**TECHNICAL PROPOSAL**

**Impact Evaluation (End-line) of ECRP-I and ECRP-II Baseline**

# **EXECUTIVE SUMMARY**

The Enhancing Community Resilience and Local Governance Project Phase I (ECRP-I) was designed to improve access to basic infrastructure and strengthen community institutions in vulnerable counties in South Sudan. The project uses a third-party implementation approach where the United Nations Office for Project Services (UNOPS) acts as the Project Management Unit (PMU) with the IOM providing complementary support. The project was implemented in three states and two administrative areas covering a total of ten counties in South Sudan. The World bank, based on the lessons learnt from ECRP-I, designs ECRP-II instead of scaling up ECRP-I with additional financing.

FRONTIER*i* has prepared this technical proposal to conduct an end-line survey for ECRP-I and a baseline survey for ECRP-II project. The end-line survey for ECRP-I will be conducted in six counties across three states in South Sudan, which aligns with the locations of the baseline survey. For the ECRP-II, the baseline survey will also be conducted in the same counties and states as ECRP-I, with the addition of two counties (Fangak and Twic East) in Jonglei state. Therefore, the ECRP-II baseline survey will cover a total of eight counties across four states. The ECRP impact evaluation will have only beneficiary (treatment) groups. As a result, in alignment with the Evaluation Team, the FRONTIER*i* research team agrees that a longitudinal panel study with a before-and-after analysis of the treatment communities is the appropriate research design for this assignment. Regarding the sampling strategy, the research team, for the ECRP-I end-line survey, will revisit the same locations sampled during the ECRP-I baseline survey. For the ECRP-II baseline survey, the research team will use the same sample as the ECRP-I end-line survey plus a representative sample from two additional counties, Fangak and Twic East. The selection of households within these new counties will be based on a sampling frame that will be provided by the Evaluation Team. Considering the unique features of the ECRP project design, for ERCP-II baseline survey, the research team will randomly select Bomas that will be 'treated' with both community mobilization and investments for community development projects. The selection of specific Bomas to receive both treatments will be done in consultation and discussion with the Evaluation Team, as this information is currently unknown.

For the ECRP-I end-line and ECRP-II baseline surveys, the research team will return to the same households (1,546 households) that were interviewed during ECRP-I baseline survey. To determine the sample size for the two new counties to be part of the ECRP-II baseline survey, the research team applies the World Bank's power formula and computes the sample size to be 808, which is further allocated to the two counties based on their population. As a result, for the ECRP-II baseline survey, the total sample size will be 2,354 households (1546+808) to collect quantitative data. Qualitative data will be collected from actors that have a stake to the ECRP project at National, County, Payam, and Boma levels. Thus, the research team proposes to conduct a total of 55 KIIs and 78 FGDs for the two surveys. The research team, for the ECRP-I end-line evaluation and the ECRP-II baseline survey, will conduct FGDs in the counties/Bomas where the ECRP-I baseline survey was conducted. Additionally, for ECRP-II baseline survey, the research team will conduct FGDs in Payams/Bomas to be selected in the newly added counties.

Due to the absence of counterfactual comparison groups, the research team will use a simple pre-post comparison approach to evaluate the project's impact. The end-line assessment for ECRP-I will be conducted using a longitudinal panel data analysis method. Descriptive and regression analysis will be employed to summarize baseline outcomes for ECRP-II, utilizing STATA (version 17) and/or SPSS (Version 29) software. Qualitative data will be analyzed using a thematic analysis method with the support of *ATLAS.ti* software. The research team will generate two separate reports for each assignment, following an agreed-upon report format.

The research team will carefully carry out each activity in pre-data collection, during-data collection, and post-data collection phases to effectively and efficiently implement the two assignments and ensure the entire work quality. The research team will also keep and respect the standard and scientific research ethics, confidentiality, and privacy protocols in the process of these surveys. Moreover, the research team plans to work closely and jointly with the Evaluation Team and other stakeholders to manage possible risks, including Covid-19 pandemic, and thereby achieve the desired objectives of these assignments. Furthermore, the research team outlines 10 key activities and associated deliverables and proposes to complete them within 20 weeks.

# **C. COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

## **C.1. On the Terms of Reference**

The FRONTIER*i* research team, hereafter research team, finds that the Terms of Reference (ToR) have been appropriately formulated for the two consultancy services: the End Project Evaluation for ECRP-I and the Baseline Survey for ECRP-II. The TOR effectively presents the background, scope, objectives, and pertinent questions for both assignments, along with the necessary methods, methodologies, and tools. The document includes information about the team’s composition and their qualifications, as well as a well-defined schedule for the two assignments. Furthermore, the research team has crafted a technical proposal for both assignments, outlining the technical approach, methodology, and the work plan for conducting both the ECRP-I end-line evaluation and the ECRP-II baseline survey. As the field implementation strategy for both assignments shares similar features and approach, we are presenting them jointly. According to the ToR, both assignments are expected to be completed within a 20 month time frame, and the collection of baseline survey data for ECRP-II will coincide with the end-line evaluation of ECRP-I. The research team finds the timeline to be practical and anticipates a seamless execution of both assignments.

The research team anticipates that the project coordination team will provide them with the sampling frame. This frame should encompass project beneficiaries, along with the sample’s composition at the project’s outset and the corresponding baseline dataset. Having this data will help the research team to construct a two-period panel dataset, comprising both baseline and end-line data, for the final evaluation. The same treatment group who took part in the baseline survey is anticipated to be involved in the end-line survey. Furthermore, the research team expects the project coordination team to provide a sample frame containing the names of project recipients in the recently incorporated counties. Moreover, the research team is hoping to obtain all pertinent records, including but not limited to the baseline survey report, Project Appraisal Document (PAD), Project Implementation Manual (PIM), Procurement Manual, Community Procurement Manual, Financial Management Manual, the Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF), Social Assessment (SA), Monitoring and Evaluation Manual, as well as other operational manuals, in addition to the ECRP project’s quarterly, yearly, and mission reports, and so forth.

## **C.2. On the Counterpart Staffs and Facilities**

In accordance with the ToR, the research team assures that it will conduct the end-line evaluation and the baseline survey in strong partnership and seamless coordination with the Government of South Sudan, World Bank, and IOM. At this juncture, we want to reassure that the teams responsible for conducting the end-line evaluation of ECRP-I and baseline survey of ECRP-II are committed to putting forth their best efforts to showcase the highest level of professionalism and to uphold strict scientific standards in accordance with our quality framework.

Finally, FRONTIER*i* Consult PLC will ensure the provision of all the necessary resources and support for conducting the end-line evaluation of ECRP-I and baseline survey of ECRP-II. This includes arranging facilities like field vehicles, office space, tablet computers, copying and printing services, telephone, and internet services.

# **D: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN**

This section outlines the research team’s proposed technical and methodological approach, along with the work plan for conducting the ECRP impact evaluation. In order to ensure the attainment of precise results that align with the project’s goals, the research team suggests a thorough and well-rounded technical and methodological approach that includes various essential elements.

## **D.1. Our Understanding of the Assignment**

### **D.1.1. Background and rationale**

South Sudan, one of the most vulnerable countries in the world, is grappling with a long-standing crisis marked by enduring armed conflicts spanning many decades. It ranks among the world’s most underdeveloped countries, and a recent study conducted by the Integrated Food Security Phase Classification (IPCC) indicates that roughly 60 percent of its population, which is nearly 7.2 million individuals, are currently experiencing acute food insecurity categorized as either 'Crisis' or a more dire situation. The crisis has led to the forced relocation of more than 4 million individuals, primarily women and children, as reported by UNOCHA in 2021. A significant number of them have experienced multiple displacements, with 2.3 million seeking refuge in neighboring countries for safety, while 2 million continue to be internally displaced within South Sudan. The situation in South Sudan is extremely grave, and the problem of poverty is an ongoing and escalating concern. As per the 2021 World Bank report, the poverty rates in the country are projected to rise slightly, going from 76.8 percent in 2020 to about 78.2 percent in 2021. This persistent issue has plagued the country for an extended period, and it presently holds the 185th position out of 189 countries in the Human Development Index (HDI). The UNDP reports that the country’s average life expectancy is 58 years, significantly lower than the global average of 72 years, mainly due to the ongoing violent conflicts. As a result, a substantial portion of many South Sudanese population faces extreme poverty with minimal access to food, restricted mobility due to safety concerns and the impact of COVID-19 pandemic, and limited access to essential services.

Regrettably, gender disparities and inequalities continue to persist in different regions of South Sudan. The nation ranks poorly in terms of the Human Development Index's measures of gender disparities across the life course and women's empowerment, highlighting the significant need for efforts to promote equal opportunities and access to resources for women and girls. The problem is also apparent in the realm of community leadership and the availability of essential services, with women and girls frequently experiencing a greater negative impact. Furthermore, South Sudan faces a high degree of susceptibility to weather related hazards and climate-induced shocks. The nation experiences erratic rainfall patterns, rendering it prone to both drought and floods. These occurrences have had a detrimental impact on development initiatives, leading substantial damage to infrastructure, cropland, and agricultural resources. The most recent flooding, spanning from May to November 2021, had a particularly devastating effect, impacting more than a million individuals and displacing hundreds of thousands. South Sudan's heavy reliance on rain-fed agriculture and pastoralism as a means of livelihood amplifies its exposure to the consequences of climate change.

The country also hosted a large number of refugees which exerted additional challenges on the host communities. The latest data from the United Nations High Commissioner for Refugees (UNHCR) reveals that there are currently 334,568 refugees and 4,243 asylum-seekers in the country, all of whom rely heavily on humanitarian assistance to survive. While the influx of refugees in the 2010s led to a surge in humanitarian aid, the socioeconomic conditions and vulnerability of refugees and host communities remain dire. One of the most pressing challenges facing refugees and host communities is limited income-generating opportunities. Insufficient agricultural production and limited market access, chronic food insecurity and malnutrition, and a deficiency in essential public services, particularly in education and healthcare, pose major obstacles. Furthermore, local government institutions are ill-equipped both technically and financially to deliver these services, thereby worsening the situation. Refugee women and girls are particularly affected by the limited socioeconomic opportunities and weak service delivery in health and education. Addressing these challenges requires a comprehensive approach is essential, involving investments in public services, increasing access to markets, and the provision of educational and training opportunities for both refugees and the communities hosting them.

