

# Survey Implementation Document

## Scope of Work

[COUNTRY] [YEAR]

*Feed the Future Phase Three Zone of Influence Round 1 Indicator  
Assessment*

[SUBMISSION DATE]

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## Abbreviations

CAPI	computer-assisted personal interviewing
CO	Contracting Officer
COR	Contracting Officer's Representative
CSPro	Census and Survey Processing System
DHS	Demographic and Health Survey
EA	enumeration area
ICDM	In-Country Data Manager
IRB	Institutional Review Board
P3	phase three
PPS	probability proportional to size
QCS	quality control and support
REFS	Bureau for Resilience, Environment, and Food Security
SIO	Survey Implementing Organization
SOW	scope of work
TOT	training of trainers
USAID	United States Agency for International Development
ZOI	Zone of Influence

## 1. Purpose of this assignment

Feed the Future seeks to reduce poverty, hunger, and malnutrition among women and children; strengthen agriculture and food systems; increase income, resilience, women's empowerment, dietary diversity, and appropriate feeding practices; and improve hygienic environments. Program efforts are designed to impact populations in the Zone of Influence (ZOI) in Feed the Future target countries. One of the main tools to track progress in achieving Feed the Future's high-level objectives is a set of population-based indicators computed using data collected through household surveys every 4 years.

The purpose of this [request for task order proposal] is to procure the services of a specialized firm (hereafter referred to as the Contractor) to implement a population-based household survey to quantify key indicators for the [Year] Feed the Future [Country] Phase Three Zone of Influence (P3-ZOI) Round 1 Indicator Assessment, which will provide U.S. Government interagency partners, the United States Agency for International Development (USAID) Bureau for Resilience, Environment, and Food Security (REFS), USAID Missions, host country governments, and development partners with information about conditions related to poverty, food insecurity, resilience, and malnutrition in the selected P3-ZOI and provide a basis against which to measure progress toward a 2030 Feed the Future performance target for increasing the proportion of women who consume a nutritious diet.

## 2. Background

### 2.1. Feed the Future overview

[MISSION TO DESCRIBE ITS FEED THE FUTURE OBJECTIVES AND STRATEGIC AND PROGRAMMATIC APPROACHES IN THE COUNTRY CONTEXT]

### 2.2 Feed the Future P3-ZOI profile

The Feed the Future P3-ZOI is the focused geographic area in [Country] where U.S. Government investments are expected to have the most measurable and sustainable improvements in poverty, food insecurity, resilience, and nutrition. The P3-ZOI in [Country] covers [regions/districts/communes/counties].

A map of the P3-ZOI is provided below. A full list of the [region/districts/communes/counties] comprising the P3-ZOI is provided in **Appendix I**.

[INSERT MAP]

### 2.3 Rationale for P3-ZOI selection

[MISSION TO INSERT RATIONALE]

### 3. Methodological and technical considerations

Guidance documents, including manuals, protocols, and templates, referred to throughout this scope of work (SOW) are available in the *Feed the Future ZOI Survey Methods Toolkit—Endline/Round I Surveys (2024–2026)*, available on Agrilinks (hereafter referred to as the Toolkit).<sup>1</sup>

#### 3.1. Strengthening capacity in survey implementation and data use

Capacity strengthening activities shall be integrated throughout all stages of the survey and shall be tailored to the strengths and needs of stakeholders, with an explicit focus on strengthening the capacity of the local Survey Implementing Organization (SIO), if the Contractor is working with one. (See Section 4.2 for more information about SIOs.) Other stakeholders targeted for capacity strengthening activities may include USAID [Country] staff, USAID implementing partners, host country government officials, and civil society organizations.

If working with an SIO, the Contractor shall conduct an initial capacity assessment of the SIO and develop a capacity strengthening plan that shall be integrated into the Gantt chart and list of deliverables for the indicator assessment. The capacity strengthening plan shall be approved by USAID. At the end of the indicator assessment, the Contractor shall submit a final capacity strengthening report that includes a summary of all capacity strengthening activities implemented to USAID.

Taking into consideration the capacity strengthening options in **Appendix 2**, USAID [Country] has identified the following capacity strengthening activities and audiences to take place under this SOW:

[MISSION TO COMPLETE]

#### 3.2 Indicators to be reported

The Contractor shall generate ZOI-level estimates for [X] indicators. [X (spell out number)] indicators will be computed directly from the P3-ZOI Round I Survey data, and the remaining [X] indicators will be computed using secondary data from the [Year(s)] [Country] Demographic and Health Survey (DHS) and from the [Year(s)] [Country] [AAS/LSMS]. See **Table I** for the list of indicators to be reported for the Round I Indicator Assessment.

**Table I: List of Indicators to be Reported for P3-ZOI Round I Indicator Assessment**

Indicators computed from P3-ZOI Round I Survey data	
Economic status	• EG-j: Prevalence of poverty: Percent of people living on less than \$2.15/day 2017 PPP
	• EG-k: Depth of poverty of the poor: Mean percent shortfall of the poor relative to the \$2.15/day 2017 PPP poverty line
	• EG-i: Prevalence of near-poor: Percent of people who are ‘near-poor’, living on 100 percent to less than 125 percent of the \$2.15 2017 PPP poverty line
	• EG-g: Percent of households below the comparative threshold for the poorest quintile of the asset-based Comparative Wealth Index

<sup>1</sup> All guidance documents are available as part of the *Feed the Future ZOI Survey Methods Toolkit—Endline/Round I (2024–2026)*: <https://agrilinks.org/post/feed-future-zoi-survey-methods-toolkit-endlineround-1-2024>

Indicators computed from P3-ZOI Round I Survey data	
Food insecurity	<ul style="list-style-type: none"> <li>EG-e: Prevalence of moderate and severe food insecurity in the population, based on the Food Insecurity Experience Scale</li> </ul>
Resilience	<ul style="list-style-type: none"> <li>RESIL-a: Ability to recover from shocks and stresses index</li> </ul>
Women's empowerment	<ul style="list-style-type: none"> <li>EG3-i: Five Domains of Empowerment score for women</li> </ul>
Women's dietary intake	<ul style="list-style-type: none"> <li>HL.9.1-d: Percent of women of reproductive age consuming a diet of minimum diversity (MDD-W)</li> </ul>
Children's nutritional status (anthropometry)	<ul style="list-style-type: none"> <li>HL.9-a: Prevalence of stunted (HAZ &lt; -2) children under 5 (0-59 months)</li> <li>HL.9-b: Prevalence of wasted (WHZ &lt; -2) children under 5 (0-59 months)</li> <li>HL.9-i: Prevalence of healthy weight (WHZ ≤ 2 and ≥ -2) among children under 5 (0-59 months)</li> </ul>
Water, sanitation, and hygiene	<ul style="list-style-type: none"> <li>HL.8.2-a: Percent of households with access to a basic sanitation service</li> <li>Percent of households that are water insecure, based on the Brief Water Insecurity Experiences Scale</li> </ul>
Indicators computed from DHS data	
Water, sanitation, and hygiene	<ul style="list-style-type: none"> <li>HL.8.2-b: Percent of households with soap and water at a handwashing station on premises</li> </ul>
Children's dietary intake	<ul style="list-style-type: none"> <li>HL.9.1-a: Percent of children 6-23 months receiving a minimum acceptable diet</li> <li>HL.9.1-b: Prevalence of exclusive breastfeeding of children under 6 months of age</li> </ul>
Women and children's nutritional status (anthropometry)	<ul style="list-style-type: none"> <li>HL.9-a: Prevalence of stunted (HAZ &lt; -2) children under 5 (0-59 months)</li> <li>HL.9-b: Prevalence of wasted (WHZ &lt; -2) children under 5 (0-59 months)</li> <li>HL.9-i: Prevalence of healthy weight (WHZ ≤ 2 and ≥ -2) among children under 5 (0-59 months)</li> <li>HL.9-d: Prevalence of underweight (BMI &lt; 18.5) women of reproductive age</li> </ul>
Indicators computed from [AAS/ LSMS] data	
Agriculture	<ul style="list-style-type: none"> <li>EG.3.2-a: Percent of producers who have applied targeted improved management practices or technologies</li> <li>EG3-h: Yield of targeted agricultural commodities within target areas</li> </ul>

AAS=Annual Agriculture Survey, BMI=body mass index, DHS=Demographic and Health Surveys, HAZ=height-for-age z-score, LSMS =Living Standards Measurement Study, PPP=purchasing power parity, WHZ=weight-for-height z-score

In addition to the indicators identified in **Table I**, USAID [Country] has opted to collect descriptive information on climate change knowledge and adaptation in the P3-ZOI Round I Survey using the optional module developed by USAID REFS.

### 3.3 Value chain commodities for secondary analysis

USAID [Country] has selected [list of targeted VCCs] as the targeted value chain commodities for computing agriculture indicators from AAS/LSMS data. For indicator EG.3.2-a, “percent of producers who have applied targeted improved management practices or technologies,” USAID [Country] will identify the targeted improved management practices and technologies for each value chain commodity and the category under which the targeted improved management practices and technologies are promoted (e.g., crop genetics, livestock management, irrigation, climate mitigation, or value added processing) as the survey protocol is developed.<sup>2</sup>

<sup>2</sup> A complete list of categories is available in the 2023 Feed the Future Indicator Handbook under indicator EG.3.2-a, the percent of producers who have applied targeted improved management practices or technologies.



### 3.4 Length of the indicator assessment process

Assuming that the core questionnaire, Census and Survey Processing System (CSPPro), and Toolkit templates are used, USAID [Country] anticipates that the entire indicator assessment should take approximately 15-18 months, starting in [Month] [Year] with a virtual kick-off meeting, and ending by [Month] [Year] with the delivery of the final datasets. The preparation of survey materials and pre-fieldwork tasks are estimated to take approximately 6 months, and the fieldwork should take approximately 2 months. Data cleaning, analysis, reporting, results dissemination, and preparation of the final datasets should take approximately 7–10 months. A detailed list of tasks can be found in the core Gantt chart provided in **Appendix 3**.

