Terms of Reference

Data collection for UNHCR Forced Displacement Survey 2023 in Pakistan

Background

High-quality data is central to the success of UNHCR’s efforts to safeguard the rights and well-being of persons of concern, and to achieving the vision of becoming, by 2025, a trusted leader on data and information related to refugees and other affected populations. The two main data sources for UNHCR are registration systems and household surveys. In 2020, UNHCR initiated a process to integrate and standardize UNHCR’s survey landscape, while at the same time expanding it to accommodate the survey-based indicators of the new corporate Results Based Management (RBM) framework.

A key overarching aim of the new survey programme is to move towards an integrated survey series that delivers to the vast majority of the organization’s survey data needs. It is envisaged that this survey series will be able to deliver the required data for the following purposes: inform, design and prioritize programming; construct targeting models; advocacy; advance partnerships (including with development institutions); enhance external reporting; strengthen fundraising; provide indicators for results frameworks (in particular the new RBM) and global commitments (e.g. Global Compact on Refugees, SDGs, Grand Bargain). The survey series should also be able to provide the required data for select programme monitoring. Its initial focus is on countries hosting large numbers of refugees and asylum-seekers.

One key aspect of this effort to integrate and harmonize its work on household surveys is the establishment of a new global survey programme. This work is being led by the Forced Displacement Survey Team in the Global Data Service (GDS) of the UNHCR headquarters.

The UNHCR technical team works closely with the other stakeholders in the survey programme, including an inter-divisional working group overseeing and guiding the establishment of the new survey programme (the working group includes the General Data Services, Division of Resilience and Solutions, the Division of Strategic Planning and Results, the Division of International Protection, the Joint Data Center on Forced Displacement and UNHCR Regional Bureaux).

Pakistan has been chosen as the location for one of the pilot locations of the new survey programme.

Objectives of the assignment

Selected contractor will be responsible for implementing a cross-sectoral survey collecting quantitative data from refugee and host community households using face-to-face personal data collection mode in Pakistan.

The survey will provide essential new insights into the life and wellbeing of refugees in Pakistan and will be essential tool for UNHCR operation in the country. The survey will also provide essential feedback on new proposed methodologies and how well they function in real-life situation. The experience gained during the survey work will inform subsequent survey activities in other countries as well as future survey activities in Pakistan.

Description of the assignment

The survey implementation will be carried out by the contractor with active involvement of the UNHCR survey team. Data collection will be based on computer assisted personal interviewing (CAPI) using Kobo Toolbox. UNHCR will provide standardised advanced draft of the questionnaire to be used for the assignment. The standardised questionnaire will be provided in English. Provided questionnaires will also be pre-coded in Kobo Toolbox (XLSForm). The provided questionnaire will be accompanied with a draft fieldwork and training manual.

UNHCR team, which will include senior survey programme coordinator, will provide continuous support and oversight of the survey activities.

UNHCR will also provide the contractor with a final selection of the sampled clusters to be included in the survey. Based on the results of the listing survey if required, UNHCR will also carry out the final sampling step and provide contractor with the list of households to be interviewed. The sampling design is currently provisional. For the purpose of this proposal, and particularly for evaluation of budgeting, the following sampling design should be assumed:

* The average interview length is assumed to be 2 hours
* The survey will include an anthropometric measurement of one randomly selected child under 5 years of age per household
* The survey will encompass the nationally representative sample of refugees living both in refugee villages (RV) and outside (directly in host communities both in urban and rural settings)
* The survey will also include interviews of host population in selected communities
* The survey covers all of the geographies of Pakistan where refugees reside either in refugee villages or in host communities
* Sampling design will feature a multi-stage selection where survey clusters will be selected in the first stage and households will be selected in the second stage from within the clusters
* Two possible sample sizes should be considered and presented in this proposal:
	+ Scenario 1: the survey will be carried out on n=1,800 households across 150 clusters with a fixed 12 households per cluster; assume each cluster will be composed of 200 households in total
	+ Scenario 2: the survey will be carried out on n=5,400 households across 450 clusters with a fixed 12 households per cluster; assume each cluster will be composed of 200 households in total

Based on these assumptions the contractor will be tasked to carry out the following activities:

