Revised-08/04/2024

CARE Bangladesh
Terms of Reference

Consultancy of conducting an Annual Participant-Based Survey (PaBS) for SHOUHARDO III Plus

Project Summary:

Type of Study	Participant-Based Survey (PaBS)
Name of the project	SHOUHARDO III Plus
Project Start and End dates	1st Oct 2023 – 30th Sep 2024
Project duration	2 Years
Project locations:	Char (Kurigram, Gaibandha, Sirajganj, Jamalpur and Haor Region (Netrokona, Kishoreganj, Sunamganj, Habiganj)
Project Thematic Ares	Agriculture and Nutrition
Project Sub Thematic Ares	Sustained agricultural production, access to market and Information, Financial Inclusion, consumption of nutritious food, access to nutrition service.
Thematic areas for CARE	Right to Food Water Nutrition (R2FWN)
Sub themes for CARE	Right to Food, Water and Nutrition, Gender Equality, Climate Justice, Right to Health, Women Economic Justice.
Donor	USAID
Estimated beneficiaries	475,000
Overall objective of the project	Improved gender equitable food and nutrition security and resilience of the vulnerable people living in the Char and Haor in Bangladesh by 2024

Introduction:

Strengthening Household Ability to Respond to Development Opportunities (SHOUHARDO) III Plus is a two-year program (2022-2024) funded by the United States Agency for International Development (USAID). The program aims to deliver improved gender-equitable food and nutrition security and resilience for 168,521 Poor and Extreme Poor (PEP) households in the char and haor regions of northern Bangladesh. Building on the successes of the predecessor program, SHOUHARDO III Plus works with participants to pursue diversified sources of income, support inclusive and sustainable agricultural-led growth, enhance access to markets, especially for women and girls, and improve access to financial services for PEP participants. The program also promotes increased consumption of nutritious foods and micro-nutrients for children under five years of age, pregnant and lactating women, and adolescent girls. The program continuously engages and links the program-facilitated Local Service Providers (LSP) with the public and private sectors to achieve its aim. SHOUHARDO III Plus integrates gender, governance, Disaster Risk Reduction (DRR), environment, and private sector as cross-cutting components to maximize the program's impacts.

Table 1. Geographic Area and Population Coverage

Division name	District Name	Upazila/Unions/Community (put geographic areas numbers)	Total Households number (Approx/Actual)	Total Household Members number (Approx/Actual)
Rangpur Rajshahi Mymensingh	Kurigram, Gaibandha, Sirajganj, Jamalpur, Netrokona, Kishoreganj, Sunamganj, and Habiganj	23 upazila 115 unions 941 villages	168,521	475,000

Dhaka Sylhet				

Table 2. Key Participants, Target, and Impact Groups

Key Participants	Impact or Target Group	No. Direct Participants	No. Indirect Participants*
On-Farm	Target	149,157	656,291
Off-Farm	Target	41,555	182,842
Nutrition (Mother of children 0-59 months)	Target	22,012	96,850

* ***Note:*** *Overlap participants with each other thematic area and indirect participants calculated based on direct participants with multiply by average household size 4.4 (included overlap)*

Background of Consultancy:

In September 2022, CARE was awarded a two-year Cooperative Agreement No. 72038822CA00007 by the United States Agency for International Development (USAID) to lead the *SHOUHARDO III Plus Activity.* Prior to this award, CARE Bangladesh implemented the "Strengthening Household Ability to Respond to Development Opportunities III" (SHOUHARDO III). SHOUHARDO III aimed to improve gender equitable food security, nutrition, and resilience of vulnerable people in Bangladesh by 2022. The program promoted enduring change for 168,521 poor and extremely poor households in eight vulnerable districts in Char and Haor regions, 23 Upazilas, and 115 unions of Bangladesh. To achieve these goals, programming layered, sequenced, and integrated technical interventions to meet the needs of Poor and Extreme Poor (PEP) communities while simultaneously investing in social, economic, and institutional capital to prepare a foundation for future programs. Program activities were directly implemented by local Partner NGOs (PNGOs) between 2016 and 2020. In the program extension phase, Local Service Providers (LSP), were identified and supported with the intention that these government and private service providers would sustain the provision of services after the end of SHOUHARDO III.

Considering the successes of the Strengthening Household Ability to Respond to Development Opportunities (SHOUHARDO) III program (*predecessor program*) and the evolving needs of the Poor and Extreme Poor (PEP) households, as a result of the ongoing global food crisis and the lingering impact of COVID-19, the SHOUHARDO III Plus focuses on sustaining the outcomes of the SHOUHARDO III program (increasing equitable access to income and nutritious foods for youth, women and men). SHOIII plus will work with participants to pursue diversified sources of income, support inclusive and sustainable agricultural-led growth, enhance access to markets, especially for women and girls, and improve access to financial services for PEP participants. Secondly, the activity will focus on improving and sustaining the nutritional status of children under five years of age, pregnant and lactating women, and adolescent girls. This will be done by continuously engaging and linking the program-facilitated Local Service Providers (LSP) with the government and private sector, as well as promoting increased consumption of nutritious foods and micro-nutrients for children under five years of age, pregnant and lactating women, and adolescent girls. Across these result areas, SHOUHARDO III Plus will build upon its integration approach to programming by prioritizing private sector engagement, gender, governance, and Disaster Risk Reduction (DRR). This approach refers to how the program works with different tiers of government and stakeholders to achieve results and its overall goal of delivering improved, gender-equitable, and resilient food and nutrition security to vulnerable households of the Char and Haor regions in Bangladesh by 2024. The SHOUHARDO III Plus builds upon the achievements and progress of SHOUHARDO III and will be implemented by the existing five Partner Non-Government Organizations (PNGOs) with technical and managerial support from experienced CARE Bangladesh staff. All partners have a long record of high-quality program implementation, including the successful implementation of activities under SHOUHARDO III. The program will continue to provide more emphasis on strengthening LSPs to ensure sustained access to required services by the PEPs beneficiaries beyond program life.