Fieldwork for the survey shall take place from [Month] [Year] to [Month] [Year], concluding prior to the onset of the typical lean season in the [Country] P3-ZOI. In addition to the timing of the lean season, the following factors were considered in determining when the fieldwork should take place:

- [Seasonal issues (e.g., major holidays, weather that impedes fieldwork)]
- [Political and security issues (timing of elections or other events that may preclude fieldwork)]
- [USAID Country requirements]

### 3.5 Sampling

#### 3.5.1 Sampling design

The sampling design described in this section follows the Guidance for the Implementation of Zone of Influence Surveys for Feed the Future Target Countries Endline/Round I (hereafter referred to as the *ZOI Survey Guidance for Target Countries [January 2024]*) and the *Feed the Future Population-Based Survey Sampling Guide*, available in the Toolkit. The P3-ZOI Round I Survey shall be conducted among a random sample representative of the entire population living in the P3-ZOI. The survey shall use a cross-sectional, stratified, multi-stage cluster sampling design, with up to four stages of sampling.<sup>3</sup>

The Contractor should use a sampling frame comprising all enumeration areas (EAs) in the [Regions/districts/communes/countries] that form the P3-ZOI (see Section 2.2 and **Appendix I**). The name, location, and household count of each EA (including any auxiliary information available in the frame that could be used in the sample design) in the P3-ZOI shall be verified with [National Statistical Office] prior to the development of the sample design for the survey. The survey sampling frame shall be stratified into [country-specific strata], for a total of [xx] strata. The Contractor shall verify the stratum sizes and allocate the sample proportionally based on the household count of each stratum. The EAs to be selected per stratum shall then be computed by dividing the allocated sample by the number of households to be visited per EA. Each stratum should contain at least two EAs to ensure a minimum level of statistical representativeness.

During the first stage of sampling, the Contractor shall select a sample of EAs from a sampling frame using systematic probability proportional to size (PPS) sampling. If any EA selected during the first stage is found before or during the listing operation to have a much larger population than average, an

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<sup>3</sup> Although Feed the Future recognizes the value of panel surveys for some purposes, they are not ideal for the purposes of tracking indicators representative at the population level and over time, and therefore they are not recommended. See the *ZOI Survey Guidance for Target Countries (January 2024)* for more details.

additional stage of sampling is required for those EAs.<sup>4</sup> During this second stage of sampling, the EA shall be segmented, and one segment shall be selected using PPS sampling.<sup>5</sup>

After the selection of EAs and segments, a complete listing of all households in the selected EAs and segments shall be completed (see Section 4.5.5).<sup>6</sup> In the third stage, households shall be selected using fractional interval systematic sampling from the completed listings in each EA and segment. Finally, in the fourth stage, eligible household members shall be selected using a “take all” sampling approach, meaning that all household members who meet the eligibility criteria should be included in the sample (**Table 2**). These include all children under 5 years of age for anthropometric measures and all women 15-49 years of age for the minimum dietary diversity indicator. No subsampling among eligible members should occur.

**Table 2: Sampling Methods for Each Stage of Sampling**

	Stage 1: Selection of EAs	Stage 2: Selection of segments <sup>4</sup>	Stage 3: Selection of households	Stage 4: Selection of individuals
Method of sampling	Systematic PPS	PPS	Fractional interval systematic	Take all

### 3.5.2 Sample size

The sample size for the survey has been calculated following guidance developed by REFS. USAID [Country] has determined that the sample size should be [xx] households to ensure that point estimates for P3-ZOI indicators computed from P3-ZOI Round I Survey data can be generated at an acceptable level of statistical accuracy. The parameters and assumptions used to calculate the initial required sample sizes for each of the indicators are presented in **Table 3**.

**Table 3: Parameters Used in the Calculation of the Initial Sample Size**

Indicator	Estimated prevalence	Margin of error	Confidence level ( $1 - \frac{\alpha}{2}$ )	Design effect	Initial sample size ( $n_{initial}$ )
Prevalence of poverty (\$2.15/day 2017 PPP)		5%	97.5%	4.3	
Prevalence of moderate and severe food insecurity (FIES)		5%	97.5%	3.6	
Prevalence of stunting (0-59 months)		5%	97.5%	2.4	
Percent of women 15-49 years consuming a diet of minimum diversity (MDD-W)		5%	97.5%	2.4	

FIES=Food Insecurity Experience Scale, MDD-W=minimum dietary diversity for women

<sup>4</sup> If the average EA has less than 150 households, the Contractor shall segment EAs that are more than two times the size of the average EA. If the average EA has 150 households or more, the Contractor shall segment EAs that have more than 300 households.

<sup>5</sup> See the *Feed the Future Population-Based Survey Sampling Guide* and *CAPI Household Listing Manual* for details and instructions on when and how to segment EAs and how to account for segmentation when calculating sample weights.

<sup>6</sup> The sampling of segments shall only take place if any of the sampled EAs from the first stage of sampling are found to require segmentation based on the criteria outlined. If no sampled EAs require segmentation, then this second stage of sampling shall not take place.

The indicator values were estimated based on the following data sources and assumptions: [data sources and assumptions]. The estimated design effects are based on the average design effects achieved across all phase two ZOI Baseline Surveys because this is the most up-to-date information available. A margin of error of 5 percent was set for all indicators, with a significance level of  $\alpha=0.05$ .

The initial sample sizes were further inflated to ensure that data will be collected from enough households and individuals to provide estimates for each indicator based on the requirements, taking into account the expected number of eligible individuals per household for individual-level indicators<sup>7</sup> (i.e.,  $adj_1$ ) and households that may not respond or yield any data during the survey (i.e.,  $adj_2$ ).

The final required household sample size for a particular indicator, denoted by  $n_{final}$ , is the initial sample size ( $n_{initial}$ ) multiplied by the two adjustments, as follows:

$$n_{final} = n_{initial} \times adj_1 \times adj_2 = n_{adj_1} \times adj_2$$

**Table 4** presents the parameters and assumptions used to calculate  $adj_1$ ,  $adj_2$ , and the final required sample size for each indicator.<sup>8</sup> The adjustment to determine the number of households to be included in the survey for individual-level indicators is based on the average household size and proportion of the population in the age group underlying the individual-level indicator from the [data sources used]. The adjustment to account for non-responding households in the sample is based on the average household gross non-response rate of 5.5 percent achieved for phase two ZOI Baseline and Midline Surveys.

**Table 4: Adjustments to the Initial Sample Size to Obtain the Final Sample Size**

Indicator	Initial sample size ( $n_{initial}$ )	Proportion of the population in the age group underlying the indicator	$adj_1$	Sample size with $adj_1$ ( $n_{adj_1}$ )	$adj_2$	Final sample size ( $n_{final}$ )
Prevalence of poverty (\$2.15/day 2017 PPP)		n/a	n/a	n/a	1.058	
Prevalence of moderate or severe food insecurity (FIES)		n/a	n/a	n/a	1.058	
Prevalence of stunting (0-59 months)					1.058	
Percent women 15-49 years consuming a diet of minimum diversity (MDD-W)					1.058	

FIES=Food Insecurity Experience Scale, MDD-W=minimum dietary diversity for women

Average household size: [x.x]; Anticipated household gross non-response rate: [xx.x] percent

<sup>7</sup> This individual-level indicator is 'Percent of women of reproductive age consuming a diet of minimum diversity' and also includes the 'Prevalence of stunted (HAZ < -2) children under five years of age' indicator, when collected in the survey.

<sup>8</sup> Please refer to the *Feed the Future Population-Based Sampling Guide* and the Sample Size Calculator in the Toolkit for determining  $adj_1$  and  $adj_2$ .

Based on the sample size calculations in **Table 4**, [xx] indicator has the largest required household sample size. Because the largest required household sample size is greater than 2,200, the household sample size will be capped at 2,200 to account for resource considerations (i.e., time and cost). Thus, the final sample for the P3-ZOI Round I Survey is [xx] households.

## 4. Tasks

This section describes the major tasks that the Contractor is expected to perform under this SOW. The key deliverables associated with each task are listed after the description. A complete list of all required deliverables is provided in Section 5, along with a timeline. The list in Section 5 also specifies deliverables that require approval from the USAID Contracting Officer's Representative (COR), deliverables that are submitted to USAID but do not require USAID COR approval, and those which should be developed by the Contractor as standard best practice but do not need to be submitted to USAID.<sup>9</sup>

### 4.1 Kick-off and survey preparatory activities

Before undertaking the planning and implementation of the P3-ZOI Round I indicator assessment, the Contractor shall read and be familiar with the contents of the Toolkit, available on Agrilinks. The Toolkit covers the entire indicator assessment process and comprises various technical guides and templates for all major deliverables, with instructions for customization as appropriate. References to these documents are made throughout this SOW.

As soon as possible after award, the Contractor shall begin preparatory activities for the indicator assessment. Specifically, initial preparatory tasks include the following:

- Convene a virtual kick-off meeting with USAID REFS and USAID [Country] to introduce the parties involved and review the SOW. The meeting is an opportunity to ensure that all parties are in agreement regarding the work to be completed and the associated timelines, as well as to raise any initial questions and gather additional information as needed.
- Determine whether an SIO will be used for the implementation of specific aspects of the survey. Issue a subcontracting request for proposals as needed.<sup>10</sup> NOTE: If using an SIO, the Contractor is expected to conduct comprehensive market research and select an SIO through a competitive procurement process. Section 4.2 provides additional information on recommended selection criteria for an SIO and deliverables needed to execute a subcontract with the selected SIO.
- Develop a plan to obtain U.S. federal wide-certified and country-mandated Institutional Review Board (IRB) certification. As part of survey implementation, the Contractor shall obtain approval from both a federal wide-certified IRB—one that is registered with the Office for Human Research Protections in the United States—and from an appropriate ethics committee in [Country].<sup>11</sup>

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<sup>9</sup> Deliverables designated as internal to the Contractor can be requested by USAID on an as-needed basis.

<sup>10</sup> National statistical offices should always be included in the request for proposals process unless USAID [Country] has reasons to exclude them.

<sup>11</sup> The IRB review process and timeline can vary substantially from country to country, and obtaining ethical approval can be a lengthy process, so a plan should be developed early in the planning process.

- Coordinate with [National Statistical Office] on sampling activities (i.e., to obtain and review the sampling frame and select primary sampling units).
- Determine the most appropriate source for procuring survey equipment (e.g., tablet devices and anthropometry equipment) and supplies (e.g., personal protective equipment). Section 4.3 provides additional information on equipment and supply procurement.
- Prepare the indicator assessment Gantt chart, list of deliverables, and timeline. A customizable template for the indicator assessment Gantt chart is available in **Appendix 3**.

