Feed the Future

Survey Implementation

Document

Scope of Work

Zone of Influence Survey

[COUNTRY] [YEAR]

*Feed the Future Phase Two Zone of Influence Midline Indicator Assessment*

[DATE]

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# Abbreviations

A-WEAI Abbreviated Women’s Empowerment in Agriculture Index

CAPI computer-assisted personal interviewing

COR contracting officer’s representative

CSPro Census and Survey Processing System

EA enumeration area

EBF exclusive breastfeeding

FIES Food Insecurity Experience Scale

ICDM In-country Data Manager

IRB Institutional Review Board

P2 phase two

PPS probability proportional to size

RFS Bureau for Resilience and Food Security

QCS quality control and support

USAID United States Agency for International Development

VCC value chain commodity

ZOI Zone of Influence

# 1. Purpose of this assignment

The purpose of this [request for task order proposals] is to procure the services of a specialized firm (hereafter the Contractor) to implement a population-based survey to collect data to quantify key indicators for the Feed the Future Phase Two Zone of Influence (P2-ZOI) midline indicator assessment in [Country]. Midline data are collected for the P2-ZOI midline indicator assessment through the P2-ZOI Midline Survey, which comprises a main survey and parallel survey.

Feed the Future seeks to reduce poverty, hunger, and malnutrition among women and children, and to increase income, resilience, women’s empowerment, dietary diversity, and appropriate feeding practices, and improve hygienic environments. Program efforts are designed to impact the population in ZOIs in Feed the Future target countries. One of the main tools to track progress in achieving Feed the Future’s high-level objectives are population-based performance indicators collected at baseline and then periodically thereafter. This is the first assessment of the Feed the Future P2-ZOI indicators in [Country] since the baseline indicator values were established.

The purpose of the P2-ZOI midline indicator assessment is to provide the U.S. Government interagency partners, United States Agency for International Development (USAID) Bureau for Resilience and Food Security, USAID Missions, host country governments, and development partners with information about short-term progress of the P2-ZOI indicators in [Country]. This P2-ZOI midline indicator assessment is not designed to detect statistically significant changes in indicator values since the [Country] P2-ZOI baseline survey in [Year(s)]. However, it will be possible to detect statistically significant differences if the difference between baseline and midline values is large enough.

**Parallel survey**

In addition to a main survey, a parallel survey is also expected to be completed as part of the P2-ZOI Midline Survey. The parallel survey will collect consumption expenditure and crop yield information in approximately 300 households. Specific reference to the scope for the parallel survey is included in the green text boxes throughout this document.

# 2. Background

## 2.1. Feed the Future overview

[MISSION TO DESCRIBE THE FEED THE FUTURE OBJECTIVES, STRATEGIES, AND INTERVENTION AREAS IN THE COUNTRY CONTEXT]

## 2.2 Feed the Future P2-ZOI profile

The Feed the Future P2-ZOI is the geographic area where Feed the Future in [Country] aspires to see the greatest change in well-being, hunger, poverty, and nutrition.

[MISSION TO INSERT GEOGRAPHIC DESCRIPTION OF THE P2-ZOI]

A map of the Feed the Future P2-ZOI in [Country] is provided in Section 3.3.

## 2.3 Rationale for P2-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 are available in the *Feed the Future ZOI Survey Methods Toolkit—Midline*, which is available on Agrilinks.[[1]](#footnote-2)

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

Capacity strengthening activities for the P2-ZOI midline indicator assessment will be integrated throughout all stages of the indicator assessment and will be tailored to the strengths and needs of the partners working on the [Year] [Country] P2-ZOI Midline Survey. An explicit focus will be on strengthening capacity of the local survey implementation partners, with tailored capacity strengthening activities taking place throughout implementation. The Contractor will develop a country-specific capacity strengthening plan that will be integrated into the customized P2-ZOI midline indicator assessment Gantt chart.

Other stakeholders targeted for capacity strengthening activities may include USAID Mission staff and implementing partners, host country government officials, and civil society organizations, among others. USAID [Country] has identified a set of additional capacity strengthening activities and audiences below to take place under this scope of work. These activities will also be integrated in the customized P2-ZOI midline indicator assessment Gantt chart.

[MISSION TO COMPLETE]

## 3.2 Indicators to be reported

### Feed the Future population-based indicators

The Contractor will assess the midline values for each of the 20 Feed the Future P2-ZOI midline indicators, plus a new indicator for water insecurity (Indicator 13 in Table 1) that will be measured in the P2-ZOI midline indicator assessment (see Table 1).

**Table 1: List of Population-based P2-ZOI Midline Indicators**

| **Directly collected and computed indicators** | |
| --- | --- |
| 1 | Prevalence of moderate and severe food insecurity in the population, based on the Food Insecurity Experience Scale (FIES) |
| 2 | Percent of households below the comparative threshold for the poorest quintile of the Asset-Based Comparative Wealth Index |
| 3 | Percent of producers who have applied targeted improved management practices or technologies |
| 4 | Percent of households participating in group-based savings, micro-finance, or lending programs |
| 5 | Percent of households with access to a basic sanitation service |
| 6 | Percent of households with soap and water at a handwashing station on premises |
| 7 | Percent of children 6-23 months receiving a minimum acceptable diet |
| 8 | Prevalence of exclusive breastfeeding of children under 6 months of age |
| 9 | Prevalence of women of reproductive age consuming a diet of minimum diversity |
| 10 | Ability to recover from shocks and stresses index |
| 11 | Index of social capital at the household level |
| 12 | Percent of households that believe local government will respond effectively to future shocks and stresses |
| 13 | Percent of households that are water secure, based on the Brief Water Insecurity Experiences Scale (HWISE-4) |
| **Directly collected subset of indicator dataa** | |
| 14 | Abbreviated Women’s Empowerment in Agriculture Index (A-WEAI) |
| **Indicators calculated using secondary datab** | |
| 15 | Prevalence of stunted (HAZ < -2) children under 5 (0-59 months) |
| 16 | Prevalence of wasted (WHZ < -2) children under 5 (0-59 months) |
| 17 | Prevalence of underweight (BMI < 18.5) women of reproductive age |
| 18 | Prevalence of healthy weight (WHZ ≤ 2 and ≥-2) among children under 5 (0-59 months) |
| **Imputed indicatorsc,d** | |
| 19 | Prevalence of poverty: Percent of people living on less than $1.90/day 2011 PPP |
| 20 | Depth of Poverty of the Poor: Mean percent shortfall of the poor relative to the $1.90/day  2011 PPP poverty line |
| 21 | Percent of people who are ‘Near-Poor’, living on 100 percent to less than 125 percent of the  $1.90 2011 PPP poverty line |

a The Contractor will administer the Women’s Empowerment in Agriculture module to only primary adult female decision-makers. Because A-WEAI data will not be collected from primary adult male decision-makers, the survey will not allow for computation of the gender parity sub-index of the A-WEAI, and thus will not allow for the computation of the A-WEAI score. The survey will still allow for computation of the five domains of empowerment sub-index, track progress in the proportion of women who are empowered, and measure changes to and progress in the key constraints to empowerment in agriculture for women in the ZOI.

b The Contractor will use Demographic and Health Survey (DHS) data from the P2-ZOI to compute midline estimates for these four anthropometry indicators (#15 through #18). Although Feed the Future ZOI Survey methods to calculate anthropometric indicators largely align with DHS methods, to ensure maximum comparability, the Contractor will also recompute P2-ZOI baseline values using DHS data for the baseline-midline comparison.

c The predictor variables that must be included in the main survey for the survey-to-survey imputation model are as follows: household size; primary adult decision-maker’s age; whether the primary adult decision-maker is female; primary adult decision-maker’s education level; household member dependency (i.e., proportion of household members who are 0-14 years of age, 15-24 years of age, and 60 years of age or older, using the proportion of household members 25-59 years of age as the reference category); residence (i.e., rural or urban); and per capita expenditures on utilities (i.e., charcoal, charcoal paraffin or kerosene, candles, matches, natural gas utilities, electricity utilities, water utilities, solar panels, and generators).

d The Contractor will conduct a parallel survey to collect data for the full Feed the Future consumption expenditure module as well as a set of per capita consumption predictor variables in approximately 300 households to validate the survey-to-survey imputation model and to provide a backup method to compute all three poverty indicators, if necessary.

In addition to the indicators identified in Table 1, information on climate change knowledge and adaptation services will be collected, and a set of country-specific questions will be developed to capture information on whether households accessed or participated in the kind of services or activities promoted by the USAID [Country] Feed the Future portfolio (see Section 3.5).