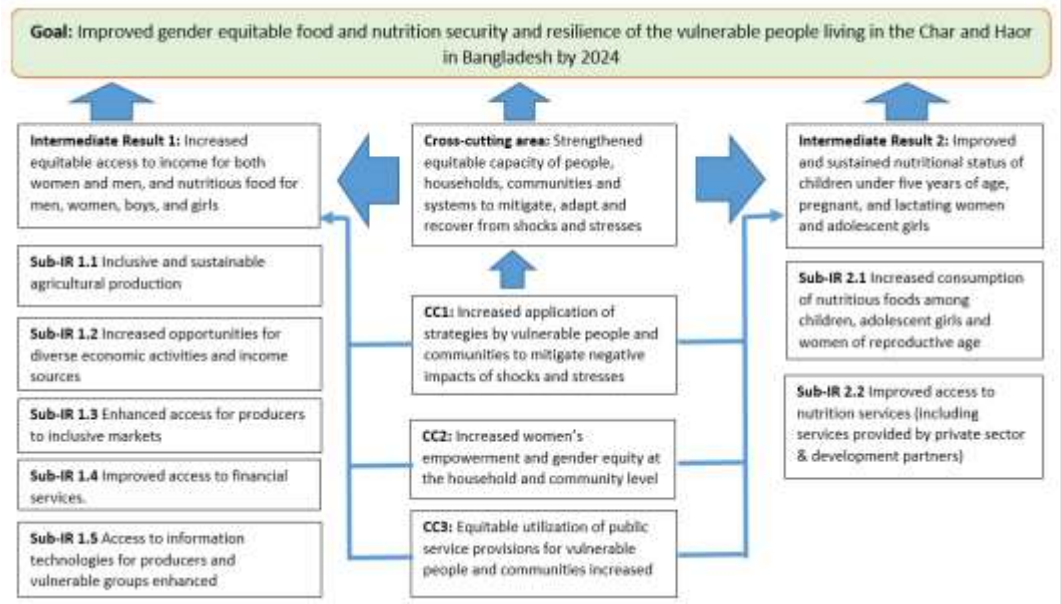
Through project implementation at Char (Kurigram, Gaibandha, Sirajganj, Jamalpur) and Haor Region (Netrokona, Kishoreganj, Sunamganj, Habiganj) region with 168,521 households, project aim to meet *CARE2030 vision and indicators in Right to Food, Water and Nutrition, Right to Heath, Gender Equality, Humanitarian Action, and Women's Economic Justice, and Climate Justice.*

Overarching Objectives and Expected Key Result Areas:

The overarching goal (objective) of the SHOUHARDO III Plus Activity is to achieve improved gender-equitable and resilient food and nutrition security for PEP households in Northern Bangladesh by 2024. This will be achieved by building on the successful implementation of inclusive and sustainable agriculture and livelihood interventions (Key

Results Area 1) along with improved nutrition for women and children (Key Results Area 2). At the same time, the program will advocate with the government to strengthen its service delivery to ensure that PEP communities get access to effective public services. The SHOUHARDO III Plus will ensure that it sustains cross-cutting linkages in youth, gender equality, and women's empowerment in all interventions (*see Logical Framework below*).

Figure 1 provides a top-level summary of the SHOUHARDO III Plus Log Frame at the result area level.

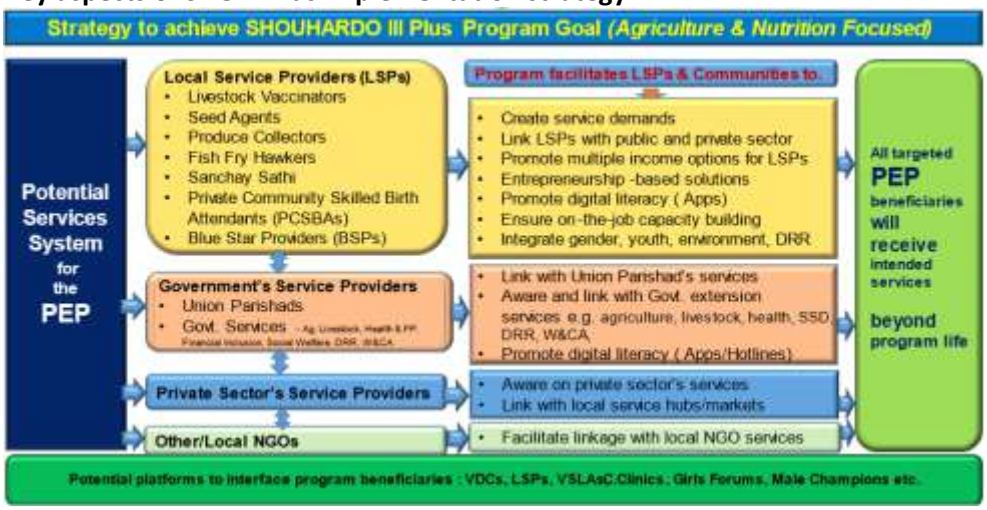


Implementation Strategy:

SHOUHARDO III Plus will facilitate, as opposed to directly intervene with, market-led development. This means that the SHOUHARDO III Plus will work toward activities that leverage the greatest engagement between local communities, the market, the public, and civil society—with a goal of eventually leaving behind a system that functions on its own without future programmatic support. At the same time, the program will advocate with the government to strengthen its service delivery to ensure that PEP communities get access to effective public services. Building on the successes of the predecessor program, SHOUHARDO III Plus will be 1) promoting service provision models by public (*government service providers*), private, and community-based organizations and newly established local service providers; and 2) mobilizing communities to engage with these service providers to ensure sustained benefit.

Linking the program-facilitated Local Service Providers (LSP) with the government and private sector, as well as promoting increased consumption of nutritious foods and micro-nutrients for children under five years of age, pregnant and lactating women, and adolescent girls will remain key focus of the project implementation strategy. In addition, the project will also facilitate linkage with relevant government departments e.g., agriculture, livestock, fisheries, health and family planning, women & children affairs, and social services to leverage required services for the PEPs. The community representatives will advocate with the local and central level government entities for the expected services.

