will conduct the following rounds of data collection.

*For the household level data collection, the Firm is responsible for:*

- a. Setting up appointments with all household respondents ahead of time. The coverage of selected sites must be organized in the most efficient way.
- b. Conducting interviews with respondents at their homes in three selected states.
- c. Managing the provision of incentives to all household respondents.

#### **4) Data management:**

- a. Set up a server – the World Bank uses an approved data collection platform for impact evaluation data. The Firm will work with the World Bank research team to set up a server to which all data would be uploaded and to ensure they follow World Bank data security guidelines and policies.
- b. The Firm will also work with the World Bank research team to ensure that the server used to store, transfer, and manage the data collected, as well as any hardcopies of paper-based surveys, will be stored following the minimum standards of the local law for data protections.
- c. Data entry – all data must be entered electronically using the tablets on the spot during each interview. Paper questionnaires would only be used in the rare event of device failure. The World Bank research team and the field coordinator will need to be notified about each case of device failure.
- d. Real time access to data – after the completion of each interview, the data collector should upload the data to the server. In case in a remote rural area with no internet connectivity, the data should be uploaded to the server every 48 hour. The World Bank research team would be given access to the server from which it can view/download all completed interviews.
- e. Real time data checks – the questionnaire program should allow real time data checks by activating skip patterns, constraints, and relevance categories<sup>2</sup> .
- f. Consistency checks – the data manager will need to run consistency checks every two days (or every time new data is uploaded to the server) to capture errors and to assess the performance of data collectors. Stata dofiles used for these quality checks will be shared for feedback with the World Bank research team at least two weeks before data collection starts. He/she will then need to communicate the results in weekly reports with the survey coordinator and the World Bank research team. The survey coordinator will inform supervisors to address errors and attend to weak performance by enumerators.
- g. Back checks/call backs – a team of back-checkers will c

back checks/call backs to 10% of the respondents and this process is expected to start within 48 hours of the start of the survey, with 80% of back-check surveys happening during the first three weeks of data collection.

- h. Field reporting – the back-office survey coordinator will compile updates on the progress of the survey using a field reporting template. The status of interview will be recorded on this field reporting spreadsheet. This file will be submitted to the research team twice weekly during the period of the survey.
- i. Any personally identifiable data collected will be stored in accordance with World Bank data collection guidelines.
- j. Per standard IRB/data collection protocol, the Firm will store any paper data that contains identifying information or survey data for a minimum of five years and grant the research team access to this data upon request. If the Firm cannot store the data for this duration, they will notify the World Bank so that plans can be made for moving and storing the data.

### **5) Database and final reporting**

- a. All surveys will have to be downloaded every day with the implementation of a data backup system when the immediate download of the survey is not possible. The Firm should also ensure end-to-end encryption of the collected data.

<sup>2</sup> *Constraints will prevent mathematically impossible responses (e.g., Profit > Revenue) or biologically unlikely (e.g., Age > 120). The relevance categories will limit certain questions to certain groups of people (e.g., questions about current primary school enrollment asked only to children between the age of 5 – 16)*

b. The Firm will provide weekly field progress reports that include results of quality control exercises, lists of revisits, lists of instances enumerators had to recollect data, etc., and the rate of raw data delivery.

c. At the end of the data collection period, the Firm will provide a final report, which will include a summary of the weekly data collection reports and the response rate. The Firm will also share raw and clean data sets with the World Bank research team. The final report and datasets should be shared within 2 weeks after field work ends.

### **6) Survey ethics and confidentiality protocol:**

- a. Secure written consent from respondent (and her guardian/parent for respondents under 18 years of age) prior to every interview.
- b. Ensure respondents understand the confidentiality of the interview they give and that they are not forced to answer questions they are uncomfortable with.
- c. Ensure that referral to services at the school level or community level are available and accessible to girls as required by IRB protocol