**Deliverables submitted to USAID include:** Customized Gantt chart and list of deliverables

## 4.2 Selection of an SIO

The Contractor shall either execute the survey completely through direct hiring of locally qualified staff or enter into a subcontract, as allowed under its award with USAID, with a local SIO for the implementation of specific aspects of the survey that the Contractor deems necessary and appropriate. The Contractor remains responsible, however, for completing the survey to the quality specified in this document.

If subcontracting is preferred, criteria for assessing local SIO ability to implement a survey of the size and complexity of the P3-ZOI Round I Survey are as follows:

- The documented past performance of the SIO in implementing several large-scale household surveys with sample sizes comparable to the P3-ZOI Round I Survey and resulting in good-quality data
- The capacity of the SIO to carry out specific aspects of the survey process that it may be responsible for, such as listing, training, data collection and transmission, and supervision
- The SIO's experience in using tablet devices for data collection (i.e., computer-assisted personal interviewing [CAPI])
- Calendar record of usual timelines for survey implementation, and the SIO's ability to complete surveys on time
- The ability of the SIO to staff the survey
- The experience of the SIO's staff in the requisite roles defined for the survey
- The availability of the SIO to complete work in the required time period
- The status of the SIO's Unique Entity Identifier, issued by the U.S. Federal Government; SIOs must have a Unique Entity Identifier to be eligible to enter into a subcontract with the USAID Contractor<sup>12</sup>
- [Any other country-specific requirements]

After a qualified SIO has been selected, the Contractor shall prepare a subcontracting package, including a final SIO budget and other required documentation, and submit to the USAID COR and Contracting Officer (CO) of the survey award. Upon approval of the subcontracting package by the CO, the Contractor will complete execution of the subcontract with the selected SIO and begin activities.

<sup>12</sup> See [SAM.gov](https://www.sam.gov) | [Entity Information](#) for more information.

**Deliverables submitted to USAID include:** As applicable, submission of the subcontracting package to the USAID COR and CO of the survey award for approval

### 4.3 Procurement of survey equipment and supplies

The Contractor shall ensure that tablet devices, relevant accessories, and anthropometry equipment to be used for the survey are [shipped to/available in] [Country]. The Contractor should plan [xx] weeks for shipping and customs clearance. Tablet devices shall be consigned to [the USAID Mission, a Feed the Future implementing party with duty-free status, or the Contractor if in-country, as applicable] for customs clearance. To ensure that all needed equipment is procured and available in [Country] in time for the training, the Contractor shall draft a supply ordering plan and timeline in the first months of the assessment.

### 4.4 Preparation of survey protocol, questionnaire, table shells, fieldwork manuals, and training materials

The Contractor and SIO (as applicable) shall use the documents and templates available in the Toolkit to produce customized, country-specific versions of the survey protocol, questionnaire, fieldwork manuals, and training materials.

#### 4.4.1 Survey protocol

The Contractor shall develop a survey protocol using the template available in the Toolkit. The survey protocol shall describe the standards and procedures to implement the P3-ZOI Round I Survey in [Country] and include sections on the P3-ZOI Round I indicators and survey content, data collection timing, procedures, and methods, data management and analysis plans, and report preparation and results dissemination. The survey protocol shall also include information on handling unexpected or adverse events, and information on Contractor and SIO key staff (as applicable). Finally, the survey protocol shall describe the process for making health facility referrals for children under 5 years of age identified with severe acute malnutrition (weight-for-height z-score less than 3 standard deviations) during pretesting and main fieldwork.

#### 4.4.2 Survey questionnaire

The Contractor shall develop a customized questionnaire for the P3-ZOI Round I Survey in [Country] using the core questionnaire available in the Toolkit. The questionnaire should include informed consent and assent statements, a household roster, all required modules needed to generate estimates for P3-ZOI Round I indicators and any additional modules or questions required by USAID [Country]. The following modules shall be included in the questionnaire:

Module 1: Household roster and demographics

Module 2: Dwelling characteristics and household assets

Module 2a: Climate adaptation

Module 3: Food security and resilience

Module 4: Women's nutrition

Module 5: Children's anthropometry

Module 6: Women's empowerment in agriculture

Module 8: Household consumption expenditure

Module [X]: [Additional module required by USAID Mission]

[MISSION TO INSERT DESCRIPTION OF ANY ADDITIONAL QUESTIONS/MODULES THE CONTRACTOR SHALL INCORPORATE INTO THE QUESTIONNAIRE]

In addition to ensuring that the modules identified above are included in the customized questionnaire, the Contractor shall customize the questionnaire to include country-specific response options and items to be asked about (e.g., assets, farm animals, and shocks and stresses), as needed. For the women's nutrition module, the Contractor shall use the country-adapted Diet Quality Questionnaire to populate dietary intake questions.<sup>13</sup>

The Contractor shall ensure that all survey documents and the CSPro data collection applications (see Section 4.5.4) are tailored to reflect all questionnaire customization.

#### 4.4.3 Table shell preparation

In parallel with questionnaire customization, the Contractor, in collaboration with USAID [Country], shall customize the core results table shells to reflect any country-specific survey characteristics (e.g., subzones), disaggregates (e.g., education), and results to be reported for the indicator assessment.

#### 4.4.4 Manuals and training materials

The Contractor shall customize the *Interviewer's Manual* and *Field Supervisor's Manual* for the training of trainers (TOT) and the main field staff training using the templates available in the Toolkit. The Contractor shall also use the *Anthropometry Manual*, the *Quality Control and Support (QCS) Team's Manual*, and the *In-Country Data Manager's (ICDM) Manual* available in the Toolkit to train field staff; these are all standard manuals that do not require customization other than the cover page—to indicate that they were used to implement the [Country] P3-ZOI Round I Survey.

Training materials, including training agendas, attendance sheets, quizzes, and role play exercises, shall also be customized by the Contractor. Templates for these training materials are available in the *Training Manual*. Template PowerPoint slides and forms required for fieldwork are also available in the Toolkit.

#### 4.4.5 Translation

The Contractor shall have all survey documentation, including the survey protocol, questionnaire, informed consent forms, manuals, and training materials, translated into [target language to be used for training].

In addition, the survey questionnaire shall be translated into [target language(s)], which are those spoken by 10 percent or more of the population in areas in which the survey shall be implemented. The Microsoft Excel version of the core questionnaire has a translation sheet at the end of the workbook to facilitate this process.

The Contractor shall coordinate with relevant partners, as necessary, to translate all documents in accordance with the *Translation Protocol*, available in the Toolkit. All translated versions of the questionnaire shall be set up in the CSPro data collection applications and loaded onto tablet devices

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<sup>13</sup> [Global Diet Quality Project](#)



before the TOT (see Section 4.5.4). Paper copies of all translated versions of the questionnaire shall also be printed for use during the TOT and Interviewer training.

In accordance with the protocol, all translation revisions shall be documented as part of the translation team review and adjudication process during the TOT, survey pretest, Interviewer training, and the pilot, as needed.

**Deliverables submitted to USAID include:** Customized survey protocol (in English); customized survey questionnaire (in English); translated customized survey protocol (as applicable); translated customized survey questionnaires; customized table shells; customized *Interviewer's Manual*; <sup>14</sup> customized *Field Supervisor's Manual*; <sup>14</sup> *Anthropometry Manual*; <sup>14</sup> *QCS Team's Manual*; <sup>14</sup> *ICDM's Manual*; <sup>14</sup> customized training materials (agendas, attendance sheets, training slides, quizzes, role play exercises, and fieldwork forms); translated customized manuals and training materials (as applicable)

## 4.5 Pre-main fieldwork activities

The Contractor and SIO (as applicable) shall undertake pre-main fieldwork activities included in this section before data collection for the survey begins. Guidance documents and templates for the activities and deliverables described below are available in the Toolkit.

### 4.5.1 IRB application submissions and approvals

The Contractor shall submit IRB application packages with all required materials, including the customized survey protocol and the customized questionnaire, to a federal wide-certified IRB and in-country ethics committee for review and approval.

Ideally, IRB approvals should be received prior to survey pretest activities, which occur in Week 3 of training activities (see Section 4.5.7) but must be received before the initiation of the main fieldwork.

### 4.5.2 Sample design document and sample weighting protocol

The Sampling Statistician shall prepare the sample design document and the sample weighting protocol for the survey. The sample design document shall follow the sample design document template in the Toolkit and detail the steps undertaken to obtain the sampling frame and develop and implement the sample design for the P3-ZOI Round I Survey. The steps are guided by the sample requirements as defined in Section 3.5 as well as the survey protocol and the sampling methodology recommendations in the *ZOI Survey Guidance for Target Countries (January 2024)*.

The sample weighting protocol shall detail the steps to be taken in constructing the sampling weights for the P3-ZOI Round I Survey. The sample weighting protocol shall be prepared following the guidelines in the *Feed the Future Population-Based Survey Sampling Guide*, taking into account the sample design and survey objectives as outlined in the sample design document and survey protocol for the survey.

### 4.5.3 Cognitive testing

The Contractor shall collaborate with the SIO or another in-country partner, as applicable, to conduct cognitive testing according to the *Cognitive Testing Protocol* before the TOT begins. Cognitive testing is a

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<sup>14</sup> Including translated versions in countries in which training will be conducted in a language other than English



method to evaluate survey questions to determine whether they are functioning as intended—that is, the true meaning of the question is conveyed to respondents and respondents are able to answer it accurately. Cognitive testing is most often used to identify question-response problems before fielding the survey, and is recommended when new survey questions have been developed and are being used for the first time ever, or when existing survey questions are being used for the first time in a completely new context (e.g., questions that were developed for use in the United States and have never been used outside the United States). The results of the cognitive testing will be used to revise survey questions to increase the accuracy and reliability of the resultant survey data in [Country]. To conduct cognitive testing, the following activities will be undertaken:

**Interview guide development.** After the customized survey questionnaire has been finalized and translated, the Contractor shall develop a customized cognitive testing interview guide using the template available in the Toolkit. The guide will include questions that have not yet been administered in the P3-ZOI or in similar contexts. The questions will be translated into each target language, and the guide will be administered on paper so that Interviewers can easily record notes while administering the guide.