Overview: Key aspects of SHOIII Plus implementation strategy



Partners: Because the design of the SHOUHARDO III Plus builds upon the achievements and progress of SHOUHARDO III, several Partner Non-Government Organization (PNGO) partnerships will be maintained within the new program. The PNGO staff of SHOUHARDO III Plus will receive capacity-building support on facilitation and coordination skills to strengthen their community and stakeholders' engagement skills and take lessons from the program for the years to come, building on the strength that they have – availability of staff in all field locations, including in remote areas, and their long-term presence in the Char and Haor regions of Bangladesh. CARE has been implementing activities on the ground through its PNGOs that have experience and expertise in different areas of programming, and they can be utilized, in addition to SHOUHARDO III Plus working with LSPs.

GoB: To reach out households with required services the program will also work with the public and private sector and mobilize communities around available services that have been provided by the GoB and private sectors at the local level. These efforts will be complemented by SHOUHARDO III Plus' advocacy work to get the Government of Bangladesh (GoB)'s support on financial inclusion, Char development, and addressing child marriage. The program will work with the relevant government departments e.g. agriculture, livestock, fisheries, health & family planning, women and social welfare and social services to leverage required services for the lives and livelihood of the targeted program beneficiaries.

An annual Participants Based Sample Survey (PaBS) has been planned in June 2024 for the 2nd year of the program implementation phase. The SHOUHARDO III Plus Activity will be able to complete the survey according to the timeframe. The project will continue the survey activities, carefully maintaining safety protocols and guidelines in line with USAID and CARE's "Do not harm" approach.

Consultancy purpose:

1. SCOPE OF WORK (SOW)

CARE seeks the service of a qualified third-party firm to conduct the Quantitative survey of program participants (PEP) and a separate sample survey of Local Service Providers in the program working communities. In addition to the quantitative study, a qualitative survey has also been planned this year for measuring efficiency and effectiveness of local service providers and service provisioning systems. All together the annual monitoring survey is treated as participant-based survey (PaBS). The quantitative survey will ascertain progress against predefined annual monitoring indicators of the activity. As SHOUHARDO III is the ancestor of the SHOUHARDO III plus activity thus the activity will not carry out any baseline surveys to set targets. It will utilize the results of the SHOUHARDO III Program FY22 PaBS as the base value for the relevant outcome indicators. The 2024 Annual monitoring survey (PaBS) will be conducted to measure the progress of the annual monitoring indicators against FY2024 targets. The annual monitoring survey information should only be compared to the targets for the respective years. SHOUHARDO III plus would also expect the contractor conduct a comparative analysis of the achievement for FY23 and FY24 results,[1] including succinct and pertinent information of program performance.

SHOUHARDO III plus has developed an Activity Monitoring and Evaluation (M&E) plan to track the progress and outcome of the program regularly and periodically. Out of 20 Annual monitoring indicators, 15 annual monitoring indicators are being measured by conducting a Participant Based Survey (PaBS) annually. These 15 indicators are monitored each year to generate data for annual reporting to USAID and to provide timely information for program management decisions.

SHOUHARDO III Plus is not directly implement household-level interventions. It is expected that the households/farmers will get services from the program promoted by local service providers (LSPs). To track sustain agricultural growth, the SHOUHARDO III plus will consider same SHOUHARDO III agriculture participants (e.g., producers of maize, chili, sweet guard, and agri others(rice, vegetables), livestock), and off farm livelihoods includes Off-Farm IGA and VSLA as a sampling frame for the PaBS program will follow the same sampling methodology as guided in the USAID Participant-Based Survey Sampling Guide for Feed the Future Annual Monitoring Indicators.

SHOUHARDO III plus works with 168,521 PEP households that are already achieved by the SHOUHARDO III program interventions, it is very difficult to track the outcome level indicators for such a large number of beneficiary households every year with project personnel. The local third-party survey firm will be responsible for organizing and implementing

[1] The sample design is for a point estimate. There are limitations to the comparison due to the small sample sizes that will likely only detect large differences between the two data points. It is likely from year to year the changes may not achieve statistical significance because the sample size is not powered to detect small differences.

the data collection activities associated with PaBS. The firms and their proposed Team leader are expected to have extensive experience in conducting both quantitative and qualitative surveys. The hired firm will be responsible for identifying and hiring competent interviewers and field supervisors, organizing and participating in an enumerator training, arranging data collection field logistics, overseeing, supervising and quality control of data collection, management and transmission of data from the field, and delivery of a final dataset to the SHOUHARDO III plus. If possible, the research firm is suggested to give preference to the enumerators who have prior experience for similar project data collection. The firm will also develop the survey field manual and survey protocols with the help from SHOUHARDO III Plus M&E team.

The participant-based survey (PaBS) with Local Service Providers (LSPs) survey is scheduled at the end of June 2024 to be conducted by a third party, led by SHOUHARDO III Plus M&E staff. Following are the Annual Monitoring Indicators (Table 1) that will be assessed through the 2024 PaBS:

The primary audience of the survey report will be CARE SHOUHARDO III Plus, as well as USAID and CARE program partners. Key use of the survey report will be operational planning, improvement and decision making and at the same time for annual regulatory program reporting internally to USAID and Government of Bangladesh (GOB).

The key objectives of these consultancies are, but not limited to:

- To measure the Annual outcome indicators, result from PaBS with proper disaggregates.
- The qualitative finding will be triangulated with the quantitative reports (use reference) to better interpret the results.
- There are number of indicators advance level statistical analysis required i.e., descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc. as well as conducting various statistical tests such as confidence intervals, tests of significance, p-value tests, standard deviations that generate accurate outputs.
- To see the program outcome on sustainability (LSPs service provisioning, Linkage with Govt. and private sector etc.)
- To conduct a comparative analysis between the achievement for FY23 and FY24 results including succinct and pertinent information of program performance.