**Data collected in the parallel survey**

If the full consumption expenditure module was administered at baseline in [Country], the Contractor will use a survey-to-survey imputation approach to estimate the prevalence of poverty, depth of poverty of the poor, and the percent of people who are “near-poor” at midline. Survey-to-survey imputation requires the Contractor to conduct a parallel survey to collect data for the full baseline consumption expenditure module as well as a set of per capita consumption predictor variables. The data collected in this parallel survey will be used to validate the model used for survey-to-survey imputation and provide a backup method to compute all three poverty indicators if necessary.

The Contractor will also collect data on crop yield, including measurement of plot area, in the parallel survey sample (see Section 3.7).

## 3.3 Geographic focus of the P2-ZOI midline indicator assessment

The geographic focus area for this indicator assessment is the P2-ZOI in [Country], which covers [X, Y, and Z], as described in Section 2.2. A map of the current P2-ZOI is shown below, and a full list of the [regions/districts/communes] included in the P2-ZOI is provided in Annex 3. This list will be used to determine the sample frame for the [Year] [Country] P2-ZOI Midline Survey.

[INSERT MAPS]

## 3.4 Value chain commodities

The [Year] [Country] P2-ZOI Midline Survey will collect data from household members who are primarily responsible for cultivating or raising the select value chain commodities (VCCs) included in the survey. USAID [Country] has selected [List of selected VCCs] as the priority VCCs to be included in the P2-ZOI Midline Survey.

**Value chain commodities for the parallel survey**

The parallel survey will collect data at the household on farmers’ ability to identify their plots on Interviewers’ tablets, the area of farmers’ plots as measured by Interviewers when walking the plot perimeters, and yield information for the crop VCCs included in the main survey. The Contractor and USAID will together decide the parameters for VCC and plot inclusion in the parallel survey. NOTE: Data collection on livestock VCCs, even if collected in the main survey, will not be included in the parallel survey.

## 3.5 USAID [Country] Feed the Future program information

The Contractor and USAID [Country] will work together to develop a set of country-specific program participation questions that will collect critical information on household participation in the types of direct- and systems-level services being provided by the USAID [Country] Feed the Future portfolio. The intent of these questions is not to collect information on whether households participated in specific Feed the Future activities delivered by specific implementing partners. Rather, the expectation is that respondents should be able to provide information on whether they received support to access or participate in a service or activity, such as a training, of the types that Feed the Future facilitates or directly provides.

To draft the country-specific set of questions needed, it is essential to have information about the types of interventions and services promoted by USAID [Country]’s Feed the Future portfolio. Please refer to Annex 4 for additional information on USAID [Country] Feed the Future activities and promoted interventions.

## 3.6 P2-ZOI midline indicator assessment calendar

Assuming the core questionnaires, data collection applications, and templates are used, USAID [Country] anticipates that the entire P2-ZOI midline indicator assessment should take approximately [20-23] months, starting in [Month/Year] with an inception visit or virtual consultation, and ending in [Month/Year] with the delivery of final datasets. The pre-fieldwork tasks are estimated to take approximately 6 to 8 months, and the fieldwork should take approximately 4 months. Data cleaning, analysis, reporting, and results dissemination should take up to 11 months. A detailed list of tasks can be found in the core Gantt chart provided in Annex 1.

Fieldwork for the P2-ZOI Midline Survey should take place from [Month/Year] to [Month/Year]. The timing of the P2-ZOI Baseline Survey is the most important factor used to determine the timing of the P2-ZOI Midline Survey. The following additional factors were considered in determining when the fieldwork for the [Year] [Country] P2-ZOI Midline Survey should take place:

* Post-harvest period for the main crop from among the priority VCCs selected for inclusion in the survey
* [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]

## 3.7 Sampling

### Sampling design

The sampling design described here follows the *Guidance on the Feed the Future Phase Two Zone of Influence Midline Indicator Assessment* and the *Feed the Future Population-Based Survey Sampling Guide.* The [Year] [Country] P2-ZOI Midline Survey shall be conducted among a random sample representative of the entire population living in the P2-ZOI. The P2-ZOI Midline Survey should use a cross-sectional, stratified, multi-stage cluster sampling design, with up to four stages of sampling.[[2]](#footnote-3)

The contractor shall use a sampling frame composed of all enumeration areas (EAs) in the [regions/districts/communes] that form the P2-ZOI at midline (see Section 3.3 and Annex 3). The name, location, and household count of each EA (including any auxiliary information available on the frame that could be used in the sample design) in the P2-ZOI shall be verified with the [National Statistical Office] prior to the development of the sample design for the survey. The [Year] [Country] P2-ZOI Midline Survey sample 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 will 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 additional stage of sampling is required for those EAs.[[3]](#footnote-4) During this second stage of sampling, the EA shall be segmented, and one segment selected using PPS sampling.[[4]](#footnote-5)

After the selection of EAs and segments, a complete listing of all households in the selected EAs and segments shall be completed (see Section 4.4).[[5]](#footnote-6) 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 2 years of age for feeding behavior indicators, and all women 15-49 years of age for minimum dietary diversity indicators. 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**4 | **Stage 3:**  **Selection of households** | **Stage 4:**  **Selection of individuals** |
| Method of sampling | Systematic PPS | PPS | Fractional interval systematic | Take all |

### Sample size

The sample size for the main survey has been calculated following guidance developed by the Bureau for Resilience and Food Security (RFS). USAID [Country] has determined that the sample size should be [xx] households. The purpose of the midline assessment is to provide point estimates of the P2-ZOI indicators at an acceptable level of statistical accuracy for indicators 1-13 in Table 1. 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 type** | **Indicator** | **Estimated prevalence or mean** | **Margin of error** | **Confidence level**  **()** | **Estimated standard deviation ()** | **Design effect** | **Initial sample size** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Percentage/proportion | FIES\* |  | 5% | 97.5% | n/a |  |  |
| Percent HHs (Comparative Wealth Index) |  | 5% | 97.5% | n/a |  |  |
| Percent HHs (savings programs) |  | 5% | 97.5% | n/a |  |  |
| Percent HHs  (basic sanitation) |  | 5% | 97.5% | n/a |  |  |
| Percent HHs  (handwashing) |  | 5% | 97.5% | n/a |  |  |
| Percent HHs (local government) |  | 5% | 97.5% | n/a |  |  |
| Percent children (minimum acceptable diet) |  | 5% | 97.5% | n/a |  |  |
| Percent women (diet) |  | 5% | 97.5% | n/a |  |  |
| Percent producers |  | 5% | 97.5% | n/a |  |  |
| Mean | Shocks and Stresses Index |  | 5% | 97.5% |  |  |  |
| Social Capital Index (HH) |  | 5% | 97.5% |  |  |  |

HH=household

\* If a DEFF estimate for the FIES indicator is not available from the P2-ZOI Baseline Survey, use the value of 5, which is the median DEFF for this indicator from the Gallup World Poll.

The indicator values and standard deviations were estimated based on the following data sources and assumptions: [describe data sources and assumptions]. Estimated design effects were based on the values from the P2-ZOI Baseline Survey. A margin of error of 5 percent was set for all indicators, with a significance level of = 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[[6]](#footnote-7) (i.e., adj1) and households that may not respond during the survey (i.e., adj2).

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

Table 4 presents the parameters and assumptions used to calculate adj1, adj2 and the final required sample size for each indicator.[[7]](#footnote-8) The expected household response rate used here to adjust the sample size mirrors the response rate obtained in the [name of P2-ZOI Baseline Survey].

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

| **Indicator type** | **Indicator** | **Initial sample size** | **Proportion of the population in the age group underlying the indicator** | **adj1** | **Sample size with** | **adj2** | **Final sample size** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Percentage/ proportion | FIES |  | n/a |  |  |  |  |
| Percent HHs (Comparative Wealth Index) |  | n/a |  |  |  |  |
| Percent HHs (savings programs) |  | n/a |  |  |  |  |
| Percent HHs  (basic sanitation) |  | n/a |  |  |  |  |
| Percent HHs  (handwashing) |  | n/a |  |  |  |  |
| Percent HHs (local government) |  | n/a |  |  |  |  |
| Percent children (minimum acceptable diet) |  |  |  |  |  |  |
| Percent women (diet) |  |  |  |  |  |  |
| Percent producers |  |  |  |  |  |  |
| Mean | Shocks and Stresses Index |  | n/a |  |  |  |  |
| Social Capital Index (HH) |  | n/a |  |  |  |  |
| Average household size: [x.xx]; HH=household; Anticipated household non-response rate: [xx.xx]% | | | | | | | |

The minimum required household sample size for the indicator on prevalence of exclusive breastfeeding (EBF) of children under 6 months of age was determined using the following formula:

Where:

= minimum required household sample size for the EBF indicator

= estimated proportion of the ZOI population that is 0-5 months of age

= estimated average household size in the ZOI

= inverse of the expected household response rate

Table 5 shows the values used in calculating the minimum required household sample size for the EBF indicator.