### **3. Ethical considerations and data usage**

- The collected data will be the property of the NPCU and the World Bank research team. The Firm may not use the data for their own research purposes, nor license the data to be used by others, without the written consent of the World Bank research team.
- The Firm will protect the confidentiality of all individuals from whom it collects data as part of this Terms of Reference (ToR). Electronic data will be password protected; paper data will be kept in locked cabinets. In addition to this, procedures to follow include:
  - a. Following informed consent procedures provided by the World Bank team for each individual from whom data is collected (and their guardian/parent for respondents under 18 years of age).
  - b. Conducting individual interviews privately (not overheard by non-household members, or by other household members, according to survey instructions).
  - c. Interviewers must be able to assure participants that they will not be forced to answer any questions, and that their participation in the project does not depend on their willingness to answer questions or on the answers they give.
  - d. Interviewers must be able to discuss sensitive issues with care and objectivity.
  - e. Not discussing content of interviews with any other parties, except with one's supervisor when necessary for ethical, logistical, or data quality concerns.
  - f. The Firm staff must maintain proper control over the Tablets at all times, including (i) preventing possession or use by any individuals other than those employed by the Firm and directly involved in using these tables for data collection or data management; (ii) maintaining a strict policy that tablets are for data collection and data management purposes only – and may not be used for internet browsing; personal email; downloading files or taking personal photographs; storing or playing music, etc.
  - g. In case of any breach or concern, the Firm will notify the World Bank Research team and the NPCU immediately for resolution.

#### **4. Supervision**

The NPCU and the World Bank research team will be responsible for the overall technical and administrative supervision of the work to be carried out under these terms of reference.

In addition, the World Bank research team will have the following responsibilities:

- Provide the Firm with a draft quantitative survey questionnaire (excel format) for pre-testing.
- Designate a representative to participate in the training of interviewers.
- Provide the Firm with the list of people to be interviewed.
- Supervise the data collection work and provide recommendations to ensure that all data collected meet the high-quality standard.
- Review all work products generated by the Firm and provide feedback in a timely manner.



- Oversee the overall quality of the information collected and the deliverables.

## 5. Deliverables

The following table maps deliverables to specific tasks under duties and responsibilities.

No.	% of the Contract Sum	Activity	Deliverables
11	10%	Fieldwork planning	- A field procedure plan detailing the activities involved in all stages of the fieldwork implementation process.
	30%	Field work preparation and Recruitment and formation of survey teams	<ul style="list-style-type: none"> <li>- A translated version of the questionnaires into languages spoken in the selected data collection sites.</li> <li>- A fully operational questionnaire program allowing real time data checks with all outstanding errors debugged.</li> <li>- A checklist of hardware availability filled out and signed by field coordinator of the research team. This includes sufficient number of tablets (one per enumerator and supervisor), power bank (per survey team), portable modems or 3G internet connection devices (per survey team) and extra paper questionnaires (5% of the number of interviews per survey team)</li> <li>- Pilot summary report and organization of a debriefing session with entire survey team</li> <li>- The summary of educational, language skill, work experience backgrounds of all enumerators</li> <li>- The CVs of field supervisors, survey coordinators and enumerators, questionnaire programmer, and data manager</li> <li>- Training manual with research and ethical protocol and key concepts covered by the questionnaire. This document is later updated with an explanation of questions that data collectors have had difficulty understanding during survey training</li> <li>- Attendance sheets of training sessions</li> </ul>
	30%	Conducting interviews	- Approval letters from the appropriate government office before the launching of the data collection - Fully completed interviews uploaded to the server (before data cleaning)
	30%	Data management	<ul style="list-style-type: none"> <li>- An online data storage platform/server</li> <li>- Twice weekly field reports detailing the progress of the survey</li> </ul>

			<ul style="list-style-type: none"> <li>- Daily consistency checking reports along with actions taken</li> <li>- A codebook of all questions and response options</li> <li>- A record of all back checks and call backs</li> <li>- Fully cleaned, coded, and labeled dataset</li> <li>- Organization of a one-day debriefing session</li> <li>- High frequency checks dofiles and back check dofiles</li> <li>- Raw and clean datasets</li> <li>- Data cleaning dofiles</li> <li>- Data collection report two weeks after the fieldwork ends in each round of data collection</li> <li>- A research and survey ethics protocol</li> <li>- Signed confidentiality forms by all survey team members</li> </ul>
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## 6. Qualifications

The selected firm must have the following qualifications:

- Have considerable experience (at least five years) in managing large-scale household surveys preferably targeting young population, particularly adolescent girls, and covering sensitive topics. This includes the preparation of (CAPI and ACASI) surveys and training materials, training and supervising interviewers, data entry, maintaining records, and ensuring confidentiality of records.
- Have sufficient experience and capacity to manage survey logistics, including equipment, materials, and personnel.
- Have experience conducting research with human subjects.
- Have experience in handling sensitive material and information, and in conducting interviews concerning potentially difficult topics among vulnerable groups.
- Have experience in data collection in Africa, particularly in Nigeria.
- Have experience conducting large surveys for impact evaluations. Experience on surveys for programs targeted to adolescent girls will be a plus.
- Have experience with electronic data collection (SurveyCTO, ODK, ACASI, etc.), as well as with standard statistical software (STATA, SPSS).