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Outcome indicators of the Consultancy:

Table 1: Indicators for Annual Monitoring

SL	Indicators	Sampling frame population for FY2024
Indicators with TOTAL Values		
1	**EG.3.2-24:** Number of individuals in the agriculture and food system who have applied improved management practices or technologies with USG assistance [activity/implementing mechanism (IM) level]	On-Farm livelihoods Total 149,157 (15,419 Maize, 6,596 Chili, 4,105 Sweet Gourd, 95,232 Goat and 10,602 Duck and 17,203 Agri others Mainly Rice and vegetable)
2	**EG.3.2-25:** Number of hectares under improved management practices or technologies with USG assistance [IM-level]	Total 43,323 (15,419 Maize, 6,596 Chili, 4,105 Sweet Gourd and 17,203 Agri others Mainly Rice and vegetable)
3	**EG.3-10-11-12:** Yield of targeted agricultural commodities among program participants with USG assistance	On-Farm livelihoods Total 149,157 (15,419 Maize, 6,596 Chili, 4,105 Sweet Gourd, 95,232 Goat and 10,602 Duck and 17,203 Agri others Mainly Rice and vegetable)
4	**EG.3.2-26:** Value of annual sales of producers and firms receiving USG assistance	On-Farm livelihoods Total 149,157 (15,419 Maize, 6,596 Chili, 4,105 Sweet Gourd, 95,232 Goat and 10,602 Duck, and 17,203 Agri others Mainly Rice and vegetable)
Indicators with PERCENT Values		
5	**Custom 7:** Percentage of households reported increased income	176,668 (149,157 On-Farm livelihoods + 41,555 Off-Farm livelihoods)
6	**Custom 9:** Percentage of individuals income source increased	176,668 (149,157 On-Farm livelihoods + 41,555 Off-Farm livelihoods)
7	**Custom 10:** Percentage of poor & extreme poor	176,668 (149,157 On-Farm livelihoods + 41,555 Off-

SL	Indicators	Sampling frame population for FY2024
	(PEP) households accessing markets	Farm livelihoods)
8	**Custom 14:** Percentage of farmers who reported to get market information in last 12 months	176,668 (149,157 On-Farm livelihoods + 41,555 Off-Farm livelihoods)
9	**Custom 19:** Percentage of participants who reported increased access to targeted public services.	176,668 (149,157 On-Farm livelihoods + 41,555 Off-Farm livelihoods)
10	**Custom 11:** Percentage of people received service from USG supported Local Service Providers	189,423 (149,157 On-Farm livelihoods + 41,555 Off-Farm livelihoods) + 22,012 Nutrition interventions participants (Mother with children aged 0-59 months)
11	Custom 12: Percentage of selected LSPs received service from private companies	2,352 Local Service Providers (LSPs)
12	**Custom 18:** Percentage of pregnant women-who received pregnancy care support (day-time rest, extra food) during pregnancy period	22,012 Nutrition interventions participants (Mother with children aged 0-59 months)
13	**HL.9.1-d:** Percentage of women of reproductive age consuming a diet of minimum diversity [ZOI-level]	22,012 Nutrition interventions participants (Mother with children aged 0-59 months
Indicators with MEAN Values		
14	**Custom 5:** Mean decision-making score (Index) for woman in household level	189,423 (149,157 On-Farm livelihoods + 41,555 Off-Farm livelihoods) + 22,012 Nutrition interventions participants (Mother with children aged 0-59 months)
15	**RESIL-a:** Ability to recover from shocks and stresses index [ZOI-level]	189,423 (149,157 On-Farm livelihoods + 41,555 Off-Farm livelihoods) + 22,012 Nutrition interventions participants (Mother with children aged 0-59 months)

Study Principal Questions

Based on the survey requirements, no explicit study questions are applicable for this study. The objective of the PaBS survey is to measure the annual monitoring indicators result **(Table 1)** and gather socio economics status of program participants through the quantitative survey. In addition to that for the qualitative survey objective is

- To generate high-quality information for measuring efficiency and effectiveness of local service provider and service provisioning system
- Triangulate the qualitative findings with quantitative data to better interpret the survey results.
- To explore some challenges and opportunities for the LSPs so that the program can have made a necessary adaptation in light of new learning.

Methodology:

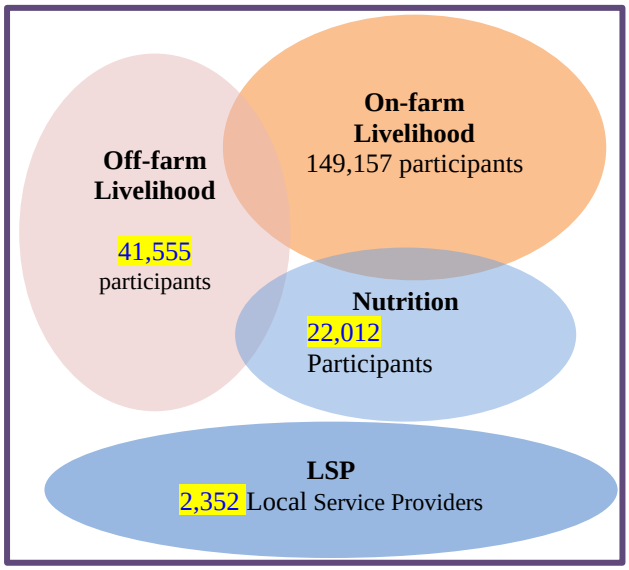
2. QUANTITATIVE SURVEY DESIGN/SAMPLING PLAN

The 15 annual monitoring indicators are representative of several individual and combined sampling frames. Some of the indicators are measured as total values; some are with percent values (proportions of the sample) and some with mean values. Hence, decisions on the sampling frame and sample size estimation process need to consider the indicator types and its representativeness. Following sections have the detailed discussion on deciding the sampling frames, final sample size and sampling methodology for 2024 PaBS and LSP sample survey.