**Table 5: Minimum Sample Size Required for EBF Indicator**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Indicator** | **Average household size** | **Proportion of the population 0-5 months of age** | **Expected response rate** |  | **Sample size** |
| EBF |  |  |  |  |  |

Based on the sample size calculations in Table 4, indicator [xx] has the largest required household sample size. This sample size was then compared to the minimum required household sample for the EBF indicator (see Table 5). The larger of these two sample sizes was then retained as the final sample size for the main survey, which was [xx] households.

**Parallel survey sample**

The parallel survey shall be conducted in a sample of approximately 300 households. For the parallel survey, the Contractor shall sample additional households in each of the EAs sampled for the main survey, such that the parallel survey sample includes at least 300 households, with the same number of households sampled across each EA.

# 4. Tasks

This section describes the major tasks that the Contractor is expected to perform under this scope of work. The key deliverables associated with each task are listed after the description. A complete list of all required deliverables is provided in Section 6, along with a timeline. The list in Section 6 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 are internal to the Contractor.

## 4.1 Start of work/inception visit and survey preparatory activities

Before undertaking the planning and implementation of this P2-ZOI midline indicator assessment, the Contractor shall read and be familiar with the contents of the *Feed the Future ZOI Survey Methods Toolkit—Midline,* which is available on Agrilinks. The Toolkit covers the whole assessment process and comprises various technical guides and templates for all major deliverables, with instructions for customization where appropriate. References to some of these documents are made throughout this scope of work. In particular, the Contractor shall review in detail the Survey Organization Manual, which outlines the standard approach to and provides general guidelines for organizing and implementing the P2-ZOI midline indicator assessment, from planning to dissemination of results.

As soon as possible after award, the Contractor shall undertake preparatory activities for the main survey and parallel survey. Preparatory activities include meeting with key stakeholders, obtaining necessary information for the sampling design, and updating the timeline proposed by USAID [Country] (see Section 6 and Annex 1) in the form of a customized Gantt chart for all P2-ZOI midline indicator assessment activities and deliverables. The core midline indicator assessment Gantt chart is also available as an Excel file for customization in the *Feed the Future ZOI Survey Methods Toolkit—Midline*. The customized Gantt chart and list of deliverables will be incorporated into the midline indicator assessment work plan.

Specifically, survey preparatory tasks include the following:

* Meet with USAID [Country] staff and government representatives from [the National Statistical Office, Ministry of Agriculture, Ministry of Health, Others…].
* Review appropriate procedures and develop a plan to obtain U.S. federal wide-certified and country-mandated Institutional Review Board (IRB) certification.
* Coordinate with the [National Statistical Office] to review the sampling plan and select primary sampling units.
* As applicable, identify and review the capacity and past performance of local survey implementation firms or organizations to implement the P2-ZOI Midline Survey and determine whether a subcontracting request for proposals should be issued. NOTE: National statistical institutes should always be included in the request for proposals process unless the USAID Mission has reasons to exclude them. The Contractor is expected to conduct comprehensive market research and select the local survey implementation firm or organization through a competitive procurement process.
* Determine appropriate provisioning source for the survey equipment (e.g., tablets) and supplies (e.g., personal protective equipment).
* Prepare the midline indicator assessment work plan, including customized Gantt chart, list of deliverables, and timeline.

**Deliverables submitted to USAID include:** Inception visit or virtual consultation report, if applicable; customized work plan, including a customized Gantt chart and list of deliverables; sampling design document

## 4.2 Selection of in-country subcontractor

The Contractor can either execute the survey completely through direct hiring of local qualified staff or enter into a subcontract, as allowed under its award with USAID, 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. The decision on how the data will be collected for the survey should be clearly articulated in the response to this request for task order proposals.

If subcontracting is preferred, criteria for assessing local organizations’ ability to implement a survey of the size and complexity of the P2-ZOI Midline Survey are as follows:

* The documented past performance of the organization in implementing several large-scale household surveys with sample sizes comparable to the [Year] [Country] P2-ZOI Midline Survey and resulting in good-quality data
* The capacity of the local organization to carry out specific aspects of the survey process it may be responsible for, such as listing, training, collecting social and agricultural data, data collection and transmission, and supervision
* The organization’s experience in using tablet computers for data collection, if applicable
* Calendar record of usual timelines for survey implementation, and the organization’s ability to complete surveys on time
* The ability of the organization to staff the project as needed for the work
* The experience of the organization’s staff in the requisite roles defined for the P2-ZOI Midline Survey
* The availability of the organization to complete work in the required time period
* [Any other country-specific requirements]

**Deliverables submitted to USAID include:** If subcontracting, submission of subcontracting package to the USAID COR and Contracting Officer of the survey award for approval

## 4.3 Review, adapt, and translate the survey questionnaires, manuals, and training materials, and prepare a first version of the survey protocol

The Contractor shall use the P2-ZOI Midline Survey documentation available in the *Feed the Future ZOI Survey Methods Toolkit—Midline* to produce customized, country-specific versions of the questionnaires, manuals, training materials, and survey protocol for the [Year] [Country] P2-ZOI Midline Survey, as instructed in the templates. Because the main and parallel survey questionnaires include country-specific items, the Contractor shall ensure that all P2-ZOI Midline Survey documents and applications are tailored accordingly.

The mainsurvey questionnairecontains the following modules:

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 nutrition

Module 6: Women’s empowerment in agriculture

Module 7: Agricultural technologies, excluding plot area and crop production sub-modules

Module 9: Program participation\*

Module [X]: Any other data required by the USAID Mission

\* During the design phase, the agriculture; water, sanitation, and hygiene; and resilience program participation questions will be included a stand-alone module. However, in the final customized questionnaire, the program participation module questions will be distributed across other existing survey modules, by topic area to ensure that the most appropriate household member responds to each series of questions.

**Modules for the parallel survey**

The questionnaire for the parallel survey includes the following modules:

Module 1: Household roster and demographics

Module 2: Dwelling characteristics and household assets

Module 7: Plot area and crop production sub-module

Module 8: Consumption expenditure

### 4.3.1 Manuals and training materials

The Contractor shall adapt manuals and training material templates to be used in training the trainers, the Interviewers, the In-country Data Manager (ICDM), and all supervisory staff for both the main and parallel surveys. The manuals to be customized include the Interviewer’s Manual, Field Supervisor’s Manual, Quality Control and Support Team Manual, and ICDM’s Manual. Training materials to be customized include training agendas (facilitator and trainee versions), attendance sheets, quizzes, role play exercises, PowerPoint slides, and any required forms.

### 4.3.2 Translation

The Contractor shall have all survey documentation, including the questionnaires, informed consent forms, manuals, and training materials, translated into [NATIONAL LANGUAGE].

[In addition,] the main and parallel survey questionnaires shall be translated into [LOCAL LANGUAGES], which are those spoken by 10 percent or more of the population in areas where the survey will be implemented. The Contractor can use the Excel version of the core questionnaires, which has a translation sheet at the end of the workbook that can be used to facilitate this process.

The documents should be translated and back-translated in accordance with Feed the Future’s standard translation protocol.[[8]](#footnote-9) All language versions of the questionnaires shall be loaded on the tablets and be provided to the field teams in hardcopy before the training of trainers.

### 4.3.3 Paper questionnaire pretest

The Contractor shall review the core P2-ZOI Midline Survey paper questionnaire pretest protocol and customize the cognitive probes to be administered as part of the paper questionnaire pretest. The Contractor shall conduct the paper questionnaire pretest according to the paper questionnaire pretest protocol in the national language of the country, plus all local languages into which the questionnaires are translated. The paper questionnaire pretest shall include both the customized main survey questionnaire and the parallel survey questionnaire.

### 4.3.4 Survey protocol

The Contractor shall update and adapt the template survey protocol and attach the initial version of the main survey questionnaire and parallel survey questionnaire.

**Parallel survey manuals, training materials, and survey protocol**

The same manuals will be used for the main and parallel surveys, and any training materials specific to the parallel survey will be prepared concurrently with those for the main survey. The parallel survey protocol will be incorporated in the P2-ZOI Midline Survey protocol and should clearly document the methodology of sampling, listing, data collection training, and analysis to be followed to implement the parallel survey.