**Training.** Eight to 10 experienced Interviewers shall be identified to conduct the cognitive test. Contractor staff will train the Interviewers on cognitive testing using the cognitive test training materials available in the Toolkit and the final cognitive testing guide. The 3-day training will include a review of the cognitive testing objectives, the content of the cognitive testing guide, guidance on how to administer cognitive probes and take notes, and practice administering the guide through mock interviews and role play. A debrief after the mock interviews will allow trainees to learn from each other and discuss what went well, what did not go well, and how to improve their approach.

**Fieldwork.** Upon completion of the cognitive test training, Interviewers will conduct the cognitive testing fieldwork over 2 to 3 days using the translated versions of the paper-based guide. The cognitive test will be conducted in communities similar in context to those in the P3-ZOI and will include a convenience sample of at least six respondents for each language to be used in the survey. Interviews will be audio recorded to facilitate comprehensive note-taking after testing is complete. If audio recording is not possible, Interviewers will work in pairs to facilitate note-taking.

**Debriefing and next steps.** A debriefing will occur following cognitive testing fieldwork to discuss outcomes of the cognitive test. The Contractor shall prepare and submit a report to USAID indicating, question by question, issues that arose and recommendations for questionnaire revision, as needed. The Contractor shall review the recommended revisions with USAID and make any agreed-upon adjustments to the customized survey questionnaire and translations. The CSPro Developer will also revise the CAPI data collection applications accordingly.

#### **4.5.4 Data collection application customization and testing**

Tablet devices with an Android operating system and CSPro CAPI data collection applications shall be used to collect survey data. As such, after the P3-ZOI Round I Survey questionnaire has been customized, the Contractor shall begin the process of updating the data collection applications and testing data collection procedures and scenarios. A CSPro CAPI data collection application that corresponds to the core P3-ZOI Round I Survey questionnaire has been developed, tested, and made

available for use in the Toolkit. The Contractor shall use this as the basis for creating the [Country]-specific applications. The customized applications shall be tested and revised, as needed. The Contractor shall ensure that the tablet devices are configured and loaded with the CAPI data collection applications before the TOT.

As part of the CAPI data collection applications, weight-for-height z-scores shall be calculated using the World Health Organization's child growth standards<sup>15</sup> as the data are entered so that referrals for severe acute malnutrition can be made during the interview.

#### **4.5.5 Household listing and community sensitization**

The Contractor shall use the *CAPI Household Listing Manual* found in the Toolkit to plan and conduct the household listing.

The Contractor shall send listing teams to each sampled cluster (or EA) to conduct the household listing and community sensitization. Each listing team shall comprise an experienced Field Supervisor, a Lister, and a Cartographer. The listing teams shall visit each cluster to map, number, and list all structures, dwelling units, and households in these dwellings in the designated boundaries of the cluster. The name of a responsible adult household member shall also be recorded for each household.

The Contractor shall undertake a complete household listing of the sampled clusters approximately 6 weeks before the start of the pilot. During the household listing operation, listing teams shall also engage in community sensitization, which entails meeting with community leaders to explain the purpose of the survey and to request community cooperation. The listing teams shall provide community leaders with a letter from [XX] and materials describing the survey and benefits that may accrue to the country and community from the survey findings. While in the community and surrounding area, the listing teams should collect other contextually relevant data points as agreed upon among USAID, the Contractor, and the SIO, such as spoken languages; the availability of electricity, cellular service, and Internet access; and options for food and lodging.

After the household listing operation has been completed, the Contractor, in collaboration with the SIO (as applicable), shall develop and submit a household listing operation report using the template available in the Toolkit to USAID.

#### **4.5.6 Household selection**

After household listing information from all clusters has been collected, the data shall be sent to the Contractor for cleaning and analysis by the Sampling Statistician. The Sampling Statistician shall then undertake the random household selection for the survey. The lists of clusters and sampled households shall be used in planning field management tasks and shall be loaded on Interviewers' tablet devices.

#### **4.5.7 Training of trainers, ICDM training, survey pretest, main field staff training, and pilot**

The Contractor shall conduct the TOT, ICDM training, survey pretest, main field staff training, and pilot over an approximately 9-week period preceding the start of fieldwork, as follows:

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<sup>15</sup> <https://www.who.int/toolkits/child-growth-standards/software>

- TOT (~13 days)/TOT, including anthropometry training (~15 days)
- ICDM training (~2 days)
- Survey pretest (~5 days)
- Survey pretest report and adjustments to survey materials (~5 days)
- Main field staff training:
  - Interviewers (~15 days)/Interviewers, including anthropometry training (~17 days)
  - QCS teams (~1 day)
  - Field Supervisors (~1 day)
- Pilot (~5 days)
- Pilot report and final adjustments to survey materials (~5 days)

### Training of trainers

The Contractor shall conduct the TOT, which involves training local SIO staff (as applicable) and any other individuals who will support the main field staff training. Training shall be based on the customized *Interviewer's Manual* and the *Anthropometry Manual* and shall cover the following:

- **Introduction to the survey:** survey objectives, sample, survey modules, survey implementation, confidentiality, Interviewer's roles and responsibilities
- **Conducting the interview:** understanding general instructions, approaching the household, building rapport, handling refusals, obtaining informed consent, ensuring privacy, using translations, asking questions, probing, following interview instructions, noting differences between the printed questionnaire and tablet screens, and flagging issues to be discussed with the Field Supervisor
- **Questionnaire content:** household roster, informed consent, dwelling characteristics and household assets, climate adaptation, food security and resilience, women's dietary intake, children's anthropometry, women's empowerment in agriculture, and household consumption expenditures
- **Fieldwork procedures:** fulfilling field team members' roles and responsibilities, using the Interviewer's assignment sheet, managing the household interview, reporting to the Field Supervisor, following up on missed or incomplete interviews, handling refusals, ensuring high data quality, and the processes that will be followed to monitor and review Interviewers' performance
- **Anthropometry measurement:** taking and recording measurements, using the severe acute malnutrition referral protocol and form adapted for the [Country] context using the guidance and template in the *Anthropometry Manual*
- **Collecting and managing data on the tablet device:** understanding the tablet device and screen components, starting a questionnaire on the tablet device, navigating the questionnaire, advancing through survey modules, entering responses, working with a second Interviewer, transferring data to the Field Supervisor, and troubleshooting issues
- **Human subjects protections** (See more information in the *Training in human subjects protections* section.)

Hands-on training and practice sessions shall cover the use of all technical equipment required for data collection, including tablet devices with applications for data collection, seca® scales for weighing

children, and ShorrBoards® for measuring children's height or length. The *Training Manual*, which includes example schedules and quizzes, and PowerPoint training slides shall be customized and used during the TOT to facilitate knowledge uptake.

All issues, including questionnaire and translation issues, identified during the TOT will be documented in a Training and Pretesting Change Log and addressed by the Contractor, in collaboration with USAID. A Change Log template is available in the Toolkit.

### **ICDM training**

The ICDM, Information Technology Specialist, and any other [SIO] staff supporting the ICDM shall be trained on the content of the *ICDM's Manual* before the survey pretest. The training shall include a demonstration on how to use and interpret field check table data and, as applicable, real-time remote fieldwork monitoring. Individuals trained in the ICDM training shall participate in the TOT and Interviewer training.

### **Survey pretest**

At the end of the TOT, a survey pretest shall be implemented in accordance with the *Survey Pretest Protocol* available in the Toolkit. If possible, the survey pretest shall be conducted in the P3-ZOI in communities that are not part of the survey sample. If it is not possible to conduct the survey pretest in the P3-ZOI, it should be conducted in communities with similar characteristics to those in the P3-ZOI. The survey pretest shall focus on the survey questionnaire content—whether the flow between questions works well, whether all survey questions are comprehended, and whether the full range of appropriate responses are available. Simultaneously, the survey pretest shall identify any problems with using the data collection applications, such as skip patterns, using menus, and navigation between survey modules. The survey pretest shall also test interview and anthropometry measurement procedures, data transmission, and data quality checks.

As with the TOT, during the survey pretest, all issues shall be documented in the Training and Pretesting Change Log and addressed by the Contractor in collaboration with USAID. After the survey pretest is complete, agreed-upon updates to the questionnaire shall be incorporated across all relevant survey materials and tested before the main field staff training. The Contractor, in collaboration with the SIO (as applicable), shall prepare and submit a TOT and survey pretest report, using the template available in the Toolkit, to USAID.

### **Main field staff training**

#### **Interviewer training**

The Interviewer training shall be led by the Contractor's training team, in collaboration with the SIO (as applicable), over the course of 2–3 weeks. Training shall be based on the customized *Interviewer's Manual* and *Anthropometry Manual* and complementary training materials. The training shall cover the following:

- **Introduction to the survey:** survey objectives, sample, survey modules, survey implementation, confidentiality, and Interviewer's roles and responsibilities
- **Conducting the interview:** understanding general instructions, approaching the household, building rapport, handling refusals, obtaining informed consent, ensuring privacy, using

translations, asking questions, probing, following interview instructions, noting differences between the printed questionnaire and tablet screens, and flagging issues to be discussed with the Field Supervisor

- **Questionnaire content:** household roster, informed consent, dwelling characteristics and household assets, climate adaptation, food security and resilience, women's dietary intake, children's anthropometry, women's empowerment in agriculture, and household consumption expenditures
- **Fieldwork procedures:** fulfilling field team members' roles and responsibilities, using the Interviewer's assignment sheet, managing the household interview, reporting to the Field Supervisor, following up on missed or incomplete interviews, handling refusals, ensuring high data quality, and the processes that will be followed to monitor and review Interviewers' performance
- **Anthropometry measurement:** taking and recording measurements, using the severe acute malnutrition referral protocol and form
- **Collecting and managing data on the tablet device:** understanding the tablet device and screen components, starting a questionnaire on the tablet device, navigating the questionnaire, advancing through survey modules, entering responses, assigning modules to a second Interviewer, transferring data between Interviewers and to the Field Supervisor, and troubleshooting issues
- **Human subjects protections** (See more information in the *Training in human subjects protections* section.)

Hands-on training and practice sessions shall cover the use of all technical equipment required for data collection, including tablet devices with applications for data collection, seca® scales for weighing children, and ShorrBoards® for measuring children's height or length. As with the TOT and survey pretest, all issues identified during the Interviewer training will be recorded in the Training and Pretesting Change Log and addressed by the Contractor, in collaboration with USAID.

### Field Supervisor and QCS team trainings

Field Supervisors will typically be trained during the TOT and participate in the Interviewer training. Field Supervisors shall also attend a 1-day training at the end of the Interviewer training focusing on the content of the customized *Field Supervisor's Manual* and their role as Field Supervisors. The training also addresses how to use the Supervisor's application on their tablet devices to perform key data management tasks during fieldwork.