2.1 Sampling Frame of the PaBS

As mentioned earlier, SHOUHARDO III Plus will not directly implement any household-level interventions at this phase but promote service provisioning of local service providers as households/farmers can have easy access to need-based services. To observe the sustained agricultural growth production, the SHOUHARDO III plus will consider SHOUHARDO III agriculture participants as a sampling frame for the PaBS. SHOUHARDO III Plus successfully engaged with a total of 164,765 households through various subgroups within the Core Operational Group (COG). The COG consisted of 149,157 farmers involved in On-Farm live/lihoods, 41,555 beneficiaries engaged in Off-Farm livelihoods including VSLA, and 22,012 Nutrition participants mothers of children aged 0-59 Months who benefited from the Nutrition program. It is important to note that among the sampling frames there are significant overlaps with each other. Due to the nature of LSP service provisioning and the sampling strategy program, a separate LSP sampling frame is considered beyond the On-farm, Of-farm and Nutrition sampling frame for conducting the survey of LSPs. However, there is very little (less than 1%) overlap between the LSP sample frame and the On-farm, Off-farm, and Nutrition sampling frames. In this situation, separate surveys for LSP would be more appropriate.

Chart 1: SHOUHARDO III Plus Activity PaBS Sampling frames



Given the relative mix of programming activities and the indicators selected to monitor program progress, four major sampling frames including LSPs are sufficient to capture the information necessary to track all annual monitoring indicators in the Table 1.

Table 2: Targets for FY24 beneficiaries related to the PaBS indicators are given below

Sampling Frame	Type of Beneficiary (FY 2024)	Number
Frame-1	On-farm livelihoods	149,157
Frame-2	Off-farm livelihoods	41,555
Frame-3	Nutrition Interventions for mothers of children aged 0-59 Months	22,012
Frame-4	Local Service Providers	2,352

Frame 1 of On-farm livelihoods participants: In the On-farm livelihoods participants, there are a total of 149,157 participants/farmers belonging to the Core Occupational Group (COG) in the agricultural sector. Within the On-Farm livelihoods subgroup, there are five distinct value chain commodities: Maize (15,419 participants), Chili (4,105 participants), Sweet gourd (6,596 participants), Goat (95,232 participants), and Poultry (Duck10,602 participants). Additionally, there are two non-value chain commodities: Rice (42,130 participants) and Vegetables (33,704 participants) which mostly overlapped with the value chain participants.
The value chain commodities are mutually exclusive, meaning that households focus on a specific commodity. However, the non-value chain commodities show significant overlap with the overall COG value chain beneficiaries. Specifically, Rice has a 90% overlap, and Vegetables have a 60% overlap, indicating that households engage in multiple activities within this subgroup.

For collecting data for the Indicator Tracking table (ITT) indicators, four specific indicators data will be gathered exclusively from Frame 1. These indicators are as follows:

- EG.3.2-26: Value of annual sales of producers and firms receiving USG assistance.
- EG.3-10-11-12: Yield of targeted agricultural commodities among program participants with USG assistance
- EG.3.2-24: Number of individuals in the agriculture and food system who have applied improved management practices or technologies with USG assistance.
- EG.3.2-25: Number of hectares under improved management practices or technologies with USG

Frame 2 of Off-farm and non-farm livelihoods participants: In the off-farm/ non-farm livelihoods participants, there are a total of 41,555 individuals involved in off-farm and non-farm activities, which include activities related to

20,547 Village Savings and Loan Associations (VSLA) and 15,608 Income Generating Activities (IGA). It is important to note that none of the indicator's data will be collected exclusively from Frame 2 but other relevant information will be captured which is not directly associated with the ITT. However, a combination of indicators data from Frame 1, and Frame 3, specifically Custom-7, 9, 10, 11, 14, and 19, will be collected and mentioned in Table-1. In the Frame 2 there are 9% beneficiaries overlapped with the Frame 1 and that should be excluded from the Frame 2.

Frame 3: Nutrition Interventions for mothers of children aged 0-59 Months: The Frame 3 focuses on nutrition interventions for mothers of children aged 0-59 months. Under this program, a total of 22,012 children in this age group and their mother have benefitted from Local Service Providers (LSPs), Community Clinics, and other government departments to enhance their nutrition status. It should be noted that the beneficiaries of this nutrition program have significantly overlapped (6%) with those in Frame 1 and Frame 2 and that should be excluded from Frame 3, two indicators, namely HL.9.1-d and Custom 18, will be exclusively collected to assess the effectiveness of the nutrition interventions. This frame will provide valuable insights of the program activity and indicator data analysis and reporting.

Frame 4: Local Service Providers: SHOUHARDO III plus facilitates for market-led development that means this program keep engaging with local communities, markets, the public and private sectors so that program can leave behind a system that functions on its own without future programmatic support. At the same time, SHOUHARDO III plus facilitate a lot on service delivery model which creates a wider spectrum for PEP HHs to improve their livelihood and enhance their income as well. As a result, the Local Service Provider (LSP) model got priority in the program for ensuring sustainability. In relation to that project has developed Seven types of 2379 local service providers (LSPs). Community-based *Vaccinator, Local business actors/collectors, Fish Fry Hawker, and Seed Agent are working on Agriculture, Aquaculture and Livelihood services. Village Agent (VA) which known as Shanchoy Sathi working Financial inclusion services. In Health and Nutrition sector, Blue Star Provider and Private Community Skilled Birth Attendants (PCSBA) are providing health services.* This frame will provide valuable insights of the LSPs service provisioning and gather only **Custom 12:** Percentage of selected LSPs received service from private companies.

2.2 Estimation of Sample Size

The sample size for the SHOUHARDO III Plus beneficiaries is calculated based on the USAID Participant-Based Survey Sampling Guide for Feed the Future Annual Monitoring Indicators.

The sample for the annual survey will be a simple random sample of beneficiaries drawn from separate lists of On-Farm livelihoods participants (Value Chain Commodity-Maize, chili, sweet-gourd, goat and duck and Non-Value chain commodity-Rice and Vegetable), Off-farm livelihoods and Nutrition's beneficiaries. In addition to that Local Service Providers (LSPs) sample will be drawn from LSP dataset.

