**The Global Women’s Institute (GWI)**

**from**

**the George Washington University (GWU)**

**TERMS OF REFERENCE**

**Endline Data Collection of the Rethinking Power Program**

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| --- | --- |
| **Title of the Consultancy** | Rethinking Power (RP) Program – **Endline Data Collection** |
| **Period of the data collection**  | July 2020 – March 2021 |
| **Duration of the Program** | 3 years and 10 months (February 2017 to October 2020) |
| **Location** | **Country:** Haiti**Department:** South East**Commune :** La Vallée de Jacmel (intervention area) and Marigot (control area) |
| **Objective of the Consultation** | Conduct the data collection for the endline period. |
| **Languages of Submission** | English |
| **Contact Persons**  | Please submit your proposal to the Director of Research, Manuel Contreras at contrerasur@email.gwu.edu and cc: Senior Research Associate, Junior Ovince and Research Assistant, Elizabeth Rojas, respectively at jovince@gwu.edu and erojas@email.gwu.edu.  |

*Proposal Submission Date to GWI:* ***November 15th, 2019***

# Background

Since 2015, Beyond Borders (BB) and the Global Women’s Institute (GWI) have been partnered to respectively implement and evaluate a community-based intervention to prevent VAWG: the Rethinking Power (RP) program in the Southeast Department of Haiti. The RP program, which is a combined methodology of *SASA!* and *Power to Girls* and the first comprehensive prevention model implemented in the country, promotes community-level change to achieve community impact with the following goals: 1) to decrease the prevalence of intimate partner violence (IPV) among women and the sexual abuse of girls; 2) to reduce the social acceptance of gender inequality, IPV and sexual abuse of women and girls; 3) to increase girls’ sense of safety and freedom to make decisions; and 4) to decrease HIV risk behaviors in women and girls.

**Purpose of this TOR**

The RP program has been implemented in several communities in La Valle de Jacmel since the beginning of 2017 and has reached the final phase, which is the Action phase of *SASA!* and *Power to Girls*. In addition, GWI conducted the baseline and midline data collection and analysis and the reports are available. As the final period of the program is approaching, GWI wants to recruit a local partner to conduct the data collection for the endline period of the impact evaluation.

# Evaluation Design and Methodology

The overall methodology is composed of four main components: i) a community-based survey, ii) a Girls’ club survey, iii) a school-based survey, and iv) all the qualitative. The next section gives the sample size for each component.

***Quantitative:***

*Component 1 - Community based Survey:* The goal of the study is to assess the effectiveness of the RP program in preventing VAWG. In order to achieve this, the primary outcome of interest in which the sampling strategy is based is a reduction in IPV in a 12-month period. After adjusting due to the expected intra-cluster correlation and expected non-response, the final sample will be 1,500 (1000 women and 500 men) households per arm – for a total of 3,000 households (1500 household per arm/commune) overall in the survey.

*Component 2 - Girls Club Survey:* In order to provide complementary information to the main community-based survey, a smaller survey of girls clubs participants will be undertaken. The program expects to target approximately 320 girls (16 clubs with approximately 20 participants per group – aged 10-19). Given the limited number of girls enrolled in girl’s clubs, the research team will attempt to survey all participants for an estimated sample of 320. This survey will be carried out only in La Vallée.

*Component 3- School-based Survey:* In addition a self-administered questionnaire will be given to a sample of participants in 3 schools in the intervention area where the RP program is being employed as well as 3 schools from the comparsion community (matched on characteristics such as size, student composition, state/private, etc). The average number of pupils in schools in the area is 200 students. The research team will randomly select 3 classes within each school to adminster the questionnaire – for a total of sample size of 120 per school. The questionnaire will be administered in 3 schools per arm for a total of 720 questionnaires across the entire study (360 per arm/commune).

***Qualitative:***

*Components 1, 2 3, & 4:* For all qualitative data collection, purposeful sampling will be used to ensure a wide breath of knowledge and experience. Additional respondents may be found through snowball sampling if required. It is expected that the focus groups will include specific groups of women, men, girls and boys. Key informant interviews will focus on stakeholders including community activists, teachers, girls clubs leaders, community leaders and service providers.

**Table 1: Maximum Number of Participants for Qualtitative Research**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Sites** | ***Groups*** | **Participatory Focus Groups (6-12 participants per group)** | **# of key informant interviews (individual)** |
|  | **Total # Groups** | **Total # Participants** | **Total # Participants** |
| **Intervention Communities** |  |  |  |
| *Component 1 - Community:* |
| Community members | 10 | 120 | 0 |
| Community Stakeholders (Community leaders, Service sector representatives, NGOs) | 0 | 0 | 13 |
| *Component 2 -* *Girls Club:* |
| Girls Group Participants | 2 | 24 | 0 |
| Girls Group Adminstrators | 0 | 0 | 2 |
| *Component 3 - School-based:* |
| School Teachers/Administrators | 2 | 24 | 0 |
| *Component 4 – Disabilities Survey:* |  |  |  |
| Women with disabilities  | 2 | 20  | 0  |
| Stakeholders  | 0 | 0 | 3 |
| **Comparison Communities** |  |  |  |
| *Component 1 - Community:* |
| Community members | 10 | 120 | 0 |
| Community Stakeholders (Community leaders, Service sector representatives, NGOs) | 0 | 0 | 15 |
| *Component 3 - School-based Survey:* |
| School Teachers/Administrators | 2 | 24 | 0 |
| *Component 4 – Disabilities:* |  |  |  |
| Women with disabilities  | 2 | 20  | 0  |
| Stakeholders  | 0 | 0 | 3 |
| **Total:** |  |  |  |