In the context of a challenging and multifaceted setting, ensuring fair access to basic services and mitigating flood risks stands as a critical focus for South Sudan, particularly in areas affected by forced displacement. The government of South Sudan, along with the World Bank, IOM, and other stakeholders acknowledge the essential role of well-funded, efficient, community-engaged, all-encompassing and transparent county administrations in facilitating the delivery of services at the local level. Against this backdrop, the Enhancing Community Resilience and Local Governance Project Phase I (ECRP-I) was designed to improve access to basic infrastructure and strengthen community institutions in vulnerable counties in South Sudan. The government of South Sudan implementing ECRP-I since September 2020 in five states, including Upper Nile, Western Bahr-el-Ghazal, Unity, Ruweng Administrative Area, and Greater Pibor Administrative Area. Despite positive progress, the emerging lessons gained from the implementation of ECRP-I have led the World Bank to design a new project, ECRP-II, instead of scaling up ECRP-I with additional financing. The objective of ECRP-II is to improve access to services, strengthen flood resilience, and enhance institutional capacity for local service delivery and integrated disaster risk management at the national and sub-national levels. In addition to the five ECRP-I states, ECRP-II proposes to include Fangak and Twic East counties from Jonglei state.

As per the ToR, the Ministry of Finance and Planning of South Sudan has decided to conduct both the end-line assessment for ECRP-I and baseline assessment for ECRP-II through a single consulting firm. These two projects share common design features, operational areas, and implementation arrangements, which makes it advantageous to conduct both assessments concurrently. This approach ensures uniformity, saves time, and reduces the effort required to collect data from similar geographic areas. Thus, the current call for proposal from the Ministry of Finance and Planning encompasses two assignments: i) End of project evaluation on Enhancing Community Resilience and Local Governance Project (ECRP-I); and ii) Baseline assessment for the second phase of the project ECRP-II.

FRONTIER*i* Consult PLC has prepared this technical proposal to take part in the end-line evaluation and baseline assessment of ECRP-I and ECRP-II, respectively. With rich experience in undertaking such assignments in the East Africa region, including South Sudan, and sufficient human and logistical arrangements, FRONTIER*i* is well-equipped to complete the assignment and achieve the deliverables on time. To this end, the research team understands that the ultimate purpose of conducting the end-line evaluation is to provide end-line results and Project Development Objective (PDO) level and intermediate indicators for end-line values. The baseline will provide baseline information and provide PDO level and intermediate indicators baseline value. Both the end-line evaluation of ECRP-I and the baseline assessment of ECRP-II will utilize a combination of quantitative and qualitative surveys. These surveys will include household surveys, key informant interviews (KIIs) with project beneficiaries, implementers, and other stakeholders, as well as focus group discussions (FGDs) with beneficiaries. Additionally, relevant project documents will be reviewed as part of the evaluation process.

The sections and sub-sections that follow present the objectives, theory of change, scope, project components, roles and responsibilities of the client and FRONTIER*i*, and technical and methodological approaches that the research team will follow for the two assignments. For each of these assignments, the technical approach, methodology, and work plan are presented together. The field implementation strategy such as the development of data collection tools, training of data collectors, data collection, data quality assurance procedures, etc. share the same feature and approach and hence presented for the two assignments together. However, in consultation with the Evaluation Team, the research team will revise the survey instrument to capture ECRP-II's specific focus on refugees and flood resilience. Besides, the sample size will be expanded to include the two additional counties that are part of ECRP-II.

### **D.1.2. Objectives of the of the Endline Project Evaluation of ECRP-I and baseline assessment of ECRP-II**

The research team recognizes that the primary objective of the ECRP Impact Evaluation (IE) is to produce valuable insights that will assist the Government of South Sudan, the World Bank, and other stakeholders in designing successful initiatives aimed at reducing poverty and promoting social cohesion among diverse community groups. Accordingly, the specific objectives of the two assignments are outlined separately as follows.

The specific objectives of the proposed ECRP-I end-line assessment are to:

1. measure changes in key outcome indicators since the baseline assessment, especially on access to basic services, community participation, and satisfaction levels;
2. better understand the processes leading to these measured outcomes; and
3. analyze the impacts of ECRP activities on perceptions of governance and inclusive decision-making.

The specific objectives of the proposed ECRP-II baseline assessment are to:

1. measure the project’s key outcome indicators prior to ECRP-II implementation;
2. measure additional indicators related to the project’s enhanced focus on flood resilience and refugees; and
3. provide timely information to project management, government, and other stakeholders on the current conditions in target communities.

### **D.1.3. Theory of change**

The research team acknowledges that the theory of change (ToC) illustrated in Figure 1 for the ECRP Impact Evaluation operates under the assumption that the implementation of the Enhancing Community Resilience and Local Governance Project will result in enhanced access to services, increased flood resilience, and the strengthening of institutional capacity for local service delivery and integrated disaster risk management, both at the national and sub-national levels within South Sudan.

The ToC provides an overview of the primary routes by which the ECRP activities aim to attain their long-term outcomes. These routes involve enhancing service and infrastructure accessibility, bolstering food resilience, boosting institutional capabilities, fostering inclusive governance and decision-making, and optimizing long-lasting effects and sustainability. The ToC highlights the interconnections between these pathways and how they collectively contribute to the overall objective of the ECRP impact evaluation. This project seeks to boost social unity among diverse community groups in South Sudan by enhancing service accessibility, fortifying flood resilience, strengthening institutional capabilities, advocating for inclusive governance, and optimizing long-lasting effects. Thus, this ECRP impact evaluation will gauge the project’s advancement and outcomes achieved through these pathways, providing valuable insights for future initiatives and policy formulation.

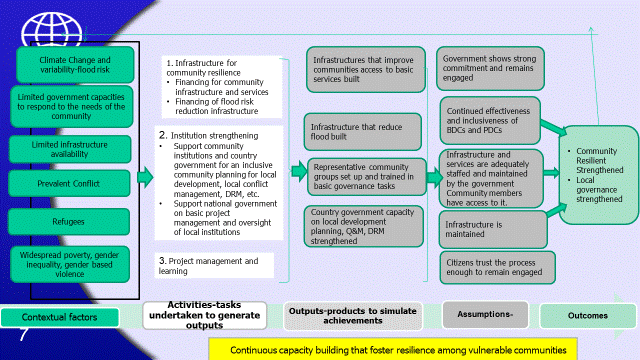


Figure 1: Theory of Change of the ECRP Impact evaluation

Source: Adapted from the ECRP Project Appraisal Document (World Bank, 2022)

### **D.1.4. Scope of the Assignment**

The scope of the assignment can be defined in terms of the following key elements of the assignment: (i) study areas to be covered, (ii) beneficiaries, (iii) the main tasks to be undertaken, (iv) expected deliverables, and (v) the period of the assignment. All these sub-sections shall be adequately treated in the later sections of this technical proposal. In this sub-section, we will briefly describe the study areas to be covered and main tasks of the assignment.

#### **D.1.3.1. The Geographical Scope of the Assignment**

The research team is aware that ECRP-I is implemented in 10 counties across three states and two administrative areas in South Sudan. ECRP-II, on the other hand, is planned for execution in 12 counties encompassing four states and two administrative areas, which includes the same 10 counties where ECRP-I activities are already underway. The ECRP-II will expand its reach to include two additional flood-prone vulnerable counties in Jonglei state in addition to the counties originally targeted. This will result in a total of 12 counties to the project’s scope. The research team understands that the end-line evaluation of ECRP-I will cover a sample from the project’s initial geographic area of focus, as identified in the baseline study and accessible during the field study. Similarly, the baseline assessment for ECRP-II will cover a sample from the project’s designated geographical area, which now includes the recently included state in the project’s second phase, such as Fangak and Twic East.

#### **D.1.3.2. Specific Tasks for the Endline and Baseline surveys**

FRONTIER*i* believes that several tasks must be carried out in order to fulfill the given assignments. The research team, thus, has identified the following crucial tasks that will be undertaken by the consulting firm. The ToR also indicated that these tasks will be executed in close collaboration with the Government of South Sudan, World Bank, and IOM. To provide a comprehensive overview, the specific tasks to be performed are summarized in Table 1.

Table 1. Summary of major tasks of the ECRP impact evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| **Task category** | **Task description** | **ECRP-I end-line evaluation** | **ECRP-II baseline assessment** |
| Evaluation methodology | The research team will design a comprehensive evaluation methodology and sampling strategy along with data collection instruments to assess the impact/outcome of the project, against project development objectives and key outcomes as per the results framework and project documents building on the baseline. | x |  |
| Design standard baseline survey methodologies | * The research team will design a methodology that enables the project to capture the access to infrastructure and services; satisfaction over project-financed infrastructure and services; beneficiary flood resilience; status of governance structure and perceptions towards them; participation of women, male youth, and other marginalized groups (such as IDPs) in general collective decision-making; intercommunal trust, inclusion, and cohesion; Performance of community institutions and local/county government; and Inclusion of refugees and social cohesion between refugees and host communities * The research team will design a standard sampling strategy, data collection methods along with the type of mobile data collection, data collection instruments and set scientific sample size. | x |  |
| Document review | * The research team will review all the relevant documents including PAD, PIM, environment and social risk management instruments and other relevant project documents. * The research team will also review key indicators included in the results framework of ECRP-II and determine the volume and scope of data and information and tool required. | x | x |
| Evaluation questions | * The research team will refine the project evaluation questions as appropriate and align with the project objective component and subcomponents and produce a data tabulation matrix during inception to ensure the suggested method and tools will capture all the data need of the project result framework and answer the key evaluation questions for ECRP-I. | x |  |
| Collect the data | The research team will make use of the developed methodology and collect the data that will serve as a base against which the output/outcome/impact of the project will be assessed at the end of the project implementation period. | x | x |
| Comparison | The research team will compare the results obtained in the end line survey with the baseline value and project target as per ECRP-I result framework indicators. | x |  |
| Analyze the data | The research team will analyze the collected data by using relevant statistical software. | x | x |
| Compile all relevant baseline and end-line data | The research team will compile all relevant data. | x | x |
| Assess relevance of the indicators | The research team will assess the relevance of indicators included in the results framework of ECRP-II in relation to the stated development objectives. |  | x |

#### **D.1.3.3. Project Beneficiaries**

The project Appraisal Documents indicate that the ECRP-I project is expected to have a positive impact on approximately 630,000 individuals in 10 states and 21 counties. It is estimated that arround50 percent of the beneficiaries are women. On the other hand, the ECRP-II project will continue to address the basic needs of vulnerable areas in South Sudan. This initiative is projected to benefit more than 920,000 people, with roughly 50 percent of whom are women, in about 12 vulnerable counties in South Sudan. The beneficiaries will include highly vulnerable groups like IDPs and refugees. The project’s goals include improving the lives of an estimated 550,000 people through community infrastructure and various training programs, enhancing flood resilience for about 190,000 people, and providing support to 182,000 refugees, half of whom are women, in the two refugee-hosting counties of Maban and Pariang. ECRP-II is specifically targeting counties heavily affected by conflict, at greater risk of food insecurity, exposed to flooding, and experiencing increased demand for basic services due to a high concentration of IDPs and refugees.