QCS team members will also typically be trained during the TOT and participate in the Interviewer training. They shall also attend a 1-day training at the end of the Interviewer training focusing on the content of the customized *QCS Team's Manual* and their role as QCS team members.

As in the ICDM training, the QCS team training shall include a demonstration on how to use and interpret field check table data and, as applicable, real-time remote fieldwork monitoring.

## **Training in human subjects protections**

As part of the TOT and Interviewer training, all trainees and anyone who might see the survey data shall undertake training in human subjects protections. Significant attention should be dedicated to the elements of informed consent, namely the need to explain the following:

- The purpose of the research
- The duration of the respondent's participation
- The general content of questions to be asked
- Any foreseeable risks to the respondent
- Any benefits to the respondent or others from the research
- How confidentiality of records containing personally identifiable information shall be maintained
- Whom to contact with questions about the survey or about the respondent's rights
- That participation is voluntary, that refusal to participate shall involve no penalty or loss of benefits to which the respondent is otherwise entitled, and that the respondent may discontinue participation at any time without penalty or loss of benefits

At the conclusion of the human subjects protections training, each trainee shall sign a statement of confidentiality. Signed statements of confidentiality shall be retained by the Contractor or SIO (as applicable) for a period of 3 years.

### **Pilot**

At the conclusion of the main field staff training, the entire survey team shall conduct a 5-day pilot of all survey procedures and logistics and of the questionnaire and translations. The Contractor shall plan and implement the pilot in accordance with the *Pilot Protocol* available in the Toolkit.

The pilot shall be conducted in the P3-ZOI in communities that are not part of the survey sample. At the end of each day, all pilot participants shall meet to discuss issues and challenges and identify solutions. Proposed solutions shall be tested on subsequent days. At the conclusion of the pilot, all proposed changes to the survey questionnaire, manuals, translations, procedures, logistics, and systems shall be documented in the Training and Pretesting Change Log, and any re-training will be undertaken as necessary.

Depending on the extent of issues, revisions to the questionnaire, manuals, and data collection applications may take several days, so there may be a brief hiatus between the pilot and the initiation of fieldwork. After the pilot has been completed, the Contractor, in collaboration with the SIO (as applicable), shall develop and submit a main field staff training and pilot report using the template available in the Toolkit to USAID.

### **4.5.8 Fieldwork management plan preparation**

The Contractor, in collaboration with the SIO (as applicable), will develop a fieldwork management plan before the start of fieldwork. The fieldwork management plan includes the field movement plan, field check table shells, and a data quality control plan. The *Field Check Table Protocol* in the Toolkit includes information on the relevant field check tables, the process for setting targets for each field check table, and how to review field check tables and use them as a monitoring tool during fieldwork.

**Deliverables submitted to USAID include:** Documentation of approval from a federal wide-certified IRB and in-country IRB; sample design document; cognitive testing report; customized CSPro data collection applications; household listing operation report; TOT and survey pretest report; main field staff training and pilot report; final customized translated survey questionnaire and survey manuals, as applicable

## **4.6 Fieldwork**

Fieldwork shall begin only after the appropriate documentation from the IRBs and any other entities has been obtained and all pre-main fieldwork activities have been completed satisfactorily (see Section 4.5). The Contractor shall then begin fieldwork, taking into consideration the requirements described in the sections below.

### **4.6.1 Composition of and support to field teams**

Each field team shall include a Field Supervisor and two pairs of Interviewers. Interviewers should have a background in public health, nutrition, agriculture, demography, sociology, economics, or a related field. Given the gender-sensitive nature of some aspects of the questionnaire, female Interviewers should interview female respondents for modules in which there are sensitive questions (e.g., Module 6, *Women's empowerment in agriculture*); therefore, each Interviewer team should have at least one female Interviewer (i.e., at least two female Interviewers on each field team). Each field team should have its own vehicle.

QCS teams shall regularly visit the field teams to ensure they have supplies and that any problems needing support from central management are dealt with promptly. They shall also provide moral support to the teams and provide an additional layer of field supervision and quality assurance.

### **4.6.2 Field supervision**

The Contractor shall implement fieldwork according to the fieldwork management plans.

As part of the data quality control plan, the Contractor shall put in place a rigorous, multi-layered field supervision strategy to ensure the quality of the data. The front line for data quality assurance shall be the Field Supervisors, who shall closely review the data collected. Field Supervisors shall also observe all Interviewers as they conduct interviews, spot-check a random sample of interviewed households, and provide additional instruction to Interviewers as needed.

QCS teams shall also provide additional quality assurance while visiting field teams (see Section 4.6.1) throughout fieldwork.

### **4.6.3 Data transmission, management, and quality controls**

The Contractor shall set up a secure server to manage and store all survey information. Along with the collected survey data, the server will hold additional files used for fieldwork, including sample files directing field teams to individual households. The survey data and associated information shall be transmitted from Interviewers' tablet devices to Field Supervisors' tablet devices and then from Field Supervisors' tablet devices, in encrypted files, over secure channels to the server. The data shall be transmitted to the server each time each respective tablet establishes a connection to the Internet. All information on the server shall be fully backed up. Each transmission of data, including copies of data



exchanged between Interviewers, shall be merged into a database organizing the information by cluster, household, module, and Interviewer.

The Contractor and SIO (as applicable) shall use two structured quality assurance systems to ensure documentation of survey progress and the quality of data collection: a data management system and field check table reports.

The data management system shall be derived from the database described previously. It shall be used to assign households in each cluster to be interviewed and track completion of selected households (i.e., cases) at the end of each workday. It shall also be used to verify that data are complete and internally consistent—that all appropriate modules have been completed, the location identifiers are accurate, and the identifiers for eligible respondents are correct and consistent across all modules. Field Supervisors shall send field teams back to households to complete or correct interviews as necessary and shall conduct some of these follow-up interviews themselves.

The ICDM shall also generate field check table reports using aggregated data. Templates for field check tables are available in the *Field Check Table Protocol* in the Toolkit. These tables shall show age heaping, age displacement, the mean number of individuals eligible for individual-level modules, and response rates. They also include data from spot-checks. Field check table reports shall identify data collection problems at the field team level and shall allow Field Supervisors to evaluate their team's performance. The Contractor will work with the ICDM to identify key issues noted in the reports and send them to the team's Field Supervisor, who shall take appropriate actions as described in the survey protocol.

The Contractor shall monitor field team performance, survey progress, data transmission, and data quality throughout the survey. Any observed problems should be promptly addressed, including thorough re-training as necessary. Positive feedback to teams that are performing well should be provided as an essential part of data quality control. USAID should be alerted to any serious issues that have implications for the integrity of the survey. At the conclusion of data collection activities, the Contractor and SIO (as applicable) shall submit a summary fieldwork report using the report template available in the Toolkit.

**Deliverables submitted to USAID include:** Weekly field check table reports, summary fieldwork report at end of data collection activities

## **4.7 Data processing and data analysis**

The Contractor shall process and analyze the data collected in the P3-ZOI Round I Survey. Assuming that the datasets are available at the time of analysis, the Contractor will also analyze secondary DHS/AAS/LSMS data to compute the required indicators (see Section 3.2). The analysis results will be tabulated in table shells customized for the indicator assessment.

### **4.7.1 Data processing**

Following the steps detailed in the *Data Processing Manual* available in the Toolkit, the Contractor shall clean and process the survey data in CSPro for export into formats that analysts can use in statistical software packages. As part of the processing step, the Contractor shall calculate sampling weights according to the sample weighting protocol prepared for the survey. Sampling weight calculations shall



be based on design weights corrected for non-response for each of the selected clusters (see **Appendix 4**). The Contractor shall document and maintain a trail of the steps and procedures followed during data cleaning and processing such that all intermediate data files can be reproduced afterward.

#### 4.7.2 Data analysis

The Contractor shall calculate the sample-weighted estimate, 95 percent confidence interval, standard error, design effect, and incompleteness rate for all indicators in **Table I**, as specified in the *Guide to Feed the Future Statistics for Phase Three Zone of Influence Round I Surveys*. In addition, the Contractor shall calculate and tabulate all results as required for the customized table shells. For each disaggregate presented, the Contractor shall conduct an appropriate test of association to determine whether a statistically significant association exists between the indicator and disaggregate.

When analyzing secondary data to compute ZOI-level estimates for required indicators, the Contractor shall follow the guidance as specified in the *Guide to Feed the Future Statistics for Phase Three Zone of Influence Round I Surveys*, including a geographic overlay step when administrative data are not available in the dataset to directly indicate whether respondents are located in the P3-ZOI. As noted in Section 3.2, secondary data for anthropometry and handwashing indicators shall come from the [Year] [Country] DHS survey, and the yield and targeted improved practice agriculture data shall come from the [Year] [Country] [AAS/LSMS].

The Contractor shall use Stata, SAS, SPSS, or R to analyze the P3-ZOI Round I Survey data and secondary data, taking into account the complex survey design as applicable, to generate the required statistics. The *Guide to Feed the Future Statistics for Phase Three Zone of Influence Round I Surveys* includes step-by-step instructions to calculate P3-ZOI indicators and is accompanied by Stata syntax files to calculate and tabulate the indicators, except for the Food Insecurity Experience Scale and the geographic overlay step undertaken when using secondary data, which are both written in R. The template syntax files shall be translated into another software language if a different statistical package is used.

#### 4.7.3 Survey implementation and data review memo preparation

The Contractor shall prepare a survey implementation and data review memo using the template provided in the Toolkit. The memo is designed to assess and document adherence to the technical requirements for conducting ZOI surveys at each stage of the survey lifecycle. It shall be used to document deviations from the technical requirements that impacted survey design and implementation as well as structural and consistency issues detected in the data. The memo will serve as a reference document for USAID and users of the public, restricted public, and non-public datasets (see Section 4.11).

**Deliverables submitted to USAID include:** final indicator assessment results tables, survey implementation and data review memo

### 4.8 Report preparation

The Contractor shall prepare two reports. First, the Contractor will prepare a 20- to-30-page key findings report using the *Key Findings Report* template in the Toolkit, followed by a final indicator assessment report using the *Final Indicator Assessment Report* template, also available in the Toolkit. All reports produced for the indicator assessment should be submitted and approved by the USAID COR

of the survey award and USAID REFS. Once approved, the reports shall be made 508-compliant and uploaded to the Development Experience Clearinghouse.