# Scope of work

**Expected Local Research Institution Roles and Responsibilities (see in annex the detailed scope of work)**

Quantitative Data Collection:

* Review and provide input on the household survey protocol (including research tools and consent forms).
* Provide input on the documents needed to obtain approval from the GW University’s Institutional Review Board and the Ministry of Health IRB.
* Hire and supervise local data collectors.
* Improve the creole version of the questionnaires if necessary.
* Print the questionnaire– or support/provide supplies for mobile data collection.
* Secure supplies and catering for the training.
* Pilot survey instruments and provide feedback to GWI. (one to two days)
* Conduct all the necessary activities to inform the community and get permission before the data collection (contact community leaders, lead community meetings, etc.)
* Co-facilitate the data collection training. (eight days of training)
* Provide data collectors with the necessary materials, payment and transportation for training and survey implementation
* Provide technical input for the development of sample frames, including obtaining/developing maps. The same sample frames and strategies from the baseline and midline data collection will be maintained.
* Update all the questionnaires already programmed on the tablets.
* Conduct the community-based survey (3000 households visited – 1500 households in each commune)
* Conduct Girl’s Club survey (320 girls surveyed at their Girl’s Clubs)
* Facilitate a self-administer school-based survey at 6 schools (720 completed self-administered questionnaires)
* Oversee data entry, data cleaning, and processing of survey results

**Qualitative Data Collection:**

* Conduct all the necessary activities to inform the community and get permission before the data collection (contact community leaders, lead community meetings, etc.)
* Review and provide input on focus group discussions and semi-structured interview guides
* Co-facilitate the data collection training (1-2 days during quantitative training)
* Provide data collectors with the necessary materials, payment and transportation for training and implementation
* Hire and supervise local data collectors
* Conduct a maximum of 30 FGDs (with community members) using participatory methods) and 40 in-depth interviews (with stakeholder) in 2 communes.

# Terms of Payment

The terms of the payment will be decided later when contracting the local partner.

# Qualification and skills of the local partner (firm or consultant)

The technical experts must have:

* At least a master degree in Statistics, Public Health, other relevant Social Sciences degree, or related fields;
* At least three (3) years of experience and expertise in project development, project evaluation, and data collection;
* Proven expertise in data collection methodology;
* Proven expertise in mixed methodology (quantitative and qualitative);
* Experience working in difficult and rural areas;
* Expertise in electronic data collection (preferably with ODK Collect, CSEntry, or SurveySolution);
* Proven Expertise in manipulating statistical software for quantitative data management such as SPSS, R, Stata, etc.;
* Expertise in manipulating qualitative software such as Sonal, Atlas.ti, Nvivo, etc.;
* Strong analytical skills;
* Good knowledge of the GBV sector and experience related in Haiti;
* English is necessary. High proficiency in Creole or French is required.

# Ethical Considerations

During the baseline and midline data collection, particular attention was applied to ethical considerations through the use of the WHO eight recommendations for conducting safe and ethical research on VAWG. Seven of these recommendations were directly related to this investigation and were incorporated:[[1]](#footnote-1)

* The safety of the respondents and the research team is fundamental and should guide all decisions about the project.
* Prevalence studies should be methodologically sound and should be based on current research experience on how to minimize underreporting of violence.
* The protection of confidentiality is essential to ensure the safety of women and girls, as well as the quality of the data.
* All members of the research team should be carefully selected and receive specialized training and ongoing support.
* The study design should include actions that seek to reduce any possible anguish caused by the study among its participants.
* Field workers should be trained to refer to local services and sources of support that are available to women and girls who request assistance. If there are few resources, it may be necessary for the study to create short-term support mechanisms.
* Researchers and donors have an ethical obligation to ensure that their findings are interpreted appropriately and used to promote regulations and development of interventions.

The local partner has to consider all these considerations during the endline data collection. In addition, the research protocol of this study was fully approved by the Institutional Review Board of the George Washington University. The local partner is expected to look for approval from the Comité National de Bioétique Haïtien and permission to conduct the research from authorities at departmental and local levels.

# Evaluation Criterion of the proposals

The offers will be evaluated on the basis of the criteria detailed in the following table.

**Table 3: Evaluation Criterion**

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| --- | --- |
| **Headings** | **Score** |
| Experience of the consultant | 20 |
| Technical proposal (proposed methodology, data collection plan, data quality plan and ethical considerations, work plan, and so on)  | 40 |
| Availability of the consultant/firm | 15 |
| Proposed budget  | 25 |
| Total | 100 |

# Expression of Interest

Only local consultants/firms are invited to submit their applications in order to provide the services described above. Interested consultants/firms must provide information regarding their abilities and experience demonstrating their qualifications for this role, such as similar service references and experiences in comparable missions, etc.

Applications must be submitted to the Director of Research, Manuel Contreras at contrerasur@email.gwu.edu and cc: Senior Research Associate, Junior Ovince, and Research Assistant, Elizabeth Rojas, respectively at jovince@gwu.edu and erojas@email.gwu.edu, no later than 15th of November 2019 at 11:59 pm EST. Applications should have the subject: **"Proposal for the Rethinking Power Endline Data Collection".** Requests received after this date will be not be considered.

The interested firm/consultant must submit:

* A technical offer on the data collection plan. A capacity statement describing the relevant experiences with references and a sample of relevant previous works similar to this data collection, including the understanding of the mandate.
* A timeline/calendar describing the various step, milestones and deliverables considering the timeline July 2020 to March 2021 for the overall data collection activities.
* A detailed financial offer including taxes for all expenses related to the mission.

**P.S. *Only the short-listed candidates will be contacted for further action.***

1. The other ethical guideline refers to surveys that are designed for other purposes, such as reproductive health, citizen security, etc. [↑](#footnote-ref-1)