### **D.1.5. Description of Components and Sub-components of ECRP-I and ECRP-II**

The research team acknowledges that the ECRP, funded by the World Bank and implemented in partnership with UNOPS, seeks to strengthen the capacity of local governance and community-level institutions and to build infrastructure to address gaps in basic services in 20 counties across 10 states in South Sudan. From the ToR, the research team understands that ECRP-I and ECRP-II have four main components and different sub-components, and each component/subcomponent has its own respective objectives. The four main ECRP-I and ECRP-II components along with their respective sub-components are summarized in Table 2.

Table 2. Description of project components and sub-components

|  |  |
| --- | --- |
| **Main components of ECRP** | **Sub-components of ECRP** |
| Component 1: **Infrastructure and Services for Community Resilience**.  The component will support eligible investments in community-level infrastructure and services as well as physical investments for flood risk reduction. | **Sub-component 1.1: Community Infrastructure and Services.** This subcomponent will support eligible investments in community-level infrastructure and services in selected vulnerable areas through a participatory planning process.  Eligible investments include construction or rehabilitation of public goods such as water supply and sanitation facilities, footpaths and community roads, dykes for flood protection, and health and education facilities, among others, to ensure maximum community benefit.  **Subcomponent 1.2: Flood Risk Reduction Investments**.  This subcomponent will finance physical infrastructure for flood risk reduction and related technical assessments including feasibility studies, detailed engineering designs, and safeguards assessments. |
|  | **Subcomponent 1.3: Operations and Maintenance (O&M).** ECRP-II envisions hybrid O&M approaches based on the types of infrastructure built under the project and local contexts. |
| **Component 2. Institution Strengthening.**  The component supports the participatory planning process for the identification of subprojects to be financed under Component 1, monitoring of the construction of subprojects, and capacity building of relevant national and sub-national institutions. | **Subcomponent 2.1. Community Institution Strengthening.**  Key elements of this approach include (a) community mobilization into BDCs, (b) capacity support to BDCs and *Payam* Disaster Management Committees; (c) support for BDCs/PDCs on participatory development planning, infrastructure construction, rehabilitation, and monitoring; (d) facilitation of constructive interaction between BDCs/PDCs and the county government; (e) gender transformative training/GBV training for men and women at *boma* and *payam* levels; and (f) psychosocial training to address trauma for women and men at *boma* and *payam* levels. |
|  | **Subcomponent 2.2. County Government Strengthening**.  This subcomponent will support county governments to fulfil their responsibilities for local service delivery and DRM. |
|  | **Subcomponent 2.3. National and State Government Strengthening.** This subcomponent will support the capacity building of the PMU, MoFP, and LGB, based on an assessment of their technical competencies in the areas of FM, procurement, project planning, monitoring and evaluation (M&E), community engagement methods, and safeguards |
| **Component 3: Project Management and Learning.**  This component will support (a) project management including technical planning, FM, procurement, environmental and social (E&S) risk management, and communications; (b) project monitoring that includes a geo-enabled monitoring system and a beneficiary feedback/grievance redress mechanism (GRM), which will be accessible to refugees, IDPs, and host communities and will complement the existing GRMs in refugee areas; (c) impact evaluation; (d) financing for a third-party monitoring agent (TPMA); and (e) the PMU operating costs. |  |
| **Component 4: Contingency Emergency Response** is included in the project  for Situations of Urgent Need of Assistance or Capacity Constraints. |  |

### **D.1.6. Roles and responsibilities of survey actors**

The research team will collaborate closely with the South Sudan government, the World Bank, and IOM to ensure the successful execution of survey activities as per the contractual agreement. As a result, the research team will actively engage the World Bank team during every phase of the decision-making process throughout the survey work’s timeline. Furthermore, all materials, plans, and protocols prepared by the research team will require approval from the World Bank team before being put into practice. The key roles and responsibilities of major stakeholders, as outlined in the terms of reference (TOR) are summarized in Table 3.

Table 3. Roles and Responsibilities of Stakeholders

|  |  |
| --- | --- |
| **Stakeholders** | **Roles and responsibilities** |
| Government of South Sudan, World Bank, and IOM | * Form a small Evaluation Team to provide technical inputs and to collectively oversee this Baseline Survey |
| Survey Coordinator: is the M&E Specialist at the PMU from the client side. | * Oversee the day-to-day implementation of the Baseline Survey * Organize regular coordination meetings * Be the main interface with the Consulting Firm’s SMT Manager to solve technical and logistical issues related to the project on a day-to-day basis |
| FRONTIER*i*’s Survey Management Team Manager (SMT Manager). | * Providing substantive input into the field instruments and survey methodology; and * Coordinating and training of all Field Teams and Data Entry Teams. * Be in charge of the day-to-day project management and shall report progress and/or problems on the implementation of the survey to the Survey Coordinator |
| FRONTIER*i*’s Impact Evaluation/Sampling Expert | * Develop the overall research design in coordination with the Quantitative Social Scientist and the SMT Manager * Conducting power calculations to determine the appropriate sample size for statistical inferences of the quantitative data; * Creating the sampling strategy and preparing sampling sheets that describe exactly how many surveys will be conducted and in which locales; and * Ensure ethical and responsible evaluation practices. |
| FRONTIER*i*’s Quantitative Social Scientist | * Designing and revising the quantitative survey instruments in consultation with the Evaluation Team; * Writing a pre-analysis plan that describes how the data will be used to answer the key research questions; * Conducting quality checks of the data, including pilot data, on an ongoing basis and reporting these results to the Evaluation Team; * Cleaning and analyzing the data; and * Writing the final analysis reports. |
| FRONTIER*i*’s Qualitative Research Expert | * Developing the qualitative research strategy, including the sampling strategy and participants for all qualitative components (i.e. Focus Group Discussions, Key Informant Interviews); * Designing and revising the qualitative survey instruments; * Oversee the training of the qualitative researcher team; and * Analyze the collected data and draft the qualitative research report. |
| FRONTIER*i*’s Survey Management Team (SMT) | * Support the SMT Manager for the daily coordination of survey execution, and for the recruitment, training and coordination of Field Teams and Data Management Teams * Provide technical assistance and logistical support to the field teams throughout the duration of the survey * Regular contact with the field teams to clarify confusions over concepts and definitions and to provide timely support when equipment and materials breakdown |
| FRONTIER*i*’s Qualitative Field Research Team Leader | * Coordinate with the household (HH) survey team and oversee the qualitative fieldwork * Providing substantive inputs into the field question guides and study methodology; * Coordinating and training all qualitative field team researchers; * Overseeing the day-to-day project management for the qualitative component and reporting progress and/or problems on the implementation of the survey, such as delays in the fielding of activities and other essential logistical problems, to the SMT Manager, Survey Coordinator and the Evaluation Team; * In conjunction with the SMT Manager, ensuring the high quality of the transcripts, Boma-level summary notes and final qualitative report in English. |
| FRONTIER*i*’s Field Teams-quantitative and qualitative | * Conduct the interviews and other data-collecting activities and undertake field data editing during survey implementation |
| FRONTIER*i*’s supervisory team members | * Oversees the work of a number of fields teams and randomly conducts cross-checks for data quality and completeness by monitoring the CAPI data in real-time |
| FRONTIER*i*’s Office Data Management Team | * Develop a CAPI program, an embedded data control system, and an appropriate data cleaning program; * Provide support if any technical issue arises during training and especially during data collection. * Control data quality during and after the data collection phase; and * Monitor data collected on a day-to-day basis with support from the data management team to provide prompt feedback to field teams if any issues related to data arise |

The detailed duties and responsibilities of FRONTIER*i*’, as stipulated in the ToR, are explicitly described in different sections of this TP, including the methodology, implementation strategy, and work plan.

## D.2. Technical Approach

The Theory of Change of the ECRP impact evaluation that the research team has adapted from the ECRP Project Appraisal Document (Figure 1) will serve as a valuable tool to map and analyze the causal linkages between the various aspects of an intervention (activities, outputs, outcomes, and impact). It explains the rationale behind a project’s actions, outlining how its goals and objectives are planned to be realized, along with the fundamental assumptions that underline the project’s design. Accordingly, the ECRP impact evaluation survey will adopt the results chain of the project, which shows how a sequence of inputs, activities and outputs, for which a project is directly responsible, and establishes pathways through which outcomes and impact are achieved. The results chain will clearly define the necessary activities to transform tangible inputs to outputs, as well as how these outputs contribute to the project’s outcomes and long-term impacts on the project’s beneficiaries and/or target community in line with its intended objectives. Therefore, the research team will use the results chain developed by DAC-OECD (OECD, 2021) as a technical framework for this assignment (Figure 2).



Figure 2: DAC-OECD Results Chain (OECD, 2021)

The ECRP’s success in achieving to its intended goals will be assessed using different evaluation criteria, including those outlined by the OECD-DAC (OECD, 2021). In the process of evaluating the project, it is recommended that all six criteria (Relevance, Coherence, Effectiveness, Efficiency, Impact, and Sustainability), as depicted in Figure 3, be taken into account. However, based on the details provided in the ToR, the research team will primarily prioritize the three evaluation criteria that the ECRP has emphasized the most:(effectiveness, sustainability, and impact. It is worth nothing that these evaluation criteria may be subject to modification in consultation with the ECRP Evaluation Team during the inception phase.

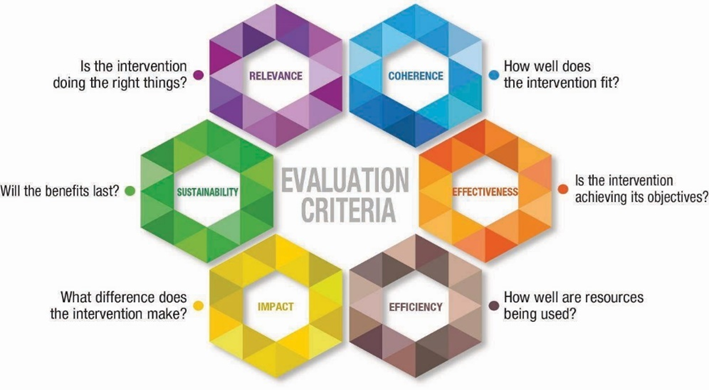


Figure 3: OECD-DAC Six Evaluation Criteria (OECD, 2021)

## **D.3. Methodological Approach**

### In this section, the research team outlines the proposed methodological approach that will be employed to address the objectives of the two assignments at hand.

### **D.3.1. Study Areas and Target Population**

The end-line survey for ECRP-I is planned to be conducted in six counties within three South Sudanese states, matching the locations examined during the baseline survey. In the case of ECRP-II, the baseline survey will also encompass the same counties and states as ECRP-I, and it will expand to include two additional counties in Jonglei state. Consequently, the ECRP-II baseline survey will cover a total of eight counties spread across four states (Table 4). The research team recognizes that the population residing in the targeted counties, where both ECRP-I and ECRP-II are carried out, is the main focus of this study.