**Deliverables submitted to USAID include:** key findings report, final indicator assessment report, confirmation that the final COR-approved reports have been made 508-compliant and uploaded to the Development Experience Clearinghouse

#### 4.9 Results dissemination

In collaboration with USAID, the Contractor shall present the indicator assessment findings to USAID [Country] staff and other stakeholders, including government officials, through an in person dissemination workshop/as a webinar after the results tables and key findings report have been approved. The dissemination shall include a presentation of the indicator assessment background, methods, and key findings, followed by a question-and-answer period. The presentation materials used for dissemination of the results shall be shared with USAID for approval before the presentation.

**Deliverables submitted to USAID include:** presentation slides for the results dissemination

#### 4.10 Communication products

Communication products are an important tool for improving data utilization. For the indicator assessment, communication products shall be developed and tailored to identified audiences and their data needs. A detailed list of communication products can be found in **Appendix 5**. The Contractor shall prepare the following communication products using the indicator assessment results in addition to the key findings report and indicator assessment report:

#### [MISSIONS TO COMPLETE]

**Deliverables submitted to USAID include:** [communications products]

#### 4.11 Dataset preparation and disclosure analysis plan

The Contractor shall prepare three datasets for the survey: one for USAID internal use (non-public access), one for use by USAID-approved users (restricted public access), and one for public use prepared according to the U.S. Government's Open Data Policy (public access).<sup>16</sup> The Contractor shall follow the instructions in the *Protocol for Preparing Non-public, Restricted, and Public Access Datasets* in the Toolkit to ensure that the datasets and their supporting materials (e.g., codebook and analysis syntax files) are properly prepared.

The Contractor shall submit the datasets only after the USAID COR has approved the indicator assessment report. The non-public and restricted public access datasets and supporting materials shall be submitted directly to the USAID COR and USAID REFS Data and Analytics Team ([refs.adl.da@usaid.gov](mailto:refs.adl.da@usaid.gov)) using a secure data transmission method. The public and restricted public access

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<sup>16</sup> In addition to proprietary data formats, at least one version of the dataset for public use must be in a non-proprietary format such as a comma separated values (CSV) file. The Contractor shall submit the data package (i.e., the data and supporting materials) to the Development Data Library (<https://www.usaid.gov/data>) within the time frame outlined in the terms of the award.

datasets and supporting materials shall be submitted to the USAID Development Data Library.<sup>17</sup> Secondary data used to compute ZOI indicators do not have to be submitted to REFS or the Development Data Library, but the syntax files created to generate the sample-weighted indicator estimates using secondary data shall be submitted with the other analysis syntax files.

**Deliverables submitted to USAID include:** Non-public access, restricted public, and public access datasets and supporting materials

## 5. Task list, deliverables, and proposed schedule

**Table 5** shows a detailed list of tasks with a proposed schedule based on the recommended timing of the survey (see Section 3.4). The Contractor shall submit a final schedule and Gantt chart for approval once the SOW is accepted and approved by the USAID COR and CO of the survey award.

The table includes a list of deliverables associated with each task and whether the deliverable requires COR approval (in bold and with one asterisk), must be submitted to USAID but does not require COR approval (in bold with no asterisk), or does not need to be submitted to USAID but shall be developed and kept with the Contractor for documentation purposes (no bolding, no asterisks).

All deliverables shall be developed and submitted (as required) according to the requirements and timeline specified. The Contractor shall work with USAID [Country] to review, revise, and ensure that documents meet survey technical standards before proceeding with work.

**Table 5: List of Tasks, Associated Deliverables, and Proposed Schedule for the [Year] [Country] P3-ZOI Round I Indicator Assessment**

Gantt chart ref	Detailed task	Deliverable	Timeline
1	Conduct virtual kick-off meeting	Virtual kick-off meeting notes and slide deck (as applicable)	Month 1
2	Undertake initial planning activities	<b>Customized Gantt chart and list of deliverables*</b>	Month 1
3	Conduct market research and develop an SOW to subcontract a local SIO; issue a request for proposals (as applicable)	Request for proposals with SOW that details fieldwork implementation plan, including team structure, fieldwork timeline, and logistics	Month 1
4	Develop plan for obtaining approval from federal wide-certified IRB and in-country ethics committee <sup>a</sup>	Plan to obtain approval for the Round I Survey from a federal wide-certified IRB and an ethics committee in the survey country	Month 1
5	Procure supplies and equipment	Supply ordering plan and timeline (including customs management plan if supplies are being shipped to country)	Months 1–4

<sup>17</sup> [Development Data Library | Development Data Library \(usaid.gov\)](#)

Gantt chart ref	Detailed task	Deliverable	Timeline
6	Coordinate with the National Statistics Office to select primary sampling units	List of selected clusters (first-stage sampling)	Month 2
7	Select local SIO and submit the subcontracting package to the USAID Contracting Officer for approval (as applicable)	<b>Subcontracting package for USAID approval*</b> <sup>b</sup>	Month 2
8	Issue subcontract to local SIO (as applicable)	Fully executed subcontract with local SIO	Month 2
9	Prepare the survey protocol	<b>Survey protocol*</b>	Months 2–3
10	Customize survey questionnaire (in English)	<b>Customized survey questionnaire (in English)*</b>	Months 2–3
11	Customize table shells	<b>Customized table shells</b>	Months 2–4
12	Conduct initial capacity assessment of the local SIO and develop a capacity strengthening plan (as applicable)	<b>Capacity strengthening plan*</b>	Month 3
13	Design and conduct cognitive test (as applicable)	<b>Cognitive testing report*</b>	<b>Month 3</b>
14	Translate customized survey protocol (as applicable) and survey questionnaire	<b>Translated customized survey protocol (as applicable) and questionnaire</b>	Months 3–4
15	Submit application to the federal wide-certified IRB and in-country ethics committee	Submission packages for review by a federal wide-certified IRB and an ethics committee in the survey country	Month 3
16	Prepare the sample design document	<b>Sample design document*</b>	Month 3
17	Prepare sample weighting protocol	Sample weighting protocol	Months 3–4
18	Customize the core CPro CAPI data collection applications	<b>Customized CPro data collection applications</b>	Months 4–5
19	Prepare survey manuals:		
	a— <i>Interviewer's Manual</i>	<b>Customized Interviewer's Manual*</b>	Months 4–5
	b— <i>Field Supervisor's Manual</i>	<b>Customized Field Supervisor's Manual</b>	Months 4–5
	c— <i>QCS Team's Manual</i>	<b>QCS Team's Manual</b>	Month 4
	d— <i>ICDM's Manual</i>	<b>ICDM's Manual</b>	Month 4
	e— <b>Anthropometry Manual (as applicable)</b>	<b>Anthropometry Manual</b>	<b>Month 4</b>

Gantt chart ref	Detailed task	Deliverable	Timeline
20	Develop training materials for TOT, ICDM training, and main field staff training:	<b>Customized agendas, attendance sheets, training slides, quizzes, role play exercises, and fieldwork forms</b>	Months 4–5
	a—TOT		
	b—ICDM training		
	c—Interviewer training		
	d—Field Supervisor training		
	e—QCS team training		
21	Implement household listing operation	<b>Household listing operation report*</b> and household listings	Months 4–5
22	Prepare listing data and select households	List of households selected for interview	Months 4–5
23	Ensure that IRB and ethics committee approvals have been received	<b>Documentation of approval from federal wide-certified IRB and in-country ethics committee</b>	Months 4–5
24	Implement TOT and survey pretest	<b>TOT and survey pretest report*</b>	Month 5
25	Implement main field staff training and pilot	<b>Main field staff training and pilot report*</b>	Month 6
26	Prepare fieldwork management plan, including the field movement plan, field check tables, and data quality control plan	Fieldwork management plan, including field movement plan, field check tables, and data quality control plan	Months 5–6
27	Finalize survey questionnaire and manuals after completion of the pilot and before fieldwork begins	<b>Final customized translated survey questionnaire and survey manuals*</b>	Month 6
28	Implement fieldwork	<b>Summary fieldwork report at end of data collection activities</b>	Months 7–8
29	Generate field check tables	<b>Weekly field check tables</b>	Months 7–8
30	Process data in CSPro	Cleaned CSPro dataset	Month 9
31	Calculate sample weights and add to the data	Cleaned CSPro dataset with sample weights added	Month 9
32	Prepare the survey implementation and data review memo	<b>Survey implementation and data review memo*</b>	Months 9–14
33	Analyze the data and prepare indicator assessment results tables	<b>Final indicator assessment results tables*</b>	Months 10–13

Gantt chart ref	Detailed task	Deliverable	Timeline
34	Prepare key findings report, incorporating time for USAID review and revision	<b>Key findings report*</b>	Months 11–14
35	Prepare and conduct survey results dissemination presentation (as applicable)	<b>Final results dissemination presentation slides</b>	<b>Months 13–15</b>
36	Prepare indicator assessment report, incorporating time for USAID review and revision	<b>Final indicator assessment report*</b>	Months 13–18
37	Develop communication products (as applicable)	<b>Communication products*</b>	<b>Months 14–18</b>
38	Prepare non-public, restricted public, and public access datasets, including supporting materials	<b>Non-public access, restricted public, and public access datasets and supporting materials</b>	Months 14–18
39	Upload final, 508-compliant, COR-approved key findings report and indicator assessment report to the Development Experience Clearinghouse	<b>Confirmation of 508-compliance and upload to the Development Experience Clearinghouse</b>	Months 14–18
40	Upload final, 508-compliant, COR-approved communications products to the Development Experience Clearinghouse (as applicable)	<b>Confirmation of 508-compliance and upload to the Development Experience Clearinghouse</b>	<b>Month 14–18</b>
<b>Capacity strengthening activities</b>			
CSI	Placeholder for local SIO capacity strengthening activities (as applicable)	<b>Final capacity strengthening report*</b>	Months [X]–[Y]
CS2	Placeholder for capacity strengthening activities [X] for other stakeholders (as applicable)	TBD	Months [X]–[Y]

CAP – computer-assisted personal interviewing, COR – Contracting Officer’s Representative, CSPro – Census and Survey Processing System, ICDM – In-Country Data Manager, IRB – Institutional Review Board, QCS – quality control and support, SIO – survey implementing organization, SOW – scope of work, TOT – training of trainers, USAID – United States Agency for International Development

<sup>a</sup> Typically the IRB approval process is periodic and can be delayed. Hence, it is important to plan ahead and understand the details of the country-specific ethical review process.