To select the sample, independent samples are drawn from separate sampling frames for each category. A two-stage cluster sampling procedure is applied, where the clusters are the program villages. The Probability Proportional to the Size (PPS) method is used to select the program villages as clusters. The "size" of a cluster is determined by the total number of beneficiaries/ service providers from the four sampling frames (On-Farm livelihoods, Off-Farm livelihoods, Nutrition's within that cluster. **On the other hand, samples of LSPs are drawn using a stratified sampling method, where the seven LSP types considered as strata.**

There are three different sample size estimation formulas used for indicators with totals, proportions (percent values), and means. These formulas are used to estimate the minimum required samples for each type of indicator:

A. *Sample Estimation formula for the indicators with TOTAL value[2] (Table-1 Indicator SL# 1 to 4):*

$$n = \frac{N^2 \times Z^2 \times S^2}{MOE^2}$$

Where,

Z = critical value from the normal probability distribution (95% confidence level: 1.96)

N = total number of beneficiaries in the respective sampling frame

S = standard deviation of the distribution of beneficiary data

[2] Sampling Guide for Beneficiary-Based Surveys in Support of Data Collection for Selected Feed the Future Agricultural Annual Monitoring Indicators by Diana Maria Stukel and Gregg Friedman, September 2018.

(Approximation: [$indicator_{max} - indicator_{min}$]/ 6)

MOE = margin of error (p * target value of indicator)

p = Acceptable percentage of error = 5% = 0.05

B. *Sample size estimation formula for the indicators with PERCENT value (Table-1 Indicators SL# 5 to 13, except Sl# 11):*

$$n = \frac{z_\alpha^2 \times p(1-p)}{\varepsilon^2}$$

Where,

Z_α = is the critical value for normal probability distribution at 95% confidence level = 1.96

P = Proportion of population with desired attribute

ε = Maximum desired sampling error (margin of error) = 7.5%[3] = 0.075 for all indicators

C. *Sample size estimation formula for the indicators with MEAN*4 *value (Table-1 Indicators 14 & 15):*

$$n = \frac{z_\alpha^2 \times CV^2}{\varepsilon^2}$$

Where,

Z_α = is the critical value for normal probability distribution at 95% confidence level = 1.96

CV = Coefficient of variation = 0.5 (consider standard normal distribution and assuming that the standard deviation is 50% of the mean)

ε = Maximum desired sampling error (margin of error) = 7.5% = 0.075

In addition to the above formula of estimation of a sample size of the total value, proportions, and mean value, a design effect 2.0 for two-stage cluster sampling and 10% non-response adjustment, and finite population correction to calculate the final sample size. Using the above three formulas and parameters the minimum required samples for the 2024 PaBS indicators with values totals, proportions and mean are provided in Table 3.

The alternative strategy of applying a combined sampling frame would be more complicated for the sampling of representative samples to estimate indicators values accurately. Also, applying a combined sampling frame would require inflating the sample size to ensure an adequate number of samples for each of the intervention categories. Under the combined sampling strategy, the total required sample size would be much larger, possibly double, that of the sampling strategy stratified by intervention category. Thus, conducting three separate surveys will be less expensive, because a smaller sample size is required. In addition, the same indicator analysis syntax and sampling weights for 2023 PaBS will be used for 2024 PaBS analyses to be able to estimate indicator values consistent to the prior PaBS.

D. *Sample size estimation formula for the Local Service Providers (LSPs) sampling frame to compute indicators with PERCENT value (Table-1 Indicator 12):*

$$n = \frac{z_\alpha^2 \times p(1-p)}{\varepsilon^2}$$

Where,

Z_α = is the critical value for normal probability distribution at 95% confidence level = 1.96

P = Proportion of population with desired attribute

ε = Maximum desired sampling error (margin of error) = 6% = 0.06

and 10% attrition rate for random sampling of sampling units from the list of LSP database sampling frame.

2.3 Sample Size Adjustments

2.3.1 Adjustment for small population participants

According to FANTA/ USIAD sampling guidance, a design effect that accounts for cluster sampling, as well as an estimated non-response factor, has to be applied to obtain an adjusted final sample size estimate. This is because

[3] FTF PaBSS guideline suggests acceptable percentage error might be considered up to 10% for annual monitoring surveys. But enough sample size is important to get accurate estimates of the indicators. Therefore, 7.5% acceptable percentage error is considered for all Percent and Mean value indicators.

[4] Department of Statistics, Western Michigan University: http://www.stat.wmich.edu/s216/book/node80.html

the marginal gain of additional information decreases more rapidly with each survey respondent when the population is small than when the population is large. The finite population correction is made with the following formula if the initial sample size is greater than 5% of the population:

$$adj_{FPC} = \frac{1}{(1 + \frac{n_{initial}}{N})}$$

The finite population-adjusted sample size is, therefore:

$$n_{adjFPC} = n_{initial} * adj_{FPC} = \frac{n_{initial}}{(1 + \frac{n_{initial}}{N})}$$

2.3.2 Adjustments for design effect

In comparison to single-stage direct random sampling methods, multi-stage cluster sampling strategies yield a higher probability of sampling errors, as respondents within the same cluster are more likely to share similar characteristics. The more characteristics sampled survey participants have in common, the less likely they are to be representative of the overall population sampled, which is assumed to be more diverse. Adjusting for the design SHOUHARDO III Plus will estimate the design effect as 2, in line with the Feed the Future Sampling guidance. Considering adjustments for the design effect, the adjusted sample size can be formulated as follows:

$$n_{DE} = n_{adjFPC} * adj_{DE} = n_{initial} * adj_{FPC} * adj_{DE}$$

2.3.3 Adjustment for Anticipated Individual Non-Response

Another adjustment that needs to be made relates to the anticipated individual non-response. In PaBS surveys, it is expected that some percentage of individuals selected for the survey will be unreachable, unavailable, or unwilling to respond to any or all the survey questions; this is called individual non-response.