Table 4. Study areas of ECRP-I end-line and ECRP-II baseline surveys

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **State** | **County** | **Remark** | **ECRP-I Baseline Survey** | **ECRP-I Endline survey** | **ECRP-II Baseline Survey** |
| 1 | Upper Nile | Maban | Refugee hosting | Yes | Yes | Yes |
|  |  | Renk |  | Yes | Yes | Yes |
|  |  | Fashoda | Flood risk reduction | Yes | Yes | Yes |
| 2 | Western Bahr-el-Ghazal | Wau |  | Yes | Yes | Yes |
| 3 | Unity | Leer |  | Yes | Yes | Yes |
|  |  | Rubkona | Flood risk reduction | Yes | Yes | Yes |
| 4 | Jonglei | Fangak | Flood risk reduction | No | No | Yes |
|  |  | Twic East | Flood risk reduction | No | No | Yes |

Source: ECRP’s ToR

### **D.3.2. Research Design**

The research team acknowledges and expresses gratitude for the effort put forth by the ECRP Evaluation Team in arriving at the suitable research design for this assignment. After careful consideration, the team has determined that conducting a randomized control trial (RCT) or a quasi-experimental design with a comparison group is not feasible due to several factors, including the non-random selection of target counties and the challenge of identifying a credible comparison group. Moreover, logistical constraints and budget limitations t make it impractical to conduct an RCT or include a matched control sample. In light of these considerations, the research team aligns with the Evaluation Team’s recommendation that the most appropriate research design for this assignment is a longitudinal panel study, which involves a before-and-after analysis of the treatment communities. This means that the chosen research design will focus on assessing the impact of ECRP by comparing outcomes within the treatment communities before and after the implementation of the project, which is commonly known as ‘reflexive comparison’ in which the baseline information served as a comparison for its end-line counterpart. This means that the chosen research design will focus on assessing the impact of ECRP by comparing outcomes within the treatment communities before and after the implementation of the project.

## **D.4. Sampling strategy**

The research team’s approach for the ECRP impact evaluation assignment involves the following sampling strategy. For the ECRP-I end-line survey, the research team will revisit the same locations included as a sampled for the ECRP-I baseline survey. Additionally, for the ECRP-II baseline survey, the research team will use the same sample from the ECRP-I end-line survey, and supplement it with a representative sample from the two additional counties, Fangak and Twic East, as outlined in Table 5. In these two new counties, the research team will select households based on a sampling frame provided by the Evaluation Team, ensuring that the selection process reflects the population’s diversity, taking into account essential demographic factors like ethnicity, gender, if such data is available.

Table 5. Locations of ECRP-I end-line and ECRP-II baseline assessment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **State** | **County** | **Remark** | **ECRP-I Baseline Survey** | **ECRP-I Endline Survey** | **ECRP-II Baseline Survey** |
| 1 | Upper Nile | Maban | Refugee hosting | Yes | Yes | Yes |
|  |  | Baliet |  | No | No | No |
|  |  | Renk |  | Yes | Yes | Yes |
|  |  | Fashoda | Flood risk reduction | Yes | Yes | Yes |
| 2 | Western Bahr-el-Ghazal | Raja |  | No | No | No |
|  |  | Wau |  | Yes | Yes | Yes |
| 3 | Unity | Leer |  | Yes | Yes | Yes |
|  |  | Rubkona | Flood risk reduction | Yes | Yes | Yes |
| 4 | Ruweng Administrative Area | Pariang | Refugee-hosting | No | No | No |
| 5 | Greater Pibor Administrative Area | Pibor | Flood risk reduction | No | No | No |
| 6 | Jonglei | Fangak | Flood risk reduction | No | No | Yes |
|  |  | Twic East | Flood risk reduction | No | No | Yes |

Source: ECRP’s ToR

In consideration of the distinctive aspects of the ECRP project design, the research team will employ a random selection process to identify Bomas that are ‘treated’ with both community mobilization and investments for community development projects to measure statistically significant effects of the Bomas that receive both treatments. It is important to note that the research team anticipates that only 50-75% of Bomas will receive both of these treatments, even though all Payams and Bomas, within each county will receive the community mobilization component of the project. The specific Bomas that will receive both treatments are currently unknown, and the decision will be reached through consultation and discussion with the Evaluation Team. Generally, during the inception phase, the research team will discuss with the Evaluation Team to establish and agree upon the final sampling strategy. This collaborative approach will ensure the implementation of an appropriate and effective sampling strategy for the study.

### **D.4.1. Sampling Technique and Sample Size for the Quantitative Data**

The research team understands that the baseline survey for ECRP-I, Payams were randomly selected from each county’s population data. Within these selected Payams, the sample was further allocated to Bomas. At the Boma-level, households were randomly sampled that ultimately produced a total sample size of 1,546 households from the selected 102 Bomas. Similarly, the total household sample for the ECRP-II baseline survey is computed as the sample size used to conduct the ERCP-I end-line survey of I 1,546 households plus the number of households required to develop a representative sample of the two new counties-Fangak and Twic East. This implies that FRONTIER*i*’s field staff will revisit to the same households (1,546 households) for the ECRP-I end-line and ECRP-II baseline surveys. Before proceeding with this approach, the research team will examine the list of Bomas (to be supplied by the Evaluation Team/the WB) that received project funding to ensure a sufficient number of these Bomas were included in the ECRP-I baseline survey. If it turns out that fewer than 40% of sampled Bomas received project funding, FRONTIER*i* and the WB will engage in discussions about potential adjustments to the original sample list from the ECRP-I baseline survey.

The research team will use the World Bank’s power formula to determine the optimal number of sample households for effectively measuring the outcomes that will serve as a foundation to detect the impact of ECRP-II in the two new counties. Therefore, the sample size will be calculated using the power formula specified by the World Bank in 2007:

where is the total sample size for the treatment households, D is the minimum detectable effect size (measured as a difference in means of the outcome variable), σ is standard deviation of the outcome metric, α and β are the probability of committing Type I and Type II errors while making decisions, respectively, is the intra-cluster correlation coefficient, and is the number of observations to be sampled in each cluster.

For this study, conventionally, D is set to be 10% as a minimum detectable effect size, α = 0.05 ( =1.96 and we make it to be 2 based on a 2-t rule), β (power) = 0.8 (, and σ= 0.5 for unknown population variance of the outcome metric. Thus, assuming that there is no intra-cluster correlation (=0, and hence maximum variability between individuals is expected), the sample size is computed to be 808. The computed sample is allocated to the two counties based on the projected population data provided by CSRF in 2020 (Table 6).

Table 6. Proposed sample distribution in the two counties based on projected population data

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **State** | **County** | **Population**  **Census (2008)** | **Population**  **Projection (2020)[[1]](#footnote-1)** | **Sample distribution (HHs)** |
| Jonglei | Fangak | 110,130 | 193,053 | 500 |
|  | Twic East | 85,349 | 118,957 | 308 |
| **Total** |  | **195,479** | **312,010** | **808** |

Source: Conflict Sensitivity Resource Facility (CSRF), South Sudan (<https://www.csrf-southsudan.org/county-profiles/>)

Therefore, for ECRP-II baseline survey, the total sample will be 2354 (1,546 +808) (Table 7).

Table 7. Sample distribution for ECRP-I end-line and ECRP-II baseline surveys by Counties and Bomas

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **State** | **County** | **Remark** | **# of Payams available** | **# of Bomas available** | **Sample households (HHs)** |
| 1 | Upper Nile | Maban | Refugee hosting | 4 | 16 | FRONTIERi will use the same HHs in Bomas selected for the ECRP-I baseline survey |
|  |  | Renk |  | 6 | 30 | FRONTIERi will use the same HHs in Bomas selected for the ECRP-I baseline survey |
|  |  | Fashoda | Flood risk reduction | 4 | 16 | FRONTIERi will use the same HHs in Bomas selected for the ECRP-I baseline survey |
| 2 | Western Bahr-el-Ghazal | Wau |  | 5 | 45 | FRONTIERi will use the same HHs in Bomas selected for the ECRP-I baseline survey. |
| 3 | Unity | Leer |  | 8 | 23 | FRONTIERi will use the same HHs in Bomas selected for the ECRP-I baseline survey. |
|  |  | Rubkona | Flood risk reduction | 7 | 30 | FRONTIERi will use the same HHs in Bomas selected for the ECRP-I baseline survey. |
|  | **Sub-total** |  |  | **34** | **160** | **1,546 HHs from 102 Bomas in 6 counties for ECRP-I end-line survey.** |
| 4 | Jonglei | Fangak | Flood risk reduction | 5 | 18 | **500 HHs** will be randomly selected in 12 Bomas to be selected randomly. |
|  |  | Twic East | Flood risk reduction | 5 | 27 | **308 HHs** will be randomly selected in 17 Bomas to be selected randomly. |
|  | **Sub-total** |  |  | **10** | **45** | 808 HHs will be randomly selected from 29 Bomas to be randomly selected in the two new counties. |
|  | **Total** |  |  | **44** | **205** | **2,354 (1546+808) HHs will be interviewed from 131 Bomas in 8 counties for ECRP-II baseline survey.** |

As per the terms of reference (ToR), a total of 102 Bomas were selected out of 160 available in 6 counties for ECRP-I baseline survey (Table 7). Applying the same methodology, the research team will randomly select 29 Bomas from the total of 45 Bomas in Fangak and Twic East. Using the probability proportional to size (PPS) method, among the 29 sample Bomas, 12 Bomas will be from Fangak and 17 from Twic East for the ECRP-II baseline survey (Table 8). The research team, during the inception phase, will also engage in comprehensive discussions with the Evaluation Team to jointly determine the final sampling strategy for selecting Payams and Bomas within the two newly included counties.

Table 8. Summary of sample distribution for ECRP-I end-line and ECRP-II baseline surveys

|  |  |  |  |
| --- | --- | --- | --- |
| **Survey** | **County** | **Bomas (#)** | **Households (#HHs)** |
| ECRP-I End-line | Same 6 Counties selected for ECRP-I baseline survey. | Same 102 Bomas selected for the ECRP-I baseline survey | Same **1,546 HHs** selected for ECRP-I baseline survey |
| ECRP-II Baseline | Same 6 Counties selected for ECRP-I baseline survey. | Same 102 Bomas selected for the ECRP-I baseline survey | Same 1,546 HHs selected for ECRP-I baseline survey |
|  | Fangak | 12 | 500 HHs |
|  | Twic East | 17 | 308 HHs |
| Total | **8** | **131** | **2,354 HHs** |

### **D.4.2. Sampling Technique and Sample Size for the Qualitative Data**

Similarly, FRONTIER*i* will adopt the sampling approach used for the ECRP-I baseline survey and extend it to include the two additional counties (Fangak and Twic East). Consequently, focus group discussions (FGDs) will be conducted in a total of six counties, comprising the original four counties selected for the ECRP-I baseline survey along with the two new counties, for ECRP-II baseline survey as detailed in Table 9.