**Deliverables submitted to USAID include:** Survey protocol; customized and translated main and parallel survey paper questionnaires, including customized cognitive probes for the paper questionnaire pretest; customized Field Supervisor’s Manual, Interviewer’s Manual, Quality Control and Support (QCS) Team Manual, and ICDM’s Manual (including translated versions in countries in which English is not a national language); training plans and materials; paper questionnaire pretest report

## 4.4 Pre-main fieldwork activities

### 4.4.1 Data collection application development and testing

After the [Year] [Country] P2-ZOI Midline Survey questionnaire customization is completed and finalized, the Contractor shall begin the multi-stage process of updating the data collection applications and testing data collection procedures and scenarios. Tablets with an Android operating system and a Census and Survey Processing System (CSPro) computer-assisted personal interviewing (CAPI) data collection system shall be used to capture the survey data.

CSPro CAPI data collection applications that correspond to the main and parallel survey questionnaires have been developed, tested, and made available for Contractor use, as have the relevant codebooks. The Contractor shall use these as the basis for updating the [Country]-specific applications. The [Country]-specific CSPro CAPI data collection applications shall be tested, and if changes are required, the applications shall be modified. All modifications will be documented until the data collection applications pass testing. The Contractor will ensure that the tablets are configured and loaded with the CAPI data collection applications prior to the training of trainers.

Testing and revisions to the data collection applications shall follow a careful process. First, the [Country]-specific questionnaires will be frozen before the CAPI pretest, which will be implemented during the training of the trainers (see the CAPI Pretest section for the description and timing). The [Country]-specific questionnaires will be unfrozen only for any updates resulting from the CAPI pretest. They will then be frozen again until the Interviewers’ training and completion of the pilot (see the Pilot section). Any further edits or revisions based on the pilot exercise will be made in the [Country]-specific paper questionnaires and data collection applications before the start of the main fieldwork.

It is expected that edits and revisions will be minor, such as correcting incorrect translations, adding missing response options, or addressing issues with skip patterns or navigation through the CAPI applications. Revisions shall trigger re-testing of the CAPI data collection applications until all pass testing.

The Contractor shall ensure that the tablets are [shipped to/available in] [Country]. The Contractor should plan [xx] weeks for shipping and customs clearance. Tablets will 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.

**Data collection application development and testing for parallel survey**

The customized parallel survey questionnaire shall be used to tailor the parallel survey data collection applications. The parallel survey data collection applications shall be tailored and tested thoroughly following the same procedures used for the main survey data collection applications.

### 4.4.2 Household listing and community sensitization

The Contractor shall review the *CAPI* *Household Listing Manual* found in the *Feed the Future ZOI Survey Methods Toolkit—Midline* to plan and execute 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. In particular, the listing teams shall visit each EA to map, number, and list all structures, dwelling units, and households in these dwellings in the designated boundaries of the EA. 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 selected EAs approximately 6 weeks before the start of the pilot.

**Community sensitization** entails meeting with community leaders to explain the purpose of the survey and to request community cooperation. The listing team will provide the community leader with a letter from [XX] and materials describing the P2-ZOI Midline 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 ascertain the availability of electricity and internet access and identify options for food and lodging.

**Additional information collected for the parallel survey during the listing operation**

The listing teams should also assess how far, on average, agricultural plots are located from household residences. This information will be used to estimate the time it will take Interviewers to reach farmers’ plots to measure plot area in households selected for the parallel survey.

### 4.4.3 Household selection

After listing information from all EAs has been collected, the listing data shall be sent to the Contractor for cleaning and analysis by the Sampling Statistician. The Sampling Statistician shall then undertake therandom **household selection** for both main and parallel surveys. The lists of clusters and selected households shall be used in planning field management tasks and shall be loaded on each Interviewer’s tablet.

### 4.4.4 Training, CAPI pretest, and pilot

The Contractor shall undertake training, CAPI pretest, and pilot activities over a 6-week period immediately preceding the start of fieldwork, as follows:

* Weeks 1–3: Training of trainers for QCS team members and Field Supervisors (including pretesting the data collection applications, data transmission, and data receipt and quality control procedures)
* Weeks 4–5: Training of Interviewers
* Weeks 6: Pilot

#### Training of trainers

The Contractor shall train the trainers. This involves selecting and training QCS team members as trainers for the Interviewers’ training. Field Supervisors should be trained at the same time (if possible) to select supervisory staff before the Interviewers’ training. Training shall be based on the country-customized Interviewer’s, Field Supervisor’s, and QCS team manuals and shall cover the following:

* **Introduction to the P2-ZOI Midline Survey:** survey objectives, sample, survey modules, survey implementation, confidentiality, and Field Supervisor role
* **Preparing for fieldwork:** collecting materials, obtaining monetary advances for field expenses, arranging transportation and accommodations, and contacting local authorities
* **Main and parallel survey questionnaire content:** household roster; informed consent; dwelling characteristics and household assets; climate change knowledge and adaptation services; food security and resilience; women’s empowerment in agriculture; women’s nutrition; children’s nutrition; agriculture technologies; and program participation; consumption expenditures; plot identification, plot measurement, and crop production
* **Organizing and supervising fieldwork:** assigning households to field teams and tracking completion, handling pending interviews, observing interviews, monitoring and evaluating Interviewer performance, obtaining extra needed supplies and equipment for the field teams, conducting systematic spot-checks of household composition, reducing non-response, maintaining motivation and morale, and completing work in a cluster
* **Data management:** distributing work; checking questionnaires for completeness; archiving data; backing up files, including shape files; and transmitting data
* **Reporting and communications:** maintaining schedule and procedures for reporting to the Field Manager and handling issues that require immediate communication

Hands-on training and practice sessions will cover the use of all technical equipment required for survey implementation, including tablets with applications for data collection. Midline content training schedules, PowerPoint slides, manuals, and quizzes can be found in the *Feed the Future ZOI Survey Methods Toolkit—Midline*.

#### CAPI pretest

TheCAPIpretestshall be planned for the end of the first week of the training of trainers to test the CAPI data collection applications as well as data transmission, extraction, and generation of field check table reports. The Contractor shall follow the CAPI pretest protocol developed by Feed the Future in planning and implementing the CAPI pretest. The CAPI pretest shall be conducted in rural areas near the training site. It shall include households that are similar to those of the planned survey respondents and, to the extent possible, respondents who speak each of the local languages. The CAPI pretest shall focus on both the main survey and parallel survey questionnaire content—whether the flow between modules works well, whether respondents can comprehend all survey questions, and whether the full range of appropriate responses are available. The CAPI pretest will also identify any problems with the translations and with using the data collection applications (e.g., skip patterns, navigation between modules).

Any issues with the survey questionnaires, data collection applications, and data quality control procedures identified during the CAPI pretest shall be fully documented and corrections made. The corrected versions of the questionnaires, data collection applications, and survey manuals shall then be translated, re-loaded onto the tablets, and tested during the second week of the training of trainers.

**Training of trainers and CAPI pretest for the parallel survey**

All training of trainers participants will be trained on the content of the parallel survey questionnaire, including sessions on how to measure the area of plots for the crop VCCs included in the survey. The P2-ZOI Midline Survey CAPI pretest will include both the main and parallel surveys.

#### Interviewers’ training

The Interviewers’ training, including the pilot, shall be led by the Contractor’s training team over the course of 3 weeks. Training shall be based on the country-customized Interviewer’s Manual and complementary training materials available in the *Feed the Future ZOI Survey Methods Toolkit—Midline*. The training shall cover the following:

* **Introduction to the P2-ZOI Midline Survey:** survey objectives, sample, survey modules, survey implementation, confidentiality, Interviewer’s role, assignment to Field Supervisors, payment for services
* **Conducting the interview:** giving general guidance, approaching the household, building rapport, converting refusals, obtaining informed consent, ensuring privacy, using translations, asking questions, probing, following interview instructions on the questionnaire and tablet, noting differences between the printed questionnaire and tablet screens, and flagging issues to be discussed with the Field Supervisor
* **Main and parallel survey questionnaire content:** household roster; informed consent; dwelling characteristics and household assets; climate change knowledge and adaptation services; food security and resilience; women’s empowerment in agriculture; women’s nutrition; children’s nutrition; agriculture technologies; and program participation; consumption expenditures; plot identification, plot measurement, and crop production
* **Fieldwork procedures:** following field team members’ roles and responsibilities, using control sheet, managing the household interview, reporting to the Field Supervisor, following up on missed interviews, ensuring high data quality, and monitoring and reviewing Interviewers’ performance
* **Collecting and managing data on the tablet:** understanding the tablet and screen components, starting a questionnaire on the tablet, navigating the questionnaire, advancing through survey modules and groups, entering responses, dealing with refusals, troubleshooting, and transmitting data
* **Completing survey modules:** knowledge of general instructions, administering each survey module, asking questions, and entering responses question by question

Hands-on training and practice sessions will cover the use of all technical equipment required for survey implementation, including tablets with applications for data collection and land area measurement.

