

## Terms of Reference (TORs)

### Hiring Survey Firm for “Direct Cash Graduation Study”

The Center for Economic Research in Pakistan is managing a project to study the impact of a poverty graduation program on livelihoods, health and other indicators. We are interested in testing different models of the graduation program to also understand what kind of graduation works best and how to identify the people who are more likely to succeed with it. We are looking for an organization who can conduct field activities in Punjab (and possibly Khyber Pakhtunkhwa), liaise with government officials and representatives, implement data collection and program offers in the field, as well as do data entry.

The field work for this project begins in March, 2018 and will run till the end of 2018. See below for a more detailed estimation of project duration.

#### Scope of work for the assignment

1. Translate the survey instruments, consent forms, graduation offer and code it for data collection on tablet.
2. Print material related to the graduation offer, including flipcharts, pamphlets, and coupons
3. Hire and train enumerators to carry out
  - a. Survey activities, including various randomization scheme in the survey
  - b. Graduation offers and obtaining informed, voluntary consent
4. Survey 38,220 participants within the following time periods and combination of surveys and graduation offer:

	Total surveys	Short (20 mins)	Long (90 mins)	Graduation offer (20 mins)	Time period
Calibration Phase	1,220	1,200	20	1,220	Mar 19 <sup>th</sup> to Mar 26 <sup>th</sup> 2018
Phase 1	10,416	10,416		10,416	Apr 9 <sup>th</sup> to May 5 <sup>th</sup> 2018
Phase 2	26,584	18,584	8,000	19,584	Sept 1 <sup>st</sup> to Dec 20 <sup>th</sup> 2018

These surveys will be conducted in Faisalabad and Chakwal districts, and Haripur and Lakki Marwat districts if the need be. Everyone who gets a graduation offer will get either the short OR long survey. Some will receive only the survey.

5. Hire and train field officers to register participants at the tehsil office, including how to handle beneficiary grievance and manage crowds
6. Monitor and supervise enumerators, including taking note of incidents that may occur, and revisiting households in the event of incomplete surveys or problematic responses. Supervisors will provide weekly updates to the project team.
7. Adhere to standards for conducting research with human subjects.

#### Qualifications

The successful organization should demonstrate the following abilities:

1. Should have experience carrying out randomized controlled trials and associated surveys.
2. Should have experience working with both local and foreign academics, including best practices of academic surveying such as carrying out randomization at the household level and geographic sampling
3. Proven track record of having established working relationships with government officials and representatives
4. Experience of working in several rural and urban communities in Punjab and KPK
5. Possesses experience in risk mitigation and employs clear guidelines on risk mitigation
6. Ability to handle large scale field operations

### **Application process**

All applicants must present a technical and detailed financial proposal for how to conduct the above activities. This should include a company profile, including names of key personnel, their qualifications, and past experience. The technical support should detail how all of the above work would be carried out and the timeline that is possible. The financial proposal should detail itemized costs for each of the above activities.

### **Submission**

All proposals must be delivered to the address below, in sealed envelopes, by no later than 1700 hrs on March 1, 2018.

### **Center for Economic Research in Pakistan**

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