Table 9. Locations of ECRP-I end-line and ECRP-II baseline FGDs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **State** | **County** | **Remark** | **ECRP-I Baseline Survey** | **ECRP-I Baseline FGDs** | **ECRP-I end-line FGDs** | **ECRP-II Baseline FGDs** |
| 1 | Upper Nile | Maban | Refugee hosting | Yes | Yes | Yes | Yes |
|  |  | Renk |  | Yes | Yes | Yes | Yes |
|  |  | Fashoda | Flood risk reduction | Yes | No | No | No |
| 2 | Western Bahr-el-Ghazal | Wau\* |  | Yes | ? | ? | ? |
| 3 | Unity | Leer\* |  | Yes | ? | ? | ? |
|  |  | Rubkona | Flood risk reduction | Yes | Yes | Yes | Yes |
| 4 | Greater Pibor Administrative Area | Pibor[[2]](#footnote-2) | Flood risk reduction | No | Yes | Yes | Yes |
| 5 | Jonglei | Fangak | Flood risk reduction | No | No | No | Yes |
|  |  | Twic East | Flood risk reduction | No | No | No | Yes |

\*No information is given in the ToR whether FGDs were conducted or not in these counties during the ECRP-I baseline survey

Source: ECRP’s ToR

To capture diversity in the local contexts, FRONTIER*i*, in consultation with the Evaluation Team, will apply a stratified random selection of Bomas, taking into account the following criteria: Size (large Vs. small), location (Urban Vs. Rural), level of government control, demographic homogeneity vs. heterogeneity; and Quick-win Vs. New Counties. Table 10 provides an overview of the intended number of KIIs and FGDs to be conducted in the sample counties for both ECRP-I end-line and ECRP-II baseline surveys.

Table 10. Summary of proposed sample KIIs and FGDs distribution for ECRP-I end-line and ECRP-II baseline surveys

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Level**  **of administration** | **Key Informants** | **# of KIIs** | **Remark** |
| 1 | National | Relief and Rehabilitation Commissioner (RRC) or ROSS in IO areas | 1 |  |
| 2 | County | County Commissioner & Planning Officer | 6 | One County Commissioner & Planning Officer per county. |
| 3 | Payam | Payam Administrator (where exists, can be care-taker) | 12 | 2 Payams/county will be selected |
| 4 | Boma | Boma Administrator (where exists, can be care-taker) | 12 | 2 Bomas/county will be selected |
| 5 | Boma | Non-elite community members (identified via random-walk) | 24 | 2 non-elite community members/Boma |
|  | **Total** |  | **55** |  |
|  |  | **Focus Group Discussants** | **# of FDGs[[3]](#footnote-3)** |  |
| 1 | County/Payam/Boma | Customary chiefs & community leaders e.g. paramount chief for the County, Payam and Boma level chiefs, elders, religious leaders [including representatives of Boma Development Committees (BDCs), Payam Development Committees (PDCs), Operation and Maintenance (O&M) committees]. | 6 | The FGDs will constitute the mentioned discussants in each sample counties. |
| 2 | Boma | Male (men) | 12 | One FGD per selected Boma will be conducted in sample counties. |
| 3 | Boma | Female (women) | 12 | One FGD per selected Boma will be conducted in sample counties. |
| 4 | Boma | Internally Displaced Persons (IDPs), returnees, other minority groups | 12 | One FGD per selected Boma will be conducted in sample counties. |
| 5 | Boma | Refugees and host community members | 12 | One FGD per selected Boma will be conducted in sample counties. |
| 6 | Boma | Male youth | 12 | One FGD per selected Boma will be conducted in sample counties. |
| 7 | Boma | Female youth (may be cut/merged with women FGD based on budget constraints) | 12 | One FGD per selected Boma will be conducted in sample counties. |
|  | **Total** |  | **78** |  |

## **D.5. Sources of Data and Methods of Data Collection**

This section presents the sources for both quantitative and qualitative data, along with the methods of data collection to be used for this assignment. The research team will implement both qualitative and quantitative data collection activities simultaneously to optimize time efficiency.

### **D.5.1. Data Sources and Collection Methods**

FRONTIER*i* can ensure a comprehensive and efficient survey process with quality data collection and management by implementing the following procedure in the process of ECRP impact evaluation.

The research team will collect data from the selected 1,546 households for ECRP-I end-line survey and from 2,354 households for ECRP-II baseline survey. Besides the quantitative data, the research team will collect qualitative data through key informant interviews (KIIs) and focus group discussions (FGDs) with selected villagers. These villagers will include men and women, internally displaced persons (IDPs), the poor, and youth, among others to gain descriptive insights on the barriers and incentives to participation, perceived relations with different community groups, perceptions of the county government (or government in general), and gender relations. To capture varying perspectives, and also to ensure that there is a conducive environment for different population groups to speak freely, FRONTIER*i* will administer KIIs and FGDs to the following groups (Table 11).

Table 11. List of Interviewees for KIIs and FGDs for the ECRP-I end-line and ECRP-II baseline surveys

|  |  |  |
| --- | --- | --- |
| **No.** | **KIIs** | |
| 1 |  | County Commissioner & Planning Officer |
| 2 |  | Payam Administrator (where exists, can be care-taker) |
| 3 |  | Boma Administrator (where exists, can be care-taker) |
| 4 |  | Relief and Rehabilitation Commissioner (RRC) or ROSS in IO areas |
| 5 |  | Non-elite community members (identified via random-walk) |
|  | **FDGs** | |
| 1 |  | Customary chiefs & community leaders e.g. paramount chief for the County, Payam and Boma level chiefs, elders, religious leaders [including representatives of Boma Development Committees (BDCs), Payam Development Committees (PDCs), Operation and Maintenance (O&M) committees]. |
| 2 |  | Male |
| 3 |  | Female |
| 4 |  | Internally Displaced Persons (IDPs), returnees, other minority groups |
| 5 |  | Refugees and host community members |
| 6 |  | Male youth |
| 7 |  | Female youth (may be cut/merged with women FGD based on budget constraints) |

Source: ECRP’s ToR

## **D.6. Method of Data Analysis and Reporting**

This section outlines the data analysis methods that the research team will utilize separately for each data type.

### **D.6.1. Methods of Data Analysis for Quantitative Data**

Thoroughly analyzing the collected data using appropriate statistical software; interpreting the findings and presenting a comprehensive report with actionable recommendations based on evidence-based conclusions is one of the key deliverables of this assignment. Thus, the research team will use both descriptive (mean, frequency, and percentage) and regression analyses using STATA (version 17) or SPSS (Version 29) software to measure changes in outcome indicators. The analysis will include discussion of how key outcomes vary based on factors such as gender, age, ethnicity, displacement status, and location.

The research team notes that the surveys do not include counterfactual comparison groups for the reasons priorly outlined by the Evaluation Team in the ToR. In situations where there are only treatment groups and no control groups, one can use a simple pre-post comparison approach to assess the impact of the project. According to OECD, before-after analysis is a methodology that involves comparing the behavior and performance of a beneficiary group before (baseline) and after (end-line) receiving treatment. Extrapolating the pre-treatment performance provides a proxy counterfactual. The net effect of the treatment is determined by analyzing the difference between this counterfactual and the actual observed performance of the treatment group (<https://www.oecd.org/sti/inno/Approaches-OECDImpact.pdf>).

Thus, for the ECRP-I end-line assessment, the research team will employ a longitudinal panel data analysis method. This method involves measuring key outcome indicators before (baseline) and after (end-line) project implementation. By comparing the data collected at these two time points, the research team will measure changes in key outcome indicators in the target areas over the course of the ECRP-I project. The research team will also employ descriptive and regression analysis to summarize the key outcomes for the ERCP-II project at a baseline.

### **D.6.2. Methods of Data Analysis for Qualitative Data**

FRONTIER*i*’sresearch teambelieves that the qualitative data to be collected from various sources having a stake in ECRP impact evaluation will help answer some issues that the quantitative data is limited to do so and will further support and complement the findings of the same as well. Thus, FRONTIER*i*’s qualitative research team will transcribe the recorded KIIs and FGDs in their original language and will translate key highlights from the FGDs into English for analysis and reporting purposes. And, the research team will analyze the transcribed data with a thematic analysis method. Thematic analysis is helpful to complement quantitative data by providing deeper insights into the ECRP project stakeholders’ perspectives and experiences through qualitative exploration of project related themes. The research team will use ATLAS.ti software to code and categorize the data by identifying recurring patterns and then organize them into meaningful themes.

### **D.6.3. Reporting**

The research team will analyze and compile the findings of the surveys and prepare a comprehensive report for this assignment. Following the data analysis, the research team will provide two separate reports on the key outcomes: i) an ECRP-I impact report which analyzes the changes in outcomes between the ECRP-I baseline survey and the ECRP-I end-line survey; and ii) an ECRP-II baseline report that summarizes key outcomes for the ECRP-II project at baseline. The reports will include descriptive and regression analysis of key outcomes. Draft reports will be shared with the Evaluation Team for comments before a final report is prepared and submitted. FRONTIER*i* proposes the contents of the two reports as follows:

For ECRP-I end-line survey:

* Executive summary,
* Introduction (background and context, objectives and scope, and methodology),
* Analysis of key findings,
* Lessons learnt,
* Sustainability and scalability, and
* Conclusion and recommendations.

For ECRP-II baseline survey:

* Executive summary,
* Introduction (background and context, objectives and scope, and methodology),
* Detailed findings,
* Analysis of key findings (Identification of gaps, challenges, and barriers; Opportunities and potential areas for improvement; Identification of priority areas for intervention), and
* Conclusion and recommendations.

The research team will discuss with the Evaluation Team and agree on the final contents of the two reports.

## **D.7. Implementation Strategy**

This section provides an overview of the implementation strategy that will be followed by the research team during the survey process for ECRP Impact Evaluation (IE). The research team will follow a standard field procedure that includes a comprehensive set of actions to guide the field activities. To ensure the necessary quality standards are met, FRONTIER*i* has established a robust internal control system to monitor data collection and management. The implementation strategy will be divided into three phases: the pre-data collection phase, the data collection phase, and the post-data collection phase (Figure 4).