#### Training for other survey staff

**Field Supervisors:** Field Supervisors will typically be trained during the training of trainers and participate in the Interviewers’ training. Field Supervisors will attend a one-day training that is based on the content of the customized Field Supervisor’s Manual and focuses on their role as Field Supervisors.

**QCS Teams:** QCS team members will participate in the training of trainers and then help lead the Interviewers’ training. They will also attend a half-day training that is based on the content of the customized QCS Manual and focuses on their role as QCS team members.

**ICDM:** The ICDM will be trained on the content of the customized ICDM’s Manual ahead of the training of trainers. The ICDM will participate in the training of trainers and Interviewers’ training.

Both the QCS and ICDM trainings will include a demonstration of how to use and interpret field check table data and, if applicable to the survey context, real-time remote fieldwork monitoring.

#### Training in human subjects protections

All trainees and anyone who might see 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 will be maintained
* Whom to contact with questions about the survey or about the respondent’s rights
* That participation is voluntary, that refusal to participate will 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 in the Contractor’s office for a period of 3 years.

#### Pilot

At the conclusion of the Interviewers’ training, the entire survey team shall conduct a week-long pilot of all survey procedures and logistics and of the questionnaires and translations. The Contractor shall follow the pilot protocol developed by Feed the Future in planning and implementing the pilot.

The pilot for the main and parallel surveys shall be conducted together in rural communities that are in the P2-ZOI but not part of the P2-ZOI Midline Survey sample. At the end of each day, all pilot participants shall meet to discuss issues and challenges and to identify solutions. Proposed solutions shall be tested on subsequent days. At the conclusion of the pilot, all proposed changes to the survey questionnaires, manuals, translations, procedures, logistics, and systems shall be documented, and any re-training undertaken as necessary.

Depending on their extent, revisions to the questionnaires, manuals, and data collection applications may take several days, so there may be a hiatus between the pilot and the initiation of fieldwork.

**Interviewers’ training and pilot for parallel survey**

The Interviewers’ training shall include the content of the parallel survey questionnaire, including sessions on how to measure the area of plots where the VCCs included in the survey are grown. The P2-ZOI Midline Survey pilot will include both the main and parallel surveys.

**Deliverables submitted to USAID include:** Household listing operation report; training reports (including field reports from the CAPI pretest and pilot); final customized translated main and parallel survey questionnaires and survey manuals; final survey protocol; documentation of approval from a federal wide-certified IRB and in-country IRB

## 4.5 Fieldwork

Fieldwork will begin only after the appropriate documentation from the IRBs and any other entities are obtained and all pre-field activities (see Section 4.4) are completed satisfactorily. The Contractor shall then begin fieldwork, taking into consideration the requirements described in this section.

### 4.5.1 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 questionnaires, female Interviewers should interview female respondents; 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 vehicles.

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

### 4.5.2 Field supervision

The Contractor shall implement fieldwork according to the fieldwork management plan developed prior to the start of fieldwork. The fieldwork management plan includes the field movement plan, field check table shells, and a data quality control plan.

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 will be the Field Supervisors, who shall closely review each questionnaire summary prior to the transmission of the data. 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 4.5.1) during the course of fieldwork.

### 4.5.3 Data transmission and management

The Contractor shall set up a secure server to store all survey data. Field Supervisors will send the data from verified questionnaires in encrypted files over secure channels to the Contractor’s server. Data transmission shall be accompanied by a report describing the data being transmitted. The data will be transmitted to the server as soon as possible, depending on Internet availability.

The Contractor shall put in place the necessary procedures to address potential challenges with the process of transmitting data, such as low internet bandwidth or damaged hard drives and screens. The Contractor will identify the most reliable methods of accessing the Internet and will send damaged tablets to the Central Office for data extraction. Extensive efforts shall be undertaken to recover data from any tablets that are damaged.

### 4.5.4 Data quality controls

The Contractor will 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 will 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 will 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 should conduct some of these follow-up interviews themselves.

The Contractor shall generate field check table reports using aggregated data. Templates for field check tables are available in the *Feed the Future ZOI Survey Methods Toolkit—Midline*. These tables will show age heaping, age displacement, the mean number of individuals eligible for individual-level modules, and response rates. Field check table reports will identify data collection problems at the field team level, and will allow Field Supervisors to evaluate their team’s performance. Key issues will be identified, noted on the reports, and sent back to the team’s Field Supervisor, who will take appropriate actions as described in the [Year] [Country] P2-ZOI Midline Survey protocol.

The Contractor shall track performance, implementation, 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 with implications for the integrity of the survey.

**Fieldwork for the parallel survey**

Fieldwork for the main and parallel surveys will take place concurrently in the same EAs, but different households will be sampled. The same field teams will collect data for both the main and parallel surveys. The same approaches to field supervision, data transmission and management, and data quality control will be used for both the main and parallel surveys.

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

## 4.6 Data cleaning and analysis and report preparation

The Contractor shall clean and analyze the data, calculate the required indicators, prepare data tables, draft the report, and prepare the dataset according to USAID Open Data Policy. The Contractor shall document and maintain a trail of the steps and procedures followed during data cleaning such that all intermediate data files can be reproduced afterward by USAID if necessary.

### 4.6.1 Data cleaning

Following the steps detailed in the *Data Processing and Finalization Procedures* available in the *Feed the Future ZOI Survey Methods Toolkit—Midline*, the Contractor shall finalize the survey data in CSPro for export into formats that analysts can use in statistical software packages. As part of the finalization process, the Contractor shall calculate sampling weights according to the data weighting protocol prepared for the survey. Sampling weight calculations shall be based on design weights corrected for non-response for each of the selected EAs (see Annex 2).

### 4.6.2 Data analysis

The Contractor shall calculate and tabulate sample-weighted estimates for all indicators (see Table 1) and disaggregates as specified in the *Guide to Feed the Future Statistics.* This includes computing the prevalence of poverty, depth of poverty of the poor, and percent of people who are ‘near-poor’ indicator estimates using the survey-to-survey imputation model. The Contractor shall generate and tabulate the unweighted sample size (N), weighted standard deviation (for continuous indicators), weighted standard error, weighted confidence intervals, design effect, and indicator incompletion rates.

The Contractor shall use Stata, SAS, SPSS, or R to analyze the data and generate the required statistics. The *Guide to Feed the Future Statistics* includes step-by-step instructions to calculate Feed the Future P2-ZOI midline indicators and is accompanied by Stata syntax files to calculate and tabulate the indicators, except for FIES, which is partially written in R. Stata syntax files should be translated into another software language if a different statistical package is used.

**Parallel survey data cleaning and analysis**

The Contractor shall clean the data collected through the parallel survey using the same procedures used for the main survey data and export the data into Stata format. The Contractor will then use the consumption expenditure data to validate the survey-to-survey imputation model.[[9]](#footnote-10) The Contractor will not analyze the crop plot area or production data; these data will be submitted to USAID/RFS (see Section 4.7.)

### 4.6.4 Report preparation

The Contractor shall prepare the [Year] [Country] P2-ZOI Midline Indicator Assessment report using the P2-ZOI midline indicator assessment report template and the P2-ZOI midline indicator assessment results table shells available in the in the *Feed the Future ZOI Survey Methods Toolkit—Midline*.TheContractor shall adapt the report template and results tables to incorporate additional country-specific indicators, descriptive tables, and response options, as applicable.

### 4.6.5 Indicator assessment results dissemination

The Contractor shall plan on presenting the P2-ZOI midline indicator assessment findings to USAID [Country] [in person or as a webinar] following the submission of the report.

The dissemination seminar or webinar for stakeholders will include a presentation of the indicator assessment background, methods, and key findings, followed by a question-and-answer period.

**Deliverables submitted to USAID include:** Data quality assessment memo, midline indicator assessment results tables (draft and final), midline indicator assessment report (draft and final), results dissemination presentation slides (draft and final)

## 4.7 Dataset preparation and disclosure analysis plan

The Contractor shall prepare three datasets for the main survey: one for USAID internal use (non-public access), one for use by USAID-approved users (restricted access), and one for public use prepared according to the U.S. Government’s Open Data Policy (public access).[[10]](#footnote-11) The Contractor shall follow the instructions in the [*Protocol for Preparing Non-Public, Restricted, and Non-public Access Datasets*](https://www.agrilinks.org/post/feed-future-zoi-survey-methods-toolkit-midline-2021) in the *Feed the Future ZOI Survey Methods Toolkit—Midline* 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 COR of the survey award has approved the P2-ZOI midline indicator assessment report. The non-public access dataset and supporting materials will be submitted directly to the USAID COR of the survey award and USAID/RFS. The public and restricted access datasets and supporting materials will be submitted to the USAID Data Development Library.