The selected firm should, at a minimum, assign the following staff to the project:

- Survey Manager with a master's degree in a relevant field and at least 5 years of experience (10 years without master's degree)

- Data management expert/trainer/supervisor with a post-graduate degree in addition to an undergraduate degree and at least 5 years of experience
- A team of enumerators, including a good proportion of female enumerators, with at least completed high school (some university education preferred). These do not have to be permanent staff but can be hired for the duration of data collection.
- A team of supervisors for enumerators. Supervisors must have previous experience in surveytaking and a university degree (5 years of experience without a university degree) and do not have to be permanent staff but can be hired for the duration of data collection.
- Survey team members must speak the language of the area in which they will be operating.
- Each survey team led by a data collection supervisor must have the appropriate ratio of female enumerators to ensure that all adolescent girl's interviews are conducted by female enumerators and in household interviews if father is being surveyed then a male enumerator must be allocated.

## 7. Selection process

The procurement of the survey firm for this assignment will follow the Consultant Qualification Selection (CQS) Method.

## 8. Submissions of proposals

Applications must include the following materials, and adhere to the World Bank templates:

- A technical proposal describing the work plan, the CVs of the coordination team with references, presentation of the firm, similar missions with details on customer or customers
- A financial proposal
- A planned schedule of activities

All materials should be sent to **National Project Coordinating Unit, Plot 245, Samuel Ademulegun Crescent, FME Annex, Ground Floor, Central Area Abuja FCT. The applications should be submitted within two weeks of collection**

Annex

Table A1. LGA names and number of eligible schools in participating States

<b>KADUNA</b>	<b>KANO</b>	<b>KASTINA</b>
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<b>LGA Name</b>	<b>Number of eligible schools in the LGA</b>	<b>LGA Name</b>	<b>Number of eligible schools in the LGA</b>	<b>LGA Name</b>	<b>Number of eligible schools in the LGA</b>
Giwa	5	Abalsu	1	Bakori	7
Igab	7	Bichi	1	Batagarawa	2
Jaba	4	Dala	9	Baure	3
Jema'a	4	Dambatta	4	Bindawa	1
Kachia	1	Dawakin Kudu	8	Charanchi	3
Kaduna North	9	Dawakin Tofa	4	Danja	4
Kaduna South	7	Fagge	6	Dutsi	2
Kagarko	5	Garko	1	Dutsinma	4
Kajuru	4	Garum Mallam	1	Funtua	6
Kaura	5	Gezawa	2	Jibia	1
Kauru	3	Gwale	10	Kafur	9
Kubau	6	Gwarzo	1	Kaita	1
Kudan	3	Kabo	1	Kankara	1
Lere	1	Kano Municipal	13	Kankia	4
Makarfi	1	Karaye	1	Katsina	6
Sabon-Gari	9	Kibiya	1	Kurfi	4
Sanga	2	Kumbotso	8	Kusada	3
Soba	2	Nassarawa	10	Maiadua	3
Zangon Kataf	3	Tarauni	9	Malumfashi	6
Zaria	6	Tofa	2	Mani	1
		Ungogo	3	Mashi	1
				Matazu	4

			Musawa	7
			Rimi	2
			Sandamu	9
			Zango	2
<b>TOTAL</b> <b>87</b>		<b>TOTAL</b> <b>96</b>		<b>TOTAL</b> <b>96</b>

**Section 6. Eligible Countries**

**In reference to ITC6.3.2**, for the information of shortlisted Consultants, at the present time firms, goods and services from the following countries are excluded from this selection:

Under the ITC 6.3.2 (a): \_\_\_\_\_ [list country/countries following approval by the Bank to apply the restriction *or* state "none"]

Under the ITC 6.3.2 (b): \_\_\_\_\_ [list country/countries *or* indicate "none"]