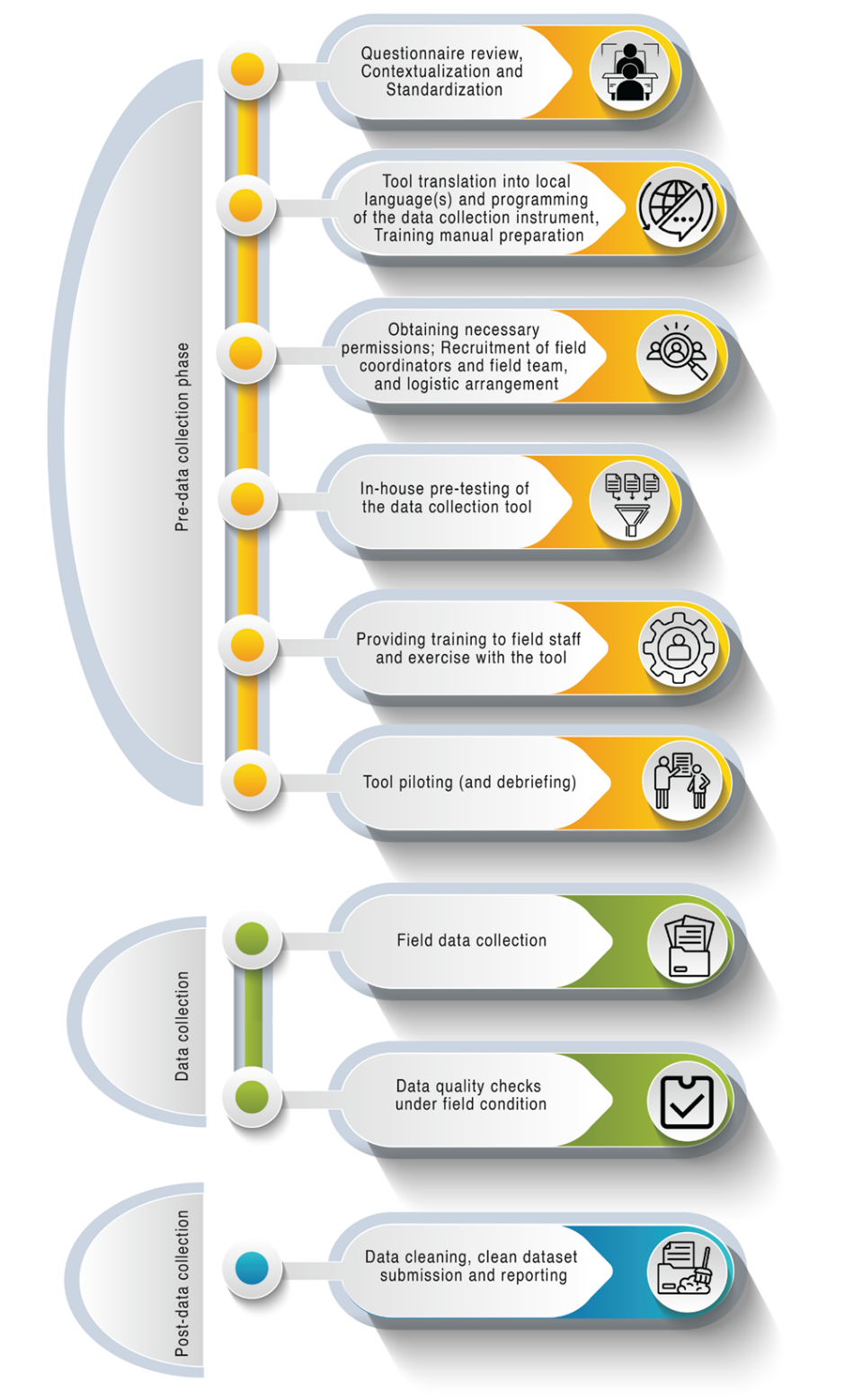
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Figure 4: Flow diagram of pre-data collection, during data collection and post-data collection activities

### **D.7.1. Pre-data collection phase activities**

The preparation phase includes all activities from the standardization of tool until the piloting and debriefing session with the field staff, which can help to ensure data quality in all dimensions before the start of the main data collection process. The major activities under this phase include:

**i) Questionnaire review, contextualization and standardization**: In consultation with the Client, the research team will review, contextualize and standardize the questionnaire to fit into local contexts. The research team will draft the survey questionnaire based on example questionnaires and tools to be provided by the Evaluation Team. Once agreement is reached with the Evaluation Team, the tool will be finalized and made ready for translation. The research team will also draft the KII and FGD tools using examples and guidance to be provided by the Evaluation Team. The research team will incorporate the inputs and suggestions to be provided by the Evaluation Team to refine the draft KII/FGD instruments.

**ii) Tool translation:** After careful refining and standardization of KII/FGD instruments and questionnaire and getting approval from the Evacuation Team, the research team will translate the tools from English to Arabic. A back-translation strategy will be used to ensure that the English-to-Arabic language translation corresponds with the Arabic to English version. The research team will submit documents detailing the translation process and the reconciliation of the two independent translations to the Evaluation team for approval.

**iii) Obtaining the necessary permissions:** The Evaluation team will support in acquiring all the permissions necessary to conduct the survey. With the help of a support letter written from the client, FRONTIER*i*’s project manager will facilitate the necessary permissions from the government authorities to conduct the survey. FRONTIER*i* will adhere to local formalities and obtain any required permits related to the survey implementation, as well as survey teams’ health and accident insurance, salary, taxes, and other issues as necessary.

**iv) Programming of survey questionnaire**: After the standardization of the data collection tool, digitizing and programming it on CAPI is the next step. FRONTIER*i* has extensive experience and capability in data collection platforms, such as Survey Solutions, SurveyCTO, CSPro, ODK, and QGIS-inputs, etc., and employ platform/software based on the client’s preference. However, for most large-scale surveys like this assignment, FRONTIER*i* uses Survey CTO or Survey Solutions to assure data completeness, consistency, and validity with strong follow-up. Then the digitized and integrated tool will be tested by our data management team before availing it for the training session and getting approval from the data quality assurance team. The data management team will also test the data collection tools adequately for debugging outstanding errors prior to the deployment of survey teams to the field.

**v) Preparation of detailed field procedure plan and training manual:** FRONTIER*i* has the experience in preparing training manuals prior to the training to a quality training delivery to field staff. The training manual is used as a guiding tool that conveys the technical aspects, general instructions, and ethical standards to be followed by the field staff during the survey. The contents of the manual will include general instructions and ethical standards to be followed by enumerators, do’s and don’ts principles of the survey procedures, and a module - by - module descriptions of survey questionnaires and KII/FGD instruments. The module-by-module tools training will mainly focus on how to handle the interview process, how to answer unexpected questions that arise from the respondent during the interview, and giving clarifications for any question that will be raised by the respondents/interviewees or survey/discussion participants in general.

**vi) Logistic preparation and recruitment of experienced field staff:** FRONTIER*i* will arrange all the necessary logistics required for accomplishing this assignment, including GPS-enabled tablets and their accessories for data collection. In this regard, FRONTIER*i* will not expect the client to supply/purchase tablets and other infrastructure as the firm has all the facilities and resources need for collecting the data. The firm will also arrange logistics related to the survey team health and accidental insurance, salary, taxes, and others as necessary. The payment of enumerators will also be based on a daily rate basis not on an interview rate basis. This assignment also requires a careful selection of enumerators, supervisors, and field coordinators. The research team will conduct a thorough review of the field staff’s profile in terms of their qualification, language skills, work experience (preferably in the sectors associated with poverty and vulnerability), familiarity with tablet and electronic data collection, and ethical behaviors. Our experience in other related assignments has provided us with a good lesson that careful selection of the field staffs in terms of their experience and language skills is very essential for effective data collection at each level. Accordingly, we will recruit enumerators that have prior experience; have a minimum of bachelor’s degree; speak and understand the local language; and possess excellent communication and organization skills. Quantitative enumerators will be those experienced with conducting surveys and should be skilled in Paper-Assisted Personal Interviewing (PAPI) and CAPI with proficiency in local languages. Qualitative enumerators will have experience with qualitative interview techniques and facilitation skills for conducting focus group discussions (FGDs). Recruitment of field staff considers good proportion of female and male enumerators. In order to maintain the quality of the data, enumerators will be selected from each county that can speak the local language and know the context of the study area. The profiles of the recruited team will be shared with the Evaluation team for any recommendations and suggestions.

**vii) In-house pre-testing of the programmed questionnaire**: Once the questionnaires are standardized and programmed, an office-based pre-testing of the tool will be conducted to check the logical flow of the questionnaire and any skip pattern issues. This will be done by FRONTIER*i*’s field coordinators and selected supervisors. Furthermore, the Evaluation Team will be able to access the online programmed tool for any required checks and follow-up during the data collection.

**viii) Field staff training:** Once the required field staffs are recruited, separate training will be given for quantitative and qualitative field teams for 5 and 3 days, respectively. FRONTIER*i* has long years of experience in providing training to a large number of supervisors and enumerators for similar impact evaluation studies. Indeed, we will invite members of the Evaluation Team to participate in the training of the supervisors and enumerators. Before the commencement of the training, FRONTIER*i’*s admin and logistics team will prepare all the necessary logistics, including the translation of the instrument and all other necessary training and supportive materials. The training will focus on the content and administration of the questionnaires provided by the research team. Furthermore, the training will serve as a screening process for selecting skilled interviewers. Taking this into account, the research team will recruit and train 15 – 20% more enumerators than the required number for the assignment.

**ix) Survey piloting and debriefing:** After the training is completed and before the data is collected from the main agreed sample, a complete piloting exercise will be conducted on at least 50 respondents to be sampled from the project intervention villages (*Bomas*) to assess the supervisors’ and enumerators’ performance, test the questionnaire, programming-related issues, survey protocols, allocated time, and the way the data collectors administer the tools on CAPI. Likewise, this exercise will ultimately improve data quality in terms of accuracy, completeness, consistency, and validity. During the pilot testing, each data collector will conduct at least two full interviews and each supervisor will check the collected data before the enumerators synchronize them onto the server. Then all the data quality metrics will be exercised for the synchronized data from the piloting and the synchronized data will be shared with the Evaluation Team for feedback. After conducting the pilot survey, a debriefing session will be conducted to gather relevant information and feedback from the piloting exercises to help amend the digitized questionnaire if required. Likewise, the field staff will be given a briefing on issues identified in the data quality metrics by the project manager and the Evaluation Team from the client side.

### **D.7.2. Data collection phase activities**

FRONTIER*i*’s field staff will collect data from sampled households, key informants, and focus group discussants using the programmed questionnaire and KII/FGD tools, respectively. During data collection, all the field and research team will critically follow COVID-19 prevention protocols with careful applications of social distancing, use of protective facemasks, and sanitizers.

During the data collection process, the supervisors will coordinate the overall data collection activities per assigned team. FRONTIER*i*’s data management team will follow a daily based progress update reporting system. Accordingly, enumerators will report to the supervisors, the supervisors will also report to field coordinators. Then, the field coordinators will compile the reports and update the project manager. Finally, the project manager will develop weekly progress reports and update the Evaluation Team. We will develop a monitoring/information system to track questionnaires completed and replacements made, and this will be shared with the Evaluation Team for feedback and approval. The Survey CTO/ Survey Solution platform, which we intend to use for this assignment, allows for tracking the real-time data collection progress in terms of geographic area, variables of interest, and the completion rate. It will also have a dashboard where individuals with access to the server can generate reports easily for the variables of interest. The data management team will also prepare a dashboard on the data collection progress and submit it to the Evaluation Team on a bi-weekly basis during the data collection period.