* Organise a qualitative field pre-test of the questionnaire with the following parameters
	+ 3 enumerators who are of “supervisor” level or higher
	+ 3 interpreters (from interviewing language to English) to facilitate the understanding of the pre-test
	+ 1 day of training 5 days of field work and 1 day of debrief
* Prepare for fieldwork including
	+ Organise necessary permits and clearances in collaboration with UNHCR
	+ Lead on the questionnaire translation into local languages (Pashto, Dari) in collaboration with UNHCR
* Implement listing survey in sampled clusters
	+ Recruit listers
	+ Plan and conduct training of listers
	+ Implement listing enumeration
* Recruit and train the interviewers
	+ Organise recruitment of experienced interviewers which should include interviewers with a refugee background and should be fluent in relevant languages to be used in interviews
	+ Plan and conduct – in partnership with UNHCR the training of the field teams
	+ Organise field practice as part of the training activities (at least 2 field days)
* Implement the main data collection in the field
	+ Coordinate and manage field activities
	+ Provide continuous data management
	+ Provide continuous briefing of field teams on quality of their work
	+ Provide continuous briefing of UNHCR team on progress and quality of the fieldwork
	+ Finalisation of the data
* Plan and conduct debrief of the field teams
	+ Organise regular debriefs of field teams to better understand the functioning of the questionnaire
	+ Organise a final debrief at the end of fieldwork
* Provide quality assurance
	+ Plan and conduct quality assurance activities in the field using independent verifiers
	+ Provide other approaches deemed appropriate to assure the high quality of the collected data

Deliverables

The following deliverables are expected to be submitted as part of the project activities

* Inception report;
* Weekly short report on fieldwork activities;
* Weekly debrief transcripts and report;
* Final dataset with documentation;
* Final report about survey activities including transcription and report on debriefing sessions (does not include any substantive analysis).

Qualification requirements of the contractor

* Demonstrated experience of at least 5 years in conducting computer assisted large scale household surveys in Pakistan (essential);
* Demonstrated experience in conducting listing surveys (desirable);
* Have access to experienced interviewers and field supervisors (essential);
* Demonstrated ability to source an experienced survey manager and data manager (essential);
* Fluency in written and spoken English (essential);
* In depth knowledge of local context across all geographies of Pakistan (essential);
* Experience in conducting surveys on hard-to-reach populations and on refugees in particular (desirable);
* Prior experience of work with UN agencies and other international organizations (desirable)

Preparation of the proposal

The applicant should prepare a technical proposal for conducting the described survey, which should contain general approach to conducting surveys and particular ways of dealing with challenges foreseen for the proposed survey. The applicant should develop and elaborate on the proposed model of fieldwork including data management and central oversight. The proposal should also describe approach to ensuring high quality of the collected data, which is of paramount importance for the success of the survey. The proposal should describe staffing and organisational setup of the project with detailed proposed timeline of activities. Description of relevant qualifications and experience should be accompanied by a list of relevant projects.

Technical proposal should also include a narrative on the financial construction describing the rationale for the proposed activities. It is particularly important that the financial narrative included in the technical proposal does NOT contain any financial figures. However, it should contain a detailed description of the proposed fieldwork model including, size and composition of teams, means of transport as well as any assumptions on which the financial proposal is based on.

The financial proposal should follow the supplied format in terms or providing the breakdown of the proposed budget. The budget should include clearly identified unit costs and quantities per activity.

MILESTONE PAYMENTS

1. Inception report acceptance - 25%
2. Main fieldwork training completed - 25%
3. Half (50%) of field work completed (submitted data includes all data collected) - 12.5%
4. All (100%) of field work completed - 12.5 %
5. Final data and final survey report submitted - 10%
6. Data quality is satisfactory and full sample size achieved (this payment is only made when UNHCR is satisfied that the data is to the standard expected) - 15%

EVALUATION CRITERIA

The submitted proposal will be evaluated according to the following criteria:

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| Category | Points |
| OVERALL RESPONSE* Understanding of, and responsiveness to, UNHCR requirements;
* Understanding of scope, objectives and completeness of response;
* Overall concord between UNHCR requirements and the proposal.
 | **(5)** |
| METHODOLOGY AND APPROACH* Quality of the proposed approach and methodology;
* Suitability: To what extent the methodology is designed in response to the needs of the TOR;
* Quality of proposed implementation plan, i.e. how will the applicant undertake each task,
 | **(30)** |
| RISK MANAGEMENT* Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.
 | **(5)** |
| ORGANISATIONAL CAPACITY and PROPOSED TEAM* Professional expertise of the firm/company/organization, knowledge and experience with similar projects, contracts, clients and consulting assignments
* Team leader: Relevant experience, qualifications, and position with firm;
* Team members - Relevant experience, skills & competencies;
* Organization of the team and roles & responsibilities;
* Timelines proposed must be detailed and realistic
 | **(30)** |
| BUDGET NARRATIVE* Detailed description of the proposed fieldwork model including, size and composition of teams, means of transport as well as any assumptions on which the financial proposal is based on
 | **(5)** |

The Technical Proposal has a total score of 75 points. Applicants must score minimum of 55 points to be considered technically compliant and in order, for the Financial Proposals to be opened. Financial proposal has a total score of 25 points.

Financial proposal will be judged against the overall proposed budget, but also on the basis of the proposed unit costs and feasibility of underlying field models.

The final selection of the applicant will be based on a quality and cost basis.

Both technical and financial proposals as well as any accompanying documentation needs to be submitted ELECTRONICALLY.