Despite the best efforts of interviewers, there is usually some residual non-response that remains, even after several attempts to complete an interview with participants selected for the sample. To ensure that the targeted number of participants completes interviews despite individual non-response, the initial sample size is pre-inflated by multiplying it by the inverse of the expected response rate so that the resultant sample size after fieldwork is as close as possible to the targeted initial sample size.

For this specific Participant-Based Annual Survey, we estimate a non-response rate of 10%. To ensure that the targeted number of participants is at least that of the minimum sample size estimation, we multiply the design effect-adjusted sample size by the inverse of the expected response rate so that the actual respondent number after fieldwork matches that of the targeted sample size. Assuming a non-response rate of 10%, the required adjustment equals:

$$adj_{NR} = n_{DE} * \left(\frac{1}{1 - 0.1}\right)$$

Consequently, the final sample size after adjusting for non-response is given by the following formula:

$$n_{final} = n_{initial} * adj_{FPC} * adj_{DE} * adj_{NR}$$

2.4 Sample Size Estimates

Below are the most crucial indicators for each sample frame. These indicators have been carefully selected to calculate the estimated sample size of the study.

Frame 1: Indicator EG.3.2-26: Value of annual sales of producers and firms receiving USG assistance.
Frame 1, 2: Indicator Custom 7: Percentage of households reported increased income.
Frame 3: Indicator HL.9.1-d: Percentage of women of reproductive age consuming a diet of minimum diversity.
Frame 4: Indicator Custom 12: Percentage of selected LSPs received service from private companies.
Global frame: Indicator RESIL-a: Ability to recover from shocks and stresses index.

Table 3: Estimated minimum required sample sizes for the 2024 PaBS indicators.

Indicators		Total Beneficiary (N)	Estimated values (per beneficiary) Max	Min	Std. Dev. (S)	Accept. % error (for MOE) (p[5])	Target value (for MOE)	Initial sample size (n_1)	Finite Pop. Corr. Adj.	Design effect (d=2) adjusted ($n_2 = n_1*d$)	Total Sample size (n) (n_r = 10% non-response adjusted) (n = n2*n_r)
Sample Sizes for the Indicators for TOTALS[6]											
EG.3.2-26, EG. 3-10-11-12, EG.3.2-24 & EG.3.2-25	Maize	15,419	$475.0	$0.00	79.17	5,0%	$7324025.00	43	43	86	95
	Chili	6,596	$207.5	$0.00	34.58	5,0%	$1368670.00	43	43	86	95
	Sweet Gourd	4,105	$100.63	$0.00	16.77	5.0%	$413065.63	43	43	86	95
	Goat live	95,232	$157.50	$0.00	26.25	5.0%	$14999040.0	43	43	86	95
	Poultry-Duck	10,602	$66.88	$0.00	11.15	5.0%	$709008.76	43	43	86	95
	Agri others (Rice, Veg)	17,203	$93.06	$0.00	15.51	5.0%	$1600940.00	43	43	86	95
	Total										**570**
Sample Sizes for the Indicators for PROPORTIONS											
		Z value at 95%	**P**	**Margin of error**	**Initial sample size (n_1)**	**Finite Pop. Corr. adj.**	**Design effect (d=2) adjusted ($n_2 = n_1*d$)**			**Total Sample size (n) (n_r = 10% non-response adjusted) (n = n2*n_r)**	
Custom Indicators 7, 9, 10, 11, 14, 18, 19, and HL.9.1-d		1.96	0.5	7.5%	171	171	342			380	
Sample Sizes for the Indicators for MEANS											
		Z value at 95%	CV	**Margin of error**	**Initial sample size (n_1)**	**Finite Pop. Corr. adj.**	**Design effect (d=2) adjusted ($n_2 = n_1*d$)**			**Total Sample size (n) (n_r = 10% non-response adjusted) (n = n2*n_r)**	
Indicator RESIL-a and Custom 5		1.96	0.5	7.5%	171	171	342			380	

Annex_Sample%20size%20calculation%20

2.5 Final sample size

There are four sampling frames proposed for the FY24 PaBS survey. 1) On-farm livelihoods, II) Off-farm livelihoods III) Nutrition Interventions for mothers of children aged 0-59 Months and an additional IV) Local Service Providers (LSPs). Each of the frames there are significantly overalled which is clearly mentioned in the Chart-1(Venn Diagram above). In the On-Farm sample frame there are five value chain crops (Maize, Chili, Sweet gourd, Goat and Poultry-Duck) and two Agri other commodities (Rice and vegetable). In the value chain commodity, a total of 475 sample size estimated for EG.3.2-26 is not overlapped with other sampling frames. So, the sample of 475 value chain beneficiaries for EG.3.2-26 needs to be selected exclusively from the On-Farm sampling frame. However, as per guidance from the Feed the Future Sampling Guide, the minimum sample size for annual monitoring surveys should be 525[7]. Therefore, the sample size for each of the commodities should be 95≈105 to adhere to guidance on minimum required sample size as per Feed the Future PaBS sampling guideline. Indicators EG.3-10-11-12, EG.3.2-24 and EG.3.2-25 also applicable for both value chain and other agriculture frames.

On the other hand, the required sample size for the Nutrition related custom indicators Custom 12, 18 and HL.9.1-d is 380. Among the Nutrition beneficiaries 6% overlapped On-Farm and Off-Farm beneficiaries. So, exclude the overlapped beneficiary sample from the estimated sample size 380. Therefore, the final sample size for the Nutrition survey is 357 ≈ 360.

Required sample size estimated for the custom indicators 7, 9, 10, 11, 14, and 19 is 380 that need to be selected

[5] EG.3.2-26, EG.3-10-11-12, and EG.3.2-25 are critical indicators, and enough sample size is important to get accurate estimates. Therefore, 5% is considered for the three number value indicators and 7.5% for the remaining indicators.