During the data collection phase, the research team will ensure the following:

* The CAPI tablets will be GPS-enabled to ensure proper sample distribution, and geo-coordinates will be recorded for each interview along with the time, date, and duration of the interview.
* Enumerators will be instructed to upload all the data collected to the server on a daily basis. This will be monitored and ensured by the field supervisors. The supervisors will track the number of households interviewed in each locale, the number of refusals, and the reason for refusals (including when selected dwellings are empty, or household members are not present, and the like).
* A data backup system will also be provided to backup data if not submitted to the server upon completion of the interview.
* The project manager will provide weekly reports to the Evaluation Team detailing the number of interviews completed, plots mapped, challenges faced, modifications made to the field procedure plan, and any other notable occurrences.

#### **D.7.2.1. Monitoring data quality during data collection**

Monitoring quality during data collection will be one of FRONTIER*i*’s key strategies to ensure high-quality data. FRONTIER*i* also has very good experience and track record in this regard. In pre-data collection and during the field data collection, the data management team will monitor and ensure data quality using the following techniques:

* **Pre-testing and standardization of the tool:** Once the questionnaire is developed, contextualized and programmed, we will perform office-based pre-testing to standardize the data collection instrument. During the pre-testing we will check the logical flow of questions, skipping pattern, language issues, inconsistencies, etc.
* **Pilot survey:** After completing the field staff training, a pilot survey will be carried out prior to the beginning of the actual survey by interviewing respondents outside of the sampling frame. The pilot testing will look as close to actual surveying as possible. Every question that is included in the final survey will be piloted. Since this data collection is undertaken using digital technology, the pilot survey will also help for field testing of both the survey program and devices. Based on the piloting feedback, corrections will be made to the final questionnaire and programming.
* **Pilot test supervision and daily team debriefs**: During the pilot survey the research team will accompany the field staff to guide the pilot testing and administer the questionnaire. Supervision will be made with the enumerators and field staff to review any challenges faced, allow for questions and clarifications, and provide feedback to the wider group. These are especially important at the early stage of the data collection activity to ensure that proper interviewing habits are formed.
* **Accompaniment and supervisor checks**: The research team will ensure that at least 5% of household surveys are directly observed by a supervisor. The fieldwork supervisors will randomly check interviewers and accompany them on some interviews. Representatives of the Evaluation Team will also be invited to accompany some survey teams during piloting as well as during the survey to ensure quality, as well as provide on-site supervision of the data collection processes as a means of additional quality control. All enumerators will be directly observed at least once during the first week of data collection. Supervisors will also check all completed questionnaires and will conduct a minimum of 10% spot checks to verify the accuracy of the data recorded and, where necessary, clarify with respondents any inconsistencies in their answers with that of the enumerator. These checks will be performed before the enumerators synchronize the collected data to the server.
* **Geographical Information Systems (GIS)**: Use of GIS may prove useful in improving the quality of the results by verifying the field execution of the sampling plan. In other words, the interviews will actually take place in a certain or defined location rather than doing so-called curbside or fictitious interviews. Accordingly, the personnel at FRONTIER*i*’s headquarter will check the Global Positioning System (GPS) coordinates of each interview and make sure each interview has taken place at the correct location.
* **Implement and act on back checks/survey audits**: FRONTIER*i*’s trained field supervisors will conduct back checks on at least 5% of the study samples to avoid poor data quality that could emanate from poor enumerator performance and/or survey fraud. The total duration of the back checks shall be around 10-15 minutes. Accordingly, the field supervisors will conduct back-checks immediately after the enumerator has visited and interviewed the sample respondents by asking back-check questions. The back-check questionnaire will be developed by the research team and will be approved by the Evaluation Team. The respondents for back-check questions will be selected on a random basis. The back-check quality control will be conducted at the office level, and the quality assurance team will compare the back-checks to actual survey data by using the Stata command ‘bcstats’. In addition, the data from the backchecks will be submitted to the Evaluation Team on a weekly basis.
* **Implement and act on High Frequency Checks (HFC):** The HFCs involve office level monitoring of synchronized data quality. High-frequency checks provide insight into ongoing field team and data quality concerns before they become too entrenched or too late to manage. By running HFCs, the data management team will regularly analyze (comparative) enumerators’ performance, compliance with ethics requirements, response frequencies and outliers, duplicates, and other project-specific data quality issues. HFCs are meant to provide the evidence needed to successfully guide and manage a field team daily. If the quality of the data collected is found below the expected standard, it will be rejected and returned to the enumerators for correction. Three different types of HFCs will be employed for this assignment: response quality, programming, and enumerator checks, as detailed below.
* **Response quality checks**: The data management team will perform routine checks on the quality of responses of the synchronized data while the data collection is in progress. This includes testing the consistency of responses. Moreover, it will carry out tests for reasonable ranges of responses to identify the extreme values and outliers. To check consistency and reasonable ranges, *STATA do* file will be prepared and run against the synchronized data daily.
* **Programming checks**: Though the data management team will perform rigorous checks on programmed questionnaire before field deployment, there could be instances in which some minor program errors arise during the data collection period. To mitigate this, it is important for the data management team to frequently check if there are programming errors that need a quick fix.
* **Enumerators checks**: The data managers will track the performance of the enumerators by running daily checks. They will check if an individual enumerator’s recorded data are different from other enumerators in the datasets or different from the mean of a given question.

Moreover, as part of the high-frequency data check, the data management team will undertake the following: (a) check for duplicates (of instruments) and remove them; (b) check all the data from the field are on the server; (c) check if there are non-responses and verify that all the respondents are interviewed based on the given sampling frame, and (d) use GPS while collecting field data that will allow the data managers to identify the locations of the interviews where errors are reported.

**Office-based call-back:** This will be done by the field coordinators on at least 5% of the respondents. Selected questions will be prepared for an office-based callback and enumerators will be given immediate feedback to make corrections.

**Real-Time Access to Data:** The field data will be synchronized into the server on a real-time basis. The data scientist, together with the research team, will review the synchronized data regularly for quality improvements. The login address to the server will be provided to the Evaluation Team for possible review and feedback on the quality of the data on a real-time basis. The Evaluation Team will also obtain access to the geospatial information to visualize the collected and synced datasets as maps live under the server to aid in making important decisions. This ensures transparency and confidence in the data quality.

### **D.7.3. Post Data Collection Phase Activities**

After the data collection is completed, each supervisor will prepare a field report and submit it to field coordinators. The data collected will be thoroughly audited, cleaned, and transferred to the client following the appropriate data transfer protocols.

#### **D.7.3.1. Data entry**

The data entry process will be started simultaneously with the data collection and this process will continue during the post-data collection phase as well.

#### **D.7.3.2. Data cleaning and submission of a clean dataset**

Data cleaning and auditing is the last phase of FRONTIER*i*’s data quality assurance mechanism. Data cleaning is a continuation of the data monitoring step and starts immediately when field data collection is completed. The data cleaning process will enable to determine inconsistent, inaccurate, incomplete, or unreasonable data by generating error-log sheets and the overall integrity of the data quality. Along with data cleaning, data auditing will be performed to ensure that the required sample size from the respective study site is met to achieve the completeness dimension of data quality. Geospatial information will also assist in data cleaning such as during replacements, naming of sampling sites, and other additionally required biophysical conditions, including data completeness. The data cleaning process will include but not be limited to:

* ***Create/confirm unique IDs*** by target respondent and sample villages (Bomas);
* ***Checking outliers***: Often any data point that is three standard deviations (3D) away from the mean of the same data point for all observations will be excluded from the cleaned data set. In this regard, we will discuss with the Evaluation Team which approach we should use to clean the outliers;
* ***Missing values***: Recoded responses, such as “Do not know” or “Declined to answer”, will be considered as missing value;
* ***Variable labels***: The cleaned data set will be checked for variable labels description;
* ***Ensure transparency***: FRONTIER*i* will carefully document each step and measures taken to clean the data so that anybody could replicate the process at any time in the future.

#### **D.7.3.3. Field survey report**

After the data collection is completed, field supervisors will prepare a field report and submit to field coordinators. The field coordinators will then compile all reports and submit them to the project manager. Accordingly, a final field survey report will be prepared and submitted together with a clean dataset (including codebooks, and all code) to the Evaluation Team at the end of the data collection period, summarizing all weekly progress reports and detailing the overall response rate.

### **D.7.4. Reporting Mechanisms**

For the purpose of providing daily and weekly progress updates and reporting mechanisms, the project team will use Google spreadsheet for effective collaboration and transparency. The Evaluation Team will be granted access to the spreadsheet to ensure that they are kept abreast of the project's progress. To further enhance the monitoring process, the data management team will also develop an interactive dashboard that will focus on key indicators that the Evaluation Team is interested in tracking. The dashboard will provide an intuitive and visually appealing display of the project's performance, making it easier for the Evaluation team to monitor progress and status on a daily basis.

The research team will be responsible for implementing the daily-based reporting system to ensure timely and accurate updates. The project manager will be assigned as the focal point to manage overall communication with the Evaluation Team and the Survey Coordinator. The reporting mechanism will include data management team, supervisors, and enumerators who will work collaboratively to ensure the successful implementation of the assignment. Field supervisors will report directly to the project manager, who will then develop the daily report and update the google spreadsheet that can easily be tracked by Survey coordinator and the Evaluation team. In addition to this, the project manager will give an update to the Evaluation Team on a weekly basis either through the weekly check-in meetings or a written report. Overall, this reporting mechanism will provide a robust and transparent system for monitoring the project's progress and ensuring timely updates to the Evaluation team.

## **D.8. SURVEY ETHICS, CONFIDENTIALITY, AND PRIVACY PROTOCOL**

Keeping the standard and scientific research ethics, confidentiality, and privacy protocols are at the very heart of the research team’sundertakings. A summary of these issues includes the following:

* **Informed consent**: The informed consent of a research participant is the most essential aspect of this data collection process. Accordingly, the research team will prepare a clear and understandable written consent form for each research participant. The form will explain the objective of the study, the focus and purpose of the information to be collected, the way the information will be used, and to whom it will be shared. Thus, research participants will be given enough information to make an informed decision as to whether they want to be part of the study or not. Research participants will then be informed that they have the full right to decline or participate in the survey/discussion sessions. The interview process will commence after respondents show interest in taking part in the research.
* **Data confidentiality and privacy**: Respondents have a right to ask that their personal information should not be disclosed when the results of a study are published or when datasets from a research project are shared with other investigators. Protecting the privacy of research subjects is an obligation of all those who are involved in the research. The research team will also conduct careful supervision of staff to make sure their adherence to best practices in protecting the confidentiality of all participant data. As a rule of thumb, FRONTIER*i* will follow the following principles to protect and respect participants’ confidentiality:
  + Disseminating research findings without disclosing personally-identifying information;
  + Storing research records securely and limiting access (i.e., records may be accessed only by authorized personnel); and
  + The FRONTIER*i* will also follow the World Bank’s data privacy protocols.
* **Data Ownership/Data Re-use**: FRONTIER*i* well acknowledges that all data collected under this assignment, including the documentation about the data and its collection methodology, are confidential and are the property of the Evaluation Team. FRONTIER*i* will also ensure that data or the documentation referred to above, collected or compiled under this assignment, are not distributed for commercial or non-commercial purposes to third parties, nor will they be used by its staff members and/or other parties for purposes other than those expressly stated in the ToR, without the written approval of the Evaluation Team prior to, during, or after completion of the assignment.