**Parallel survey dataset preparation and submission**

Like the main survey, the Contractor shall follow the instructions in the [*Protocol for Preparing Non-Public, Restricted, and Public Access Datasets*](https://www.agrilinks.org/post/feed-future-zoi-survey-methods-toolkit-midline-2021) to prepare non-public, restricted, and public access datasets and supporting materials for data collected in the parallel survey. The non-public access dataset and supporting materials will be submitted directly to the USAID COR of the survey award and USAID/RFS. The restricted and public access datasets will be submitted to the USAID Development Data Library.

**Deliverables submitted to USAID include**: Non-public access, restricted, and public access datasets and supporting materials,[[11]](#footnote-12) indicator values entered in USAID’s Development Information Solution, final [Country] government-approved midline indicator assessment report uploaded to the Development Experience Clearinghouse

# 5. Communication products

Communication products are an important tool for improving data utilization. For the P2-ZOI midline indicator assessment, communication products will be developed and tailored to identified audiences and their data needs. The Contractor shall prepare the following communication products using the P2-ZOI midline indicator assessment results.

[MISSIONS TO COMPLETE]

# Task list, deliverables, and proposed schedule

Table 6 shows a detailed list of tasks with a proposed schedule based on the recommended timing of the survey (see Section 3.6). Because the [Year] [Country] P2-ZOI Midline Indicator Assessment includes non-standard elements, such as country-specific indicators, the implementation schedule was adapted from the template to reflect the need to devote additional time to collect these indicators. The Contractor may be advised by USAID [Country] to further adjust the schedule and Gantt chart proposed here, after the award is executed and an actual timeline can be developed. The Contractor shall submit any revised schedule and Gantt chart for approval as part of its work plan.

Table 6 includes a list of deliverables associated with each task. There are three types of deliverables under this task order:

* those requiring COR approval (in bold and with one asterisk),
* those that must be submitted to USAID but do not require COR approval (in bold with no asterisks)
* Those that do not need to be submitted to USAID but should be developed and kept in the Contractor’s records (regular text—no asterisks and not in bold).

All deliverables that require submission shall be submitted according to the requirements and timeline specified. Deliverables that require submission but not COR approval include a number of key documents, which will be reviewed in a timely fashion by USAID [Country] and could prompt USAID [Country] to request the Contractor to revise and resubmit a document or make adjustments to procedures. Related activities, however, will be allowed to continue while these deliverables are reviewed. Activities related to a deliverable that requires COR approval will not be allowed to continue until the deliverable is approved by the COR.

**Table 6: List of Tasks, Associated Deliverables, and Proposed Schedule for the [Year] [Country] P2-ZOI Midline Indicator Assessment**

| **Gantt chart**  **ref** | **Detailed task** | **Deliverable** | **Timeline** |
| --- | --- | --- | --- |
| 1 | Undertake planning activities | **Customized work plan with Gantt chart and list of deliverables\*** | Month 1 |
| 2 | Conduct inception visit or virtual consultation | **Inception visit or virtual consultation report** | Month 1 |
| 3 | Develop plan for obtaining ethical review from federal wide-certified and in-country IRBa | Plan to obtain approval for midline indicator assessment from a federal wide-certified IRB and an ethics committee the survey country | Month 1 |
| 4 | Prepare the survey protocol | **Survey protocol\*** | Months 1–3 |
| 5 | Develop a scope of work for the local survey implementation partner and issue a request for proposals (if applicable) | Request for proposals with scope of work that details fieldwork implementation plan, including team structure, fieldwork timeline, and logistics | Months 1–2 |
| 6 | Prepare the sampling design document | **Sampling design document** | Months 2-4 |
| 7 | Coordinate with the national statistics office to select primary sampling units | List of selected clusters (first-stage sampling) | Months 2–3 |
| 8 | Select local survey implementation partner and submit the subcontracting package to the USAID Contracting Officer for approval (if applicable) | **Subcontracting package for USAID approval\*** b **(if applicable)** | Months 2–3 |
| 9 | Issue subcontract to local survey implementation partner | Fully executed subcontract with local survey implementation partner | Months 2–3 |
| 10 | Procure supplies and equipment (tablets and personal protective equipment) | Supply ordering plan and timeline (including customs management plan if supplies are being shipped to country) | Months 2-4 |
| 11 | Customize the core main and parallel survey paper questionnaires as per country SOW | **Customized main and parallel survey paper questionnaires\*** | Months 2–4 |
| 12 | Conduct initial capacity assessment of the in-country local survey implementation partner and develop a capacity strengthening plan | **Capacity strengthening plan\*** | Months 3–4 |
| 13 | Translate customized main and parallel survey paper questionnaires according to established translation protocol | **Translated customized main and parallel survey paper questionnaires** | Months 3–4 |
| 14 | Submit application for review 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 | Months 3–4 |
| 15 | Develop cognitive probes for the paper questionnaire pretest | **Cognitive probes for paper questionnaire pretest** | Month 4 |
| 16 | Implement paper questionnaire pretest according to established protocol | **Paper questionnaire pretest report\*** | Month 5 |
| 17 | Customize the core main and parallel survey CSPro CAPI data collection applications | Customized CSPro applications for main and parallel surveys | Months 4–6 |
| 18 | Prepare survey manuals: |  |  |
|  | a—Interviewer’s Manual | **Customized Interviewer’s Manual\*** | Months 4–6 |
|  | b—Field Supervisor’s Manual | **Customized Field Supervisor’s Manual** | Months 4–6 |
|  | c—Quality Control and Support Team Manual | **Customized Quality Control and Support Team Manual** | Months 4–6 |
| d—In-Country Data Manager’s Manual | **Customized In-Country Data Manager’s Manual** | Months 4–6 |
| 19 | Prepare fieldwork management plan, including the field movement plan, field check tables, data quality control plan | Fieldwork management, including field movement plan, field check tables, and data quality control plan | Months 4–7 |
| 20 | Develop plans to train survey staff | **Training plans, including customized training agendas (facilitator and trainee versions) for all trainings (training of trainers, Interviewers’, Field Supervisors’, QCS Teams’, and ICDM’s)** | Months 4–7 |
| 21 | Develop training materials for all survey staff trainings: | Customized attendance sheets, quizzes, role play exercises, slides, and forms | Months 4–7 |
|  | a—Interviewers’ training |  |  |
|  | b—Field Supervisors’ training |  |  |
|  | c—QCS Teams’ training |  |  |
|  | d—ICDM’s training |  |  |
| 22 | Implement household listing operation according to the CAPI Household Listing Manual | **Household listing operation report\*** and household listings | Months 6–7 |
| 23 | Prepare listing data and select households (on a rolling basis) | List of households selected for interview | Months 6–7 |
| 24 | Ensure that IRB approvals have been received | **Documentation of approval from federal wide-certified IRB and in-country IRB, as applicable** | Month 7 |
| 25 | Implement training of trainers and CSPro CAPI pretest according to the CAPI pretest protocol | **Training of trainers and CAPI pretest report\*** | Months 7–8 |
| 26 | Implement Interviewers’ training and pilot according to the pilot protocol | **Interviewers’ training and pilot report\*** | Month 8 |
| 27 | Implement fieldwork | **Weekly fieldwork report, plus summary fieldwork report at end of data collection activities** | Months 9–12 |
| 28 | Generate field check tables | **Weekly field check tables (included in weekly fieldwork report)** | Months 9–13 |
| 29 | Prepare data weighting protocol | Data weighting protocol | Months 9–12 |
| 30 | Process data in CSPro according to Feed the Future’s standard data processing and finalization procedures | Cleaned CSPro dataset | Months 13–15 |
| 31 | Calculate sample weights and add to the data | Cleaned CSPro dataset with sample weights added | Months 13–14 |
| 32 | Prepare the data quality assessment memo | **Data quality assessment memo presenting response rates, final set of field check tables, key findings from data cleaning and data weighting tasks, and any other pertinent information regarding data quality** | Month 15 |
| 33 | Analyze the data and prepare midline indicator assessment results tables | **Final midline indicator assessment results tables** | Months 15–20 |
| 34 | Draft midline indicator assessment report, including rounds of review and revision | **Final midline indicator assessment report\*** | Months 17–20 |
| 35 | Prepare and conduct survey results dissemination presentation | **Final results dissemination presentation slides** | Months 17–21 |
| 36 | Develop communication products as per the agreed scope of work | **Communication products\*** | Months 17–23 |
| 37 | Prepare non-public, restricted, public access datasets, including supporting materials | **Non-public access, restricted, and public access datasets and supporting materials** | Months 17–20 |
| 38 | Enter values in USAID’s Development Information Solution | **P2-ZOI Midline Survey indicator values entered in USAID’s Development Information Solution** | Month 20 |
| 39 | Upload final midline indicator assessment report to the Development Experience Clearinghouse after USAID receives approval by the host country government | **Final midline indicator assessment report uploaded to the Development Experience Clearinghouse** | Months 20–23 |
| 40 | Conduct final capacity strengthening assessment and write final capacity strengthening report (if applicable) | **Final capacity strengthening report\*** | Months 21–23 |
| 41 | Upload final, COR-approved communications products to the Development Experience Clearinghouse | **Final communications products uploaded to the Development Experience Clearinghouse** | Months 21–23 |
| **Capacity strengthening activities** | | | |
| CS1 | Placeholder for local survey implementation partner capacity strengthening activities X] | **Capacity strengthening report** | Months [X]–[Y] |
| CS2 | Placeholder for capacity strengthening activities [X] for other stakeholders (as applicable) | **Capacity strengthening report** | Months [X]–[Y] |

a 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.

b The USAID COR of the survey award 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.