<sup>b</sup> The USAID COR provides technical concurrence of the subcontracting package, which is then approved by the CO.

Note: Deliverables denoted with one asterisk (\*) and bold font require COR approval. Deliverables denoted with only bold font (no asterisks) must be submitted to USAID but do not require COR approval. Deliverables denoted in regular font (no asterisks or bold font) do not have to be submitted to USAID but should be produced by the Contractor.

## 6. Team composition

At a minimum, the Contractor's project team shall include the following personnel, as listed in **Table 6**.

**Table 6: Contractor Staff and Responsibilities**

Staff position	Staff responsibilities
Project Director/ Chief of Party	<ul style="list-style-type: none"> <li>Responsible for survey quality and timeliness at all stages, including design, preparation, implementation, analysis, reporting, and dissemination, across surveys</li> <li>Provides high-level technical support for survey activities, including customization of the questionnaire, development and management of survey documents, and coordination of logistical support</li> <li>Oversees and supports all Contractor staff on the project team</li> </ul>
Operations Deputy Director for Surveys	<ul style="list-style-type: none"> <li>Reports to the Project Director/Chief of Party</li> <li>Oversees all survey operations activities across surveys and is responsible for ensuring that all aspects of survey operations are implemented according to protocol</li> <li>Works closely with the Country Lead to ensure that the survey is implemented according to the timeline and within budget</li> <li>Ensures quality control for all survey deliverables</li> <li>Is responsible for archiving final deliverables, the proposed and final survey implementation timeline, and the final set of indicators</li> </ul>
Data Processing Chief	<ul style="list-style-type: none"> <li>Reports to the Project Director/Chief of Party</li> <li>Oversees all data processing activities, including the customization of data processing documentation and systems, across surveys</li> <li>Submits and regularly updates the Data Management Plan for all surveys</li> <li>Oversees the Data Processing Manager and CSPro CAPI Developer</li> <li>Oversees determination of the requirements for the data collection applications, field check tables, and data quality reports, and is responsible for the creation of public use datasets that protect respondent confidentiality</li> <li>Oversees development of non-public, restricted, and public access datasets</li> </ul>
Senior Research and Analysis Advisor	<ul style="list-style-type: none"> <li>Reports to the Project Director/Chief of Party</li> <li>Oversees analysis of survey data, including development of analysis plans, calculation of indicator values and population estimates, and construction of tables in survey reports, across surveys</li> <li>Ensures quality control of all analyses</li> <li>Oversees and supports Data Analysts</li> <li>Provides data analysis workshop support, as applicable</li> </ul>
Senior Capacity Strengthening Advisor	<ul style="list-style-type: none"> <li>Reports to the Project Director/Chief of Party</li> <li>Leads the design, management, and assessment of the capacity component to increase understanding and use of population-based data and datasets</li> <li>Liaises with country-based stakeholders and is responsible for developing coherent, inclusive, and innovative plans that respond to needs, opportunities, and context</li> </ul>
Survey Methods and Analysis Advisor	<ul style="list-style-type: none"> <li>Reports to the Operations Deputy Director for Surveys</li> <li>Provides input in customizing Survey Methods Toolkit materials across surveys</li> <li>Provides input into data analysis and reviews the indicator assessment results tables</li> </ul>

Staff position	Staff responsibilities
Country Lead	<ul style="list-style-type: none"> <li>• Reports to the Operations Deputy Director for Surveys</li> <li>• Serves as primary point of contact with the USAID Mission, the host country government, and the local SIO (as applicable)</li> <li>• Coordinates all Contractor staff on the project team</li> <li>• Provides training to the local SIO on survey procedures and protocols, such as translation, pretesting, and data collection, as applicable</li> <li>• Tracks survey progress and resource requirements with the local SIO</li> <li>• Provides quality control for all survey deliverables</li> <li>• Leads preparation of the country-customized results table shells in collaboration with the Lead Data Analyst</li> <li>• Leads preparation of the indicator assessment report, providing coordination, oversight, and substantial writing contributions</li> <li>• Coordinates and oversees the development of other communications and dissemination products, making substantial contributions to content</li> </ul>
Research Specialist	<ul style="list-style-type: none"> <li>• Reports to the Survey Methods and Analysis Adviser</li> <li>• Supports the Country Lead and Data Processing Manager in activities such as training materials development, equipment procurement, facilitation of the TOT or Interviewer training, daily survey progress monitoring during fieldwork, and version control of survey documents, as needed</li> </ul>
Senior Sampling Statistician	<ul style="list-style-type: none"> <li>• Reports to the Senior Research and Analysis Adviser</li> <li>• Calculates survey sample sizes, designs samples, and calculates response rates</li> <li>• Selects first stage of samples and oversees application of second-stage selection</li> <li>• Computes design weights and final adjusted weights</li> <li>• Contributes to the sampling and weighting sections of the indicator assessment report</li> </ul>
Data Processing Manager	<ul style="list-style-type: none"> <li>• Reports to the Data Processing Chief</li> <li>• Determines requirements for the survey-specific CSPro CAPI data collection applications, field check tables, and data quality reports</li> <li>• Performs the survey-specific customization of data processing documentation, training materials, and CSPro CAPI data collection systems</li> <li>• Trains Interviewers, Field Supervisors, and other field-based staff on using the CSPro CAPI data collection systems</li> <li>• Trains the ICDM on their roles and responsibilities</li> <li>• Oversees the CSPro CAPI Developer</li> <li>• Serves as resource for Data Analysts and the ICDM</li> <li>• Supports development of non-public, restricted, and public access datasets and supporting materials</li> </ul>
CSPro CAPI Developer	<ul style="list-style-type: none"> <li>• Reports to the Data Processing Manager</li> <li>• Supports adapting the survey-specific CSPro CAPI data collection application screens</li> <li>• Ensures that all software for data collection tablets and the Central Office is installed and functioning</li> <li>• Establishes and coordinates all survey-related server activities</li> <li>• Works to ensure that all necessary questionnaire translations are integrated into the CAPI system</li> <li>• Supports the development of CAPI-related training materials and other survey documentation related to CAPI data collection, management, and processing</li> </ul>



Staff position	Staff responsibilities
	<ul style="list-style-type: none"> <li>Supports the trainings of Interviewers, Field Supervisors, and other field-based staff on using the CSPro CAPI data collection systems</li> </ul>
Lead Data Analyst	<ul style="list-style-type: none"> <li>Reports to the Senior Research and Analysis Adviser</li> <li>Collaborates with the Senior Research and Analysis Adviser and Country Lead to customize the core results table shells</li> <li>Leads analysis for the indicator assessment, including developing an analysis plan and coordinating and overseeing Data Analysts</li> <li>Participates in data analysis</li> <li>Ensures the quality control of all analysis and contents of results tables</li> <li>Conducts other analyses requested by the USAID Mission</li> <li>Supports the development of non-public, restricted, and public access datasets and supporting materials</li> </ul>
Data Analyst(s)	<ul style="list-style-type: none"> <li>Report to the Lead Data Analyst</li> <li>Analyze indicator assessment data, including calculating and tabulating indicator estimates and other results from primary and secondary data</li> <li>Assist in quality control by verifying the results generated by other Data Analysts</li> <li>Support other analyses requested by the USAID Mission</li> <li>Support the development of non-public, restricted, and public access datasets and supporting materials</li> </ul>
Communications Advisor	<ul style="list-style-type: none"> <li>Reports to the Senior Capacity Strengthening Advisor</li> <li>Leads the development of effective and innovative communications products for the survey, targeting a varied audience and country-specific needs</li> <li>Builds and strengthens systems for knowledge sharing among staff and partners and develops tools and templates to contribute to capacity building in communicating and demonstrating the use of data and analytical products</li> </ul>

The following field-based positions shown in **Table 7** are recommended.

**Table 7: Field-based Staff Positions and Responsibilities**

Field-based staff position	Field-based staff responsibilities
Survey Director	<ul style="list-style-type: none"> <li>Oversees all aspects of in-field survey operations</li> <li>Ensures compliance of all levels of implementation with survey protocol</li> </ul>
ICDM	<ul style="list-style-type: none"> <li>Responds to in-field data quality reports and manages any issues that arise, including proposing solutions</li> <li>Maintains close contact with Field Supervisors and survey management team</li> </ul>
Information Technology Specialist	<ul style="list-style-type: none"> <li>Ensures availability and functionality of technological tools and correct understanding of them by the technical team and local staff</li> <li>Conducts survey hardware oversight, including tracking and customs procedures, as needed</li> <li>Manages the information technology systems updates and technical re-training of field staff, as needed</li> <li>Leverages local networks for optimal data delivery</li> <li>Conducts task-appropriate configuration, security, and training for non-survey hardware</li> </ul>

Field-based staff position	Field-based staff responsibilities
Anthropometry Specialist	<ul style="list-style-type: none"> <li>Leads the anthropometry classroom and practice sessions in the TOT and Interviewer training</li> <li>Oversees anthropometric data collection, including during the survey pretest, pilot main fieldwork</li> <li>Supports the anthropometry quality assurance efforts of Field Supervisors and QCS teams</li> </ul>
Field Manager	<ul style="list-style-type: none"> <li>Leads coordination and management of all field operations, including hardcopy questionnaire pretest, listing, pilot, and fieldwork</li> </ul>
QCS Teams	<ul style="list-style-type: none"> <li>Provide quality assurance and material and moral support to field teams, as needed</li> <li>Visit field teams weekly</li> <li>Number of rotating regional teams determined by the size and geographical distribution of fieldwork</li> </ul>
Field Supervisors	<ul style="list-style-type: none"> <li>Responsible for day-to-day organization and supervision of field team</li> <li>Meet with community leaders, manage vehicle and Driver, coordinate room and board for the field team</li> <li>One Field Supervisor per field team</li> </ul>
Interviewers	<ul style="list-style-type: none"> <li>Conduct successful and accurate interviews with all assigned households</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>There shall be four Interviewers per field team: two teams of two Interviewers.</li> <li>Each Interview team should have at least one female Interviewer.</li> <li>All Interviewers should have a background in public health, nutrition, agriculture, demography, sociology, economics, or a related field.</li> </ul>
Drivers	<ul style="list-style-type: none"> <li>Ensure safe arrival and return of field teams from survey clusters</li> <li>One Driver per field team</li> </ul>