## **D.9. CLIENT ENGAGEMENT AND RISK MANAGEMENT**

### **D.9.1. Client Engagement**

The research team plans to work in close collaboration with the Evaluation Team and other relevant stakeholders where the main focal person of each team is engaged and briefed on every step of the project. The project manager will provide a weekly update to the Evaluation Team and involved stakeholders regarding the progress of the project. Moreover, tools to be used for the assessment and data collection provided by the Evaluation Team will be reviewed, contextualized, and standardized to fit into the local context of the study setting. The final agreed tools will be used for data collection.

**Property rights**: FRONTIER*i* respects the intellectual property right and understands that the Project Coordination Unit (PCU) shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all information, data, documents, copyrights, or other proprietary rights in and to the work.

**Delays:** Due to unforeseen problems that may be encountered in the course of the assignment, some aspects of the project might be delayed beyond the timeline specified. In this regard, the research team will: i) notify the Evaluation Team about the delay in writing with a plausible reason for the same at least two weeks ahead of the timeline due date; and ii) present ‘just-cause’ for the delay external to the performance of the research team.

### **D.9.2. Potential Risk Management**

This section highlights the potential risks that the research team may encounter during the implementation of the assignment. For each anticipated risk, the research team has attempted to propose potential mitigation strategies. The potential risks that may arise during the implementation of this assignment are presented below (Table 12). For each risk, the research team has attempted to show its probability, impact and effect on the project. The most frequent types of risks identified related to the project, i.e., scope, deliverables, timescale, local language proficiency, and resources are depicted in the table below.

Most importantly, we acknowledge the effect of the current global challenge of the COVID-19 pandemic on this project. Since the project entails data collection from sample households, key informants, and discussants, the research team recognizes that all health and safety measures (keeping distance, utilizing hygienic mask and disinfectant) shall be ensured among both the field staff and the respondents.

**Table 12. Probable risks and mitigation strategies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Risk** | **Probability** | **Impact** | **Effect On Project** | **Mitigation Actions** |
| Unstable and unexpected COVID-19 situation | Medium | High | Time-quality-cost and field staff safety | As much as possible, apply the COVID-19 prevention protocols and follow-up the notice from national government officials. |
| Dropout of field workers during data collection | Low | High | Unable to complete the assignment on time | Extra/reserve field staff will be trained which will enable us for immediate replacement. |
| Loss of power or internet connection on the field level | Medium | High | Project timeline and quality | Provide power bank to the field staff to recharge tablets at the field level.  Use of 4G connection where accessible. |
| Unethical field behavior of field data collectors | Low | High | Damages reputation of the firm and client | Train field staff on research ethics and put in place close field supervision. |
| Respondents refuse to participate in the assessment | Medium | High | Increase non-response rate | Field staffs will describe the objective of the survey as detailed as possible. |
| Volatile security situation in the country | High | High | Time-quality-cost and field staff safety | As much as possible, we will follow up the security situation from government bureaus and security alert from the WB team. |

#### **D.9.2.1. COVID-19 Mitigation Strategies**

FRONTIER*i* has always been dedicated to safety-first principles in all of its undertakings. Its field staffs will be provided with all the necessary COVID-19 protective supplies such as face mask and hand sanitizers during the training session as well as during collecting data in the field. FRONTIER*i* will rent big size training venues with sufficient ventilation and seats that will allow the research team to offer training and carry out activities by keeping sufficient physical distance between trainees. Moreover, proper hand washing, social distancing and other important COVID-19 protection guidelines will be strictly followed. During interviews, FRONTIER*i* will also keep the national, sub-national, and protective guidelines or protocols that are required to mitigate the pandemic transmission. FRONTIER*i* will also try to reduce the number of people by arranging multiple working sites. It will also undertake phased group exercises to limit the number of congregations at one time.

## **D.10. Work Plan and Deliverables**

### **D.10.1. Major Activities and Deliverables**

FRONTIER*i* will submit the deliverables summarized below in Table 13 during the implementation of the research project.

Table 13. Key Activities and deliverables of the ECRP Impact Evaluation Survey

| **No.** | **Key Activity** | **Deliverables** |
| --- | --- | --- |
| 1 | Submission of Inception Report, Work Plan and Questionnaires (Weeks 1 and 2) | * Inception Report including team composition and CVs, research design, sampling strategy, draft survey instruments, manuals and data entry/cleaning programs, and a detailed work plan within two weeks of signing the contract. * Draft versions of survey tools and instruments * Any additional data (such as household listings) required for the household sampling. * Enumerator handbook and protocols. * Finalized questionnaire and FGD versions in local and English languages in Word format. * Pre-analysis plan for the quantitative report. |
| 2 | Assemble Field Teams  (Week 2-3) | List of Field Team members along with their proposed positions (i.e., field supervisor, enumerators, reserve enumerators and data editors) and their contact information within one week before the start of relevant training sessions. |
| 3. | Assemble Office Data Management Team (Week 2-3) | List of Office Data Management Team members along with their proposed positions (i.e., administrative and coding team members) and their contact information within one week before the start of data cleaning activities. |
| 4. | Prepare CAPI Data Entry Program  (Week 2 and 3) | * CAPI program. * Consistency check between survey instruments, interviewer’s manual and CAPI program. * Link to the survey so that the Evaluation Team can review the flow and accuracy of the CAPI program. |
| 5. | Training field teams  (Weeks 4-5) | * Trained field teams (including quantitative and qualitative teams) * Substantive input on any concerns with the instruments and/or the implementation of instruments * Database of results from the field try-outs (preferably in .csv format) * English transcription of FGD try-outs |
| 6. | Implement fieldwork  (Week 6 to 12) | * Submission of data quality control reports on on-going basis * Submission of electronic data sets on an on-going basis * Submission of FGD transcriptions on an on-going basis |
| 7 | Conduct Office Data Cleaning (Weeks 11-13) | Provide summary of quality control processes and results. |
| 8 | Data delivery (Week 14) | * Submission of final data sets, including quantitative and qualitative, within two weeks after the conclusion of fieldwork. * Raw database of quantitative data in Excel, SPSS and/or STATA for the survey immediately following completion. Note: it is preferred that at least one of the delivered data formats is a .csv file. * Cleaned database in Excel, SPSS and/or STATA for the survey, and related syntax and cleaning explanation within two weeks of completion. * Full KII/FGD transcriptions in the local languages, village summaries, and a summary report of the main qualitative findings in English. |
| 9 | Final implementation report (Week 16) | * Final Report within one to two weeks after the delivery of the final datasets. * PowerPoint presentation providing an overview of key findings and takeaways within one to two weeks after delivery of the final datasets |
| 10 | Final analysis report  (Week 16- 20) | * Two draft analysis reports within 1 month of delivery of the final datasets * Revised analysis reports within 2 weeks of receiving feedback from the Evaluation Team |

### **D.10.2. Workplan**

We understand from the ToR that the Survey of for the South Sudan Enhancing Community Resilience and Local Governance Project (ECRP) impact evaluation, including the end-line survey for ECRP-I and the baseline survey for ECRP-II, will be finalized within 20 weeks. Accordingly, the research team structures the workplan in line with the scope and major deliverables provided in the ToR. The 10 key activities/tasks appeared in Table above could be broadly categorized into five related to the inception, preparation, execution, analysis, and reporting of the data for these two surveys, which are collectively referred to as ‘the ECRP impact evaluation’. Figure below shows the tentative time line for ECRP’s Impact Evaluation Survey.

**Table 14. ECRP’s Impact Evaluation Survey Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | **Key Activities and Deliverables** | **1st Month** | | | | **2nd Month** | | | | **3rd Month** | | | | **4th Month** | | | | **5th Month** | | | |
| Wk1 | Wk  2 | Wk  3 | Wk  4 | Wk  5 | Wk  6 | Wk  7 | Wk  8 | Wk  9 | Wk  10 | Wk  11 | Wk  12 | Wk  13 | Wk  14 | Wk  15 | Wk  16 | Wk  17 | Wk  18 | Wk  19 | Wk  20 |
| **Phase I: Inception phase** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Signing of contract |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Conduct desk and documents review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Develop and submit inception report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phase II: Preparation phase** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Draft versions of survey tools and instruments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Finalized questionnaire and FGD versions in local and English languages in Word format |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Pre-analysis plan for the quantitative report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Enumerator handbook and protocols |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | List of Field Team members along with their proposed positions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | List of Office Data Management Team members along with their proposed positions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Prepare CAPI Data Entry Program |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Training field teams |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Finalize data collection instruments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phase III: Execution phase** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Deployment to field work – data collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Submission of data quality control reports on on-going basis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Submission of electronic data sets on an on-going basis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Submission of FGD transcriptions on an on-going basis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phase IV: Data verification, processing, and analysis Phase** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | Data clearing, processing and analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Provide summary of quality control processes and results |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | Submission of final data sets, including quantitative and qualitative, within two weeks after the conclusion of fieldwork |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | Raw database of quantitative data in Excel, SPSS and/or STATA for the survey immediately following completion. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | Cleaned database in Excel, SPSS and/or STATA for the survey, and related syntax and cleaning explanation within two weeks of completion |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 | Full KII/FGD transcriptions in the local languages, village summaries, and a summary report of the main qualitative findings in English. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Phase V: Reporting Phase** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 | Submit a final implementation report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 | PowerPoint presentation providing an overview of key findings and takeaways |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 | Submission of Two draft analysis reports (Endline for ECRP-I and the baseline survey for ECRP-II) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | Submission Two Final analysis reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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1. The research team takes the available recent projected data to determine the sample size for the two counties. [↑](#footnote-ref-1)
2. According to the TOR, this County was not part of the ECRP-I baseline survey. However, as stated, FGDs were conducted in this County. If this information is correct, the research team will use the same county, among others, to conduct FGDs for the two surveys. Otherwise, adjustments will be made based discussions with the Evaluation Team. [↑](#footnote-ref-2)
3. To maintain manageable group dynamics, FRONTIER*i* will make FGDs consist of no more than 8 participants. [↑](#footnote-ref-3)