# Team composition

At a minimum, the Contractor’s project team shall include the following personnel, as listed in Table 7.

**Table 7: Contractor Staff and Responsibilities**

| **Staff position** | **Staff responsibilities** |
| --- | --- |
| Project Director/ Chief of Party | * Responsible for survey quality and timeliness at all stages, including design, preparation, implementation, analysis, reporting, and dissemination, across surveys * Provides high-level technical support for survey activities, including customization of the questionnaires, development and management of survey documents, and coordination of logistical support * Oversees and supports all Contractor staff on the project team |
| Operations Deputy Director for Surveys | * Reports to Project Director/Chief of Party * Oversees all survey operations activities across surveys and is responsible for ensuring that all aspects of survey operations are implemented according to protocol * Works closely with the Country Lead to ensure that the survey is implemented according to the timeline and within budget * Ensures quality control for all survey deliverables * Manages the Survey Status Tracker Dashboard and is responsible for providing up-to-date information on progress and timeline of survey implementation to USAID |
| Data Processing Chief | * Reports to Project Director/Chief of Party * Oversees all data processing activities, including the customization of data processing documentation and systems, across surveys * Submits and regularly updates the Data Management Plan for all surveys * Oversees the Data Processing Manager and CSPro CAPI Developer * 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 * Oversees development of non-public, restricted, and public access datasets |
| Senior Research and Analysis Advisor | * Reports to Project Director/Chief of Party * 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 * Ensures quality control of all analyses * Oversees and supports Data Analysts * Provides data analysis workshop support |
| Technical Deputy Director for Surveys | * Reports to Project Director/Chief of Party * Provides input in customizing Survey Methods Toolkit materials across surveys * Provides input into data analysis and reviews the midline indicator assessment results tables |
| Senior Capacity Strengthening Advisor | * Reports to Project Director/Chief of Party * Leads the design, management, and assessment of the capacity component to increase understanding and use of population-based data and datasets * Liaises with country-based stakeholders and is responsible for developing coherent, inclusive, and innovative plans that respond to needs, opportunities, and context |
| Country Lead | * Reports to Operations Deputy Director for Surveys * Serves as primary point of contact with USAID Mission, the host country government, and the local survey implementation partner * Coordinates all Contractor staff on the project team * Provides training to local survey implementation partner on survey procedures and protocols, such as translation and pretesting, as applicable * Tracks survey progress and resource requirements with the local survey implementation partner * Provides quality control for all survey deliverables * Assists in coordination of the country report, including maintaining outline and development schedule * Coordinates and oversees preparation of the midline indicator assessment report and makes significant writing contributions |
| Research Assistant | * Reports to Country Lead * Supports the Country Lead and Data Processing Manager in activities such as training materials development, equipment procurement, facilitation of the training of trainers or Interviewers’ training, daily survey progress monitoring during fieldwork, and version control of survey documents, as needed |
| Senior Sampling Statistician | * Reports to Country Lead * Calculates survey sample sizes, designs samples, and calculates response rates * Selects first stage of samples and oversees application of second-stage selection * Computes design weights and final adjusted weights * Contributes to the sampling and weighting sections of the midline indicator assessment report |
| Data Processing Manager | * Reports to Data Processing Chief * Serves as the lead CSPro CAPI Developer * Determines requirements for the survey-specific survey CSPro CAPI data collection applications, field check tables, and data quality reports * Performs the survey-specific customization of data processing documentation, training materials, and survey CSPro CAPI data collection systems * Trains Interviewers, Field Supervisors, and other field-based staff on using the survey CSPro CAPI data collection systems * Trains the In-Country Data Manager on their roles and responsibilities * Oversees the CSPro CAPI Developer * Serves as resource for Data Analysts and the In-Country Data Manager * Supports development of non-public, restrict, and public access datasets and supporting materials |
| CSPro CAPI Developer | * Reports to Data Processing Manager * Supports adapting the survey-specific CSPro CAPI data collection application screens * Supports development of the survey-specific codebook, CAPI-related training materials, and other survey documentation related to CAPI data collection, management, and processing * Supports training Interviewers, Field Supervisors, and other field-based staff on using the survey CSPro CAPI data collection systems |
| Data Analysts | * Report to Country Lead * Analyze midline indicator assessment data, including developing the analysis plan, calculating indicator estimates from primary and secondary data, conducting tests of difference comparing baseline and midline estimates, calculating population estimates, and tabulating and ensuring quality control of all analysis and contents of results tables * Conduct other analyses requested by the USAID Mission * Draft narrative in the midline indicator assessment report for results tables * Support development of non-public, restrict, and public access datasets and supporting materials |
| Communications Advisor | * Reports to Project Director/Chief of Party * Leads the development of effective and innovative communications products for the survey, targeting a varied audience and country-specific needs * 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 |

The following field-based positions shown in Table 8 are recommended.

**Table 8: Field-based Staff Positions and Responsibilities**

| **Field-based**  **staff position** | **Field-based staff responsibilities** |
| --- | --- |
| Survey Director | * Oversees all aspects of in-field survey operations * Ensures compliance of all levels of implementation with survey protocol |
| In-Country Data Manager | * Responds to in-field data quality reports and manages any issues that arise, including proposing solutions * Maintains close contact with Field Supervisors and survey management team |
| Information Technology Specialist | * Ensures availability and functionality of technological tools and correct understanding of them by the technical team and local staff * Conducts survey hardware oversight, including tracking and customs procedures, as needed * Manages the IT systems updates and technical re-training of field staff, as needed * Leverages local networks for optimal data delivery * Conducts task-appropriate configuration, security, and training for non-survey hardware |
| Field Manager | * Leads coordination and management of all field operations, including hardcopy questionnaire pretest, listing, pilot, and fieldwork |
| Quality Control and Support Teams | * Provide quality assurance and material and moral support to field teams, as needed * Visit field teams weekly * Number of rotating regional teams determined by the size and geographical distribution of fieldwork |
| Field Supervisors | * Responsible for day-to-day organization and supervision of field team * Meet with community leaders, manage vehicle and Driver, coordinate room and board for the field team * One Field Supervisor per field team |
| Interviewers | * Conduct successful and accurate interviews with all assigned households   Notes:   * + There will be four Interviewers per field team: two teams of two Interviewers.   + Each Interview team should have at least one female Interviewer.   + In each EA, parallel survey households will be randomly assigned to Interviewer teams.   + All Interviewers should have a background in public health, nutrition, agriculture, demography, sociology, economics, or a related field. |
| Drivers | * Ensure safe arrival and return of field teams from survey clusters * One Driver per field team |