## **Appendix I: List of [regions/districts/communes/counties] comprising the [Country] phase three Zone of Influence**

## Appendix 2: Capacity strengthening options

In addition to providing local Survey Implementing Organizations with explicit capacity strengthening support as outlined in Section 3.1, other capacity strengthening activities targeted at United States Agency for International Development (USAID) Mission staff, host country government officials, or civil society organizations, among others, may include the following:

Capacity strengthening activity	Description
Sampling: coaching, mentoring, and workshops	The Contractor's Sampling Statistician shall improve capacity in statistical sampling methods. Much of the capacity strengthening focus shall include on-the-job coaching and mentoring for Survey Implementing Organizations. The Contractor shall provide the following sampling workshops: 1. Introduction to Sampling Basics—Course topics shall include frame preparation, sample design, stratification, and sample weights. 2. Survey-specific Sampling—Course topics shall include an overview of the sampling techniques for different surveys. Methods in this course shall be in alignment with the <i>Feed the Future Population-Based Survey Sampling Guide</i> in the <i>Feed the Future ZOI Survey Methods Toolkit—Endline/Round 1 (2024–2026)</i> .
Data Utilization workshop	The Contractor shall conduct a Data Utilization workshop. The workshop shall bring together a group of participants to review the key findings from the indicator assessment and discuss how those findings can inform adaptive management of programs. This deep dive into the data shall allow participants to explore what is working and what needs adapting. Working in groups, participants shall develop plans informed by survey-specific data to adjust programmatic interventions, theories of change, or approaches.
Data Visualization workshop	The Contractor shall conduct a Data Visualization workshop. The workshop shall take participants through the entire process of creating clear data visualizations, from assessing the audience to chart selection to creating and crafting a dissemination plan. Participants shall learn how to find a good data story in population-based survey (PBS) tables and how to best visualize those data. As required, the workshop shall be customized to focus on specific PBS topics and to create visualizations for a specific product, such as a report, presentation, or social media campaign once data are publicly available.
Advanced Data Analysis workshop <sup>1, 2</sup>	To increase the capacity of researchers to further use and analyze PBS datasets, the Contractor shall offer an Advanced Data Analysis workshop. The workshop modules shall cover the following: (a) data structure, how to open and use datasets, recoding variables, and merging datasets from various modules; (b) sampling and weighting, indicator definitions, and analytic approaches for key areas of interest; and (c) statistical tests of differences and other analyses.

<sup>1</sup> **Participant selection:** Participant selection criteria for the Advanced Data Analysis workshop shall be shared in advance of the workshops; for example, participants must have the Stata program and basic knowledge of how to use the program. USAID Missions shall be alerted when calls for application are available for these regional-level workshops. The workshops shall include participants from various countries that have PBS data available.

<sup>2</sup> **Timeline and cost:** The timeline and cost for these workshops shall depend on the content and topics covered.

## Appendix 3: Feed the Future P3-ZOI Round I indicator assessment Gantt chart

Feed the Future P3-ZOI indicator assessment tasks and timeline		MONTH																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	Conduct virtual kick-off meeting	X																	
2	Undertake initial planning activities	X																	
3	Conduct market research and develop an SOW to subcontract a local SIO; issue a request for proposals (as applicable)	X																	
4	Develop plan for obtaining approval from federal wide-certified IRB and in-country ethics committee	X																	
5	Procure supplies and equipment	X	X	X	X														
6	Coordinate with the National Statistics Office to select primary sampling units		X																
7	Select local SIO and submit the subcontracting package to the USAID Contracting Officer for approval (as applicable)		X																
8	Issue subcontract to local SIO (as applicable)		X																
9	Prepare the survey protocol		X	X															
10	Customize survey questionnaire (in English)		X	X															
11	Customize table shells		X	X	X														
12	Conduct initial capacity assessment of the local SIO and develop a capacity strengthening plan (as applicable)			X															
13	Design and conduct cognitive test (as applicable)			X															
14	Translate customized survey protocol (as applicable) and survey questionnaire			X	X														
15	Submit application to the federal wide-certified IRB and in-country ethics committee			X															
16	Prepare the sample design document			X															
17	Prepare sample weighting protocol			X	X														
18	Customize the core CPro CAPI data collection applications				X	X													

Feed the Future P3-ZOI indicator assessment tasks and timeline		MONTH																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	Prepare survey manuals:																		
	a—Interviewer's Manual				X	X													
	b—Field Supervisor's Manual				X	X													
	c—QCS Team's Manual				X														
	d—ICDM's Manual				X														
	e—Anthropometry Manual (as applicable)				X														
20	Develop training materials for TOT, ICDM training, and main field staff training				X	X													
	a—TOT				X	X													
	b—ICDM training				X	X													
	c—Interviewer training				X	X													
	d—Field Supervisor training				X	X													
	e—QCS team training				X	X													
21	Implement household listing operation				X	X													
22	Prepare listing data and select households				X	X													
23	Ensure that IRB and ethics committee approvals have been received				X	X													
24	Implement TOT and survey pretest					X													
25	Implement main field staff training and pilot						X												
26	Prepare fieldwork management plan, including the field movement plan, field check tables, and data quality control plan					X	X												
27	Finalize survey questionnaire and manuals after completion of the pilot and before fieldwork begins						X												
28	Implement fieldwork							X	X										
29	Generate field check tables							X	X										
30	Process data in CSPro									X									
31	Calculate sample weights and add to the data									X									

Feed the Future P3-ZOI indicator assessment tasks and timeline		MONTH																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
32	Prepare the survey implementation and data review memo									X	X	X	X	X	X				
33	Analyze the data and prepare indicator assessment results tables										X	X	X	X					
34	Prepare key findings report, incorporating time for USAID review and revision											X	X	X					
35	Prepare and conduct survey results dissemination presentation (as applicable)													X	X	X			
36	Prepare indicator assessment report, incorporating time for USAID review and revision													X	X	X	X	X	X
37	Develop communication products (as applicable)														X	X	X	X	X
38	Prepare non-public, restricted public, and public access datasets, including supporting materials														X	X	X	X	X
39	Upload final, 508-compliant, COR-approved key findings report and indicator assessment report to the Development Experience Clearinghouse														X	X	X	X	X
40	Upload final, 508-compliant, COR-approved communications products to the Development Experience Clearinghouse (as applicable)														X	X	X	X	X
<b>Capacity strengthening activities</b>																			
CS1	Placeholder for local SIO capacity strengthening activities [X] (as applicable)				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CS2	Placeholder for capacity strengthening activities [X] for other stakeholders (as applicable)				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

CAP – computer-assisted personal interviewing, COR – Contracting Officer's Representative, CSPro – Census and Survey Processing System, ICDM – In-Country Data Manager, IRB – Institutional Review Board, QCS – quality control and support, SIO – survey implementing organization, SOW – scope of work, TOT – training of trainers, USAID – United States Agency for International Development

Note: This Gantt chart is predicated on the use of existing core survey documentation (questionnaire, manuals, data collection applications, etc.) that need only be customized for country-specific details. Addition of new questions, modules, or procedures may require considerable revision and extension of the timeline represented here.

## Appendix 4: Calculation of response rates and weights

Design weights shall be calculated based on the separate sampling probabilities for each sampling stage and for each enumeration area (EA). The first-stage sampling probability of the  $i$ -th EA in stratum  $h$  is:<sup>18</sup>

$$f_{1hi} = \frac{m_h \times N_{hi}}{N_h}$$

Where:

$f_{1hi}$  = first-stage sampling probability of the  $i$ -th EA in stratum  $h$

$m_h$  = number of sampled EAs selected in stratum  $h$

$N_{hi}$  = total number of households on the frame for the  $i$ -th EA in stratum  $h$

$N_h$  = total number of households on the frame in stratum  $h$

The second-stage sampling probability of a household within the  $i$ -th EA in stratum  $h$  is:<sup>19</sup>

$$f_{2hi} = \frac{n_{hi}}{L_{hi}}$$

Where:

$f_{2hi}$  = second-stage sampling probability of a household within the  $i$ -th EA in stratum  $h$

$n_{hi}$  = number of sampled households selected for the  $i$ -th EA in stratum  $h$

$L_{hi}$  = total number of households listed during the listing exercise for the  $i$ -th EA in stratum  $h$

The overall selection probability of each household in EA  $i$  of stratum  $h$  is the product of the selection probabilities of the two stages, and the design weight for each household in cluster  $i$  of stratum  $h$  is the inverse of its overall selection probability. Because a “take-all” sampling approach is used for individuals in each sampling group, the selection probability at this stage is one. Therefore, the overall selection probability and design weights at the individual level shall be the same as for households.

The final sampling weight shall be calculated with the design weights corrected for non-response for each of the selected EAs. Weighted response rates shall be calculated at the stratum level as ratios of the weighted number of interviewed units over the weighted number of eligible units, where units could be households or individual sampling groups. The final household sampling weight shall be calculated by dividing the household design weight by the weighted household response rate. The final individual sampling weight shall be calculated by dividing the household sampling weight by product of the weighted household response rate and weighted individual response rate.

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<sup>18</sup> This is the overall first-stage sampling probability. During the first stage, a reserve sample may need to be selected for the survey using a two-phase sampling approach. See the *Feed the Future Population-Based Sampling Guide* for details on how this should be done.

<sup>19</sup> An assumption is made that no segmentation of the sampled EA from the first stage of sampling is required. If segmentation is required, please refer to the *Feed the Future Population-Based Sampling Guide* for details on how to account for segmentation when calculating sample weights.



## Appendix 5: Communication product options

In addition to the deliverables required as part of this scope of work, United States Agency for International Development (USAID) Missions may require additional communication products to be developed to increase dissemination of results and improve data utilization. Communication product options may include the following:

- **Fact sheet:** 1–2-page summary or trifold brochure highlighting the major findings of the indicator assessment. Other options include topical fact sheets, highlighting a specific topic area (e.g., nutrition or agricultural practices) from the indicator assessment results.
- **Talking points/speeches:** 1–2 pages of talking points for USAID officials that summarize the indicator assessment methodology and results for use in USAID official events
- **Key findings video:** 5–10-minute video that showcases key results from the indicator assessment. The video incorporates graphics and photos and features a voice-over from the indicator assessment country.