# Annex 1: Feed the Future Zone of Influence midline indicator assessment Gantt chart

| **Feed the Future P2-ZOI midline** | | **MONTH** | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **indicator assessment tasks and timeline** | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** |
| 1 | Undertake planning activities (prepare workplan with Gantt chart and list of deliverables) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Conduct inception visit or virtual consultation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Develop plan for obtaining ethical review from federal wide-certified and in-country IRB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Prepare the survey protocol |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Develop a scope of work for the local survey implementation partner and issue a request for proposals (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Prepare the sampling design document |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Coordinate with the national statistics office to select primary sampling units |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Select local survey implementation partner and submit the subcontracting package to the USAID Contracting Officer for approval (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Issue subcontract to local survey implementation partner |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Procure supplies and equipment (tablets and personal protective equipment) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Customize the core main and parallel survey paper questionnaires as per country SOW |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Conduct initial capacity assessment of the in-country local survey implementation partner and develop a capacity strengthening plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Translate customized main and parallel survey paper questionnaires according to established translation protocol |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Submit application for review to the federal wide-certified IRB and in-country ethics committee |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Develop cognitive probes for the paper questionnaire pretest |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Implement paper questionnaire pretest according to established protocol |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | Customize the core main and parallel survey CSPro CAPI data collection applications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Prepare survey manuals: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a—Interviewer’s Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| b—Field Supervisor’s Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| c—Quality Control and Support Team Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| d—In-Country Data Manager’s Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | Prepare fieldwork management plan, including the field movement plan, field check tables, data quality control plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | Develop plans to train survey staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | Develop training materials for all survey staff trainings: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| a—Interviewers’ training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| b—Field Supervisors’ training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| c—QCS Teams’ training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| d—ICDM’s training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 | Implement household listing operation according to the CAPI Household Listing Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 | Prepare listing data and select households (on a rolling basis) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 | Ensure that IRB approvals have been received |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 | Implement training of trainers and CSPro CAPI pretest according to the CAPI pretest protocol |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | Implement Interviewers’ training and pilot according to the pilot protocol |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 | Implement fieldwork |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | Generate field check tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 | Prepare data weighting protocol |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 | Process data in CSPro according to Feed the Future’s standard data processing and finalization procedures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 | Calculate sample weights and add to the data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 | Prepare the data quality assessment memo |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 | Analyze the data and prepare midline indicator assessment results tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 | Draft midline indicator assessment report, including three rounds of review and revision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 | Prepare and conduct survey results dissemination presentation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 36 | Develop communication products as per the agreed scope of work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 37 | Prepare non-public, restricted, public access datasets, including supporting materials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 38 | Enter values in USAID’s Development Information Solution |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 39 | Upload final midline indicator assessment report to the Development Experience Clearinghouse after USAID receives approval by the host country government |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 40 | Conduct final capacity strengthening assessment and write final capacity strengthening report (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41 | Upload final, COR-approved communications products to the Development Experience Clearinghouse |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Capacity Strengthening** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CS1 | Placeholder for local survey implementation partner capacity strengthening activities X] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CS2 | Placeholder for capacity strengthening activities [X] for other stakeholders (as applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

IRB – institutional review board; RFP – request for proposal; PSU – primary sampling unit; CAPI – computer-assisted personal interviewing; CSPro – Census and Survey Processing System; ICDM – In-Country Data Manger; SOW – scope of work; USAID – United States Agency for International Development

Note: This Gantt chart is predicated on the use of existing core survey documentation (questionnaires, 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.

# Annex 2: Calculation of response rates and weights

Design weights will 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:[[12]](#footnote-13)

Where:

= first-stage sampling probability of the i-th EA in stratum *h*

= number of sampled EAs selected in stratum *h*

= total number of households on the frame for the i-th EA in stratum *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:[[13]](#footnote-14)

Where:

= second-stage sampling probability of a household within the i-th EA in stratum *h*

= number of sampled households selected for the i-th EA in stratum *h*

= 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 will be the same as for households.

The final sampling weight will be calculated with the design weights corrected for non-response for each of the selected EAs. Weighted response rates will 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 will be calculated by dividing the household design weight by the weighted household response rate. The final individual sampling weight will be calculated by dividing the household sampling weight by product of the weighted household response rate and weighted individual response rate.

# Annex 3: List of [regions/districts/communes] comprising the [Country] phase two Zone of Influence

# Annex 4: List of activities and key interventions under the USAID [Country] Feed the Future portfolio

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity name** | **Length of project**  **(Start month year – End month year)** | **Implementing partner** | **Geographic focus** | **Key\* interventions** |
|  |  |  |  |  |

\*To include both direct service delivery interventions and systems-level interventions

# Annex 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:

* **Key findings report:** 20–32-page summary of major findings in user-friendly language with graphics, maps, etc.
* **Key findings presentation:** PowerPoint slide deck with visualizations of survey key findings
* **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
* **Infographics with optional social media toolkit:** Packet of sample messages and infographics for Twitter, Facebook, LinkedIn, or other social media channels
* **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.
* **Press release:** 1–2-page news story of indicator assessment key findings for use by the Mission to disseminate through the media
* [OTHER PRODUCTS]

# Annex 6: Capacity strengthening and data use options

In addition to providing local survey implementation partners with explicit capacity strengthening support as outlined in Section 3.1, other capacity strengthening and data use 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 will improve capacity on statistical sampling methods. Much of the capacity strengthening focus will include on-the-job coaching and mentoring. The Contractor will provide the following sampling workshops:  1. Introduction to Sampling Basics—course topics will include frame preparation, sample design, stratification, and sample weights  2. Survey-specific Sampling—course topics will include an overview of the sampling techniques for different surveys. Methods in this course will be in alignment with the *Feed the Future Population-Based Survey Sampling Guide* in the *Feed the Future ZOI Survey Methods Toolkit—Midline*. |
| Surveys for Monitoring in Resilience and Food Security Academy Trainings | Online Census and Survey Processing System computer-assisted personal interviewing (CAPI) training with synchronous and asynchronous learning materials and courses. This training should allow participants to follow self-paced courses with progress tracking. Topical areas should include CAPI development and sampling. |
| Data Utilization workshop for USAID Missions or Stakeholders | The Contractor will conduct a Data Utilization workshop for USAID Missions or stakeholders. This workshop will 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 will allow USAID Missions or stakeholders to explore what is working and what needs adapting. Working in groups, participants will develop plans informed by survey-specific data to adjust programmatic interventions, theories of change, or approaches. |
| Data Visualization workshop | The Contractor will conduct a Data Visualization workshop. The workshop will 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 will 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 will 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. |
| Use of Social Media for Dissemination workshop | The Contractor will conduct a Use of Social Media for Dissemination workshop. Participants will learn how social media can be used as a channel for internal and external PBS data dissemination. Activities will include developing a social media campaign for disseminating survey results, writing and synthesizing content for different social media platforms, and learning about current social media resources and good examples of social media use in the international development community. |
| Basic Data Use workshop1, 2 | To increase capacity in data use, the Contractor will offer a Basic Data Use workshop. Over the course of the workshop, participants will (a) review the key findings from the survey; (b) learn how to read and interpret tables; (c) review basic statistics; and (d) learn more about data structure, how to open and use datasets, recoding variables, and merging datasets from various survey modules.  Optional workshop topics and activities available as part of the Basic Data Use workshop may include data visualization and social media dissemination. |
| Advanced Data Use workshop1, 2 | To increase the capacity of researchers to further use and analyze PBS datasets, the Contractor will offer an Advanced Data Use workshop. The workshop modules will 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. |

**1 Participant selection:** Participant selection criteria for both the Basic and Advanced Data Use workshops will 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 will be alerted when calls for application are available for these regional-level workshops. The workshops will include participants from various countries that have PBS data available.

2 **Timeline and cost:** The timeline and cost for these workshops will depend on the content and topics covered.

1. All midline guidance documents are available as part of the *Feed the Future ZOI Survey Methods Toolkit—Midline*: <https://agrilinks.org/post/feed-future-zoi-survey-methods-toolkit-midline-2021> [↑](#footnote-ref-2)
2. 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 *Guidance on the Feed the Future Phase Two Zone of Influence Midline Indicator Assessment* for more details. [↑](#footnote-ref-3)
3. 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. [↑](#footnote-ref-4)
4. See the *Feed the Future Population-Based Survey Sampling Guide* and *Household Listing Manual* for details and instructions on when and how to segment EAs and how to account for segmentation when calculating sample weights. [↑](#footnote-ref-5)
5. The sampling of segments will 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 will not take place. [↑](#footnote-ref-6)
6. These indicators are: ‘Percent of children 6-23 months receiving a minimum acceptable diet,’ ‘Prevalence of women of reproductive age consuming a diet of minimum diversity,’ and ‘Percent of producers who have applied targeted improved management practices or technologies.’ [↑](#footnote-ref-7)
7. Please refer to the Feed the Future ZOI Survey Methods Sampling Manual and Sample Size Calculator in the *Feed the Future ZOI Survey Methods Toolkit—Midline* for determining adj1 and adj2. [↑](#footnote-ref-8)
8. *Questionnaire and Field Manual Translation Protocol* available in the *Feed the Future ZOI Survey Methods Toolkit—Midline*. [↑](#footnote-ref-9)
9. Please refer to the [*Feed the Future ZOI Survey Methods Toolkit - Midline*](https://agrilinks.org/post/feed-future-zoi-survey-methods-toolkit-midline-2021) for guidance on how to validate the survey-to-survey imputation model. [↑](#footnote-ref-10)
10. In addition to the proprietary data formats, at least one version of the dataset for public use must be in a non-proprietary format such as CSV. The Contractor shall submit the data package (data, metadata, codebooks, etc.) to the Development Data Library (<https://www.usaid.gov/data>) within the time frame outlined in the terms of the award. [↑](#footnote-ref-11)
11. Separate datasets will be submitted for the main and parallel surveys. [↑](#footnote-ref-12)
12. 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. [↑](#footnote-ref-13)
13. 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. [↑](#footnote-ref-14)