[6] PaBS-SampleSize-Calculator

[7] Page 53 of the Sampling Guide for Participant-Based Surveys in Support of Data Collection for Selected Feed the Future Agricultural Annual Monitoring Indicators by Diana Maria Stukel, PhD, September 2028

from the combined sampling frame of On-Farm livelihoods and Off-Farm livelihoods sampling frames. Out of 380 required samples 34 will be selected for the indicator EG.3.2-26 from the On-Farm livelihoods sampling frame including Agri other beneficiary. In the Off-farm livelihoods sampling frame 9% overlapped On-Farm livelihoods sampling frame So, the total samples needed to be selected from Off-Farm livelihoods beneficiary sample frame is 380-34= 346≈ 260.

The USAID standard indicators RESIL-a and Custom 5 are with mean values and are applicable for all sampling frames. The required sample size for these two indicators is 380 that would be sufficient to obtain from the same selected samples 520 (260+260) for Custom-7 and HL.9.1-d and it's larger than required sample. Therefore, no additional sampling is required for the RESIL-a and Custom 5.

Additionally, for Local Service Providers (LSPs), a sampling frame necessitates 293≈300 samples, deemed sufficient for this purposeTable-4 summarizes the final sample sizes for all the frames.

Table 4: Final Sample Size for FY24 PaBS

Sampling Frame	Population	Minimum Sample Size	Excluding overlap	Remarks
Frame 1: On-farm livelihoods	**149,157**	**630**	**630**	
Maize	*15,419*	*105*		
Chili	*6,596*	*105*		
Sweet Gourd	*4,105*	*105*		
Poultry Duck	*10,602*	*105*		
Goats live	*95,232*	*105*		
Agri others (Rice and Vegetable)	*17,203*	*105*		
Frame 2: Off/non-farm livelihoods	41,555	380	360	6% overlap with Frame-1.
Frame 3: Nutrition Interventions for mothers of children aged 0-59 Months	22,012	380	360	9 % overlap with Frame-1 and Frame-2.
Frame 4: Local Service Providers (LSPs)	2352	300	300	
Total		**1,690**	**1,650**	

The final sample size for FY2024 PaBS will be between 1,690 (630+380+380+300) to 1,650 (630+360+360+300). To confirm high sampling efficiency and cost-effectiveness, SHOUHARDO III Plus will consider the minimum sample size; thus, the final sample size for FY24 PaBS would be 1,650.

Table 5 shows the final sample sizes for the FY24 PaBS surveys by the respective sampling frames. According to the Feed the Future PaBS guideline[8], the cluster sample size should be in between 15 to 35. Thus, cluster size 15 is proposed for SHOUHARDO III 2024 PaBS considering total number of beneficiaries in a cluster. The final sample sizes are further inflated to keep the cluster sample size 15 for all sampling frames.

Table 5: The numbers of cluster and Sample per cluster for different sampling frames:

Sampling Frame	Population	Sample Size	Sample per cluster/Village	No. of clusters/Villages
A. On-farm livelihoods				
1. Maize	15,419	105	15	7
2. Chili	6,596	105	15	7
3. Sweet Gourd	4,105	105	15	7
4. Goat	95,232	105	15	7
5. Duck	10,602	105	15	7
6. Agri Others (Rice, Veg)	17,203	105	15	7
***Total of A.* On-farm livelihoods**	***149,157***	***630***	***15***	***42***
B. Off-farm livelihoods	41,555	360	15	24
C. Nutrition	22,012	360	15	24
D. Local Service Providers (LSPs)	2352	300		

8 Page 55 Feed the Future PaBS guideline the data collection team could interview per cluster ranges from a minimum of 15 to a maximum of 35 (according to the rule of thumb).

TOTAL SAMPLE SIZE	190889[9]	***1,650***		***90***

2.6 Sampling Procedure

The contractor should follow the process of selecting sample clusters and survey respondents according to the **Participant-Based Survey Sampling Guide for Feed the Future Annual Monitoring Indicators,** Diana Maria Stukel, September 2018. The general steps of the Sampling Units (beneficiaries) selection and data collection process are:

Selection of Cluster/Village/Union: Select clusters/villages (90 clusters/villages) for On-Farm, Off/non-Farm and Nutrition beneficiary from survey sampling frames, using Probability Proportional to the Size (PPS) procedure. Due to non-homogeneity within the LSP clusters (union/upazila), program will select a total of 300 LSP's samples from the LSP frame proportionate to seven LSP stratum using stratified sampling. Here SHOUHARDO III Plus working villages are considered as clusters for Household survey.

Selection of Survey respondent: In each selected cluster (PPS clusters)/Stratum, the survey respondents will be selected randomly from the respective sampling frame prior to the fieldwork starts. Note that, form the selected 90 clusters for PEP. In each selected cluster targeted beneficiary (15 for each of the cluster) will be drawn from the sampling frame. 630 beneficiaries for On-farm livelihoods, 360 beneficiaries for Off-farm livelihoods, 360 Mother of children aged 0-59 Months for Nutrition.

The FY2024 PaBS sampling frame will be constructed from the SHOUHARDO III Plus MIS database system. The MIS database has been designed to identify households by beneficiary types with unique identifiers both for households and individuals in those households. Also, the list of 2,352 local Service Providers (LSPs) areas is available in the LSP MIS database system. This list will be updated for cluster and household sampling. The Contractor (having support from a statistician and Senior Team Leader - Monitoring and Evaluation of SHOUHARDO III Plus) will prepare the sampling plan and sampling frame. The contractor will deploy a number of survey teams in line with the field data collection schedule and number of survey locations. Movement from one district to another should also be considered during the survey planning. The M&E team will monitor the data collection process and conduct a data quality assessment throughout the survey period.

The primary selection unit is PEP beneficiary for the PaBS and Local Service Providers for the LSP sample survey. This survey has four sampling frames: On-Farm livelihoods, and Off-farm livelihood, Nutrition, and Local Service Providers (LSPs). The survey team will provide skip logic in the questionnaire for each of these groups where specific modules don't apply. Further sufficient training and guidance to enumerators on the monitoring of surveys is required to ensure that there is clear instruction on the sample frame and modules applicable for each household they will visit.

SHOUHARDO III Plus do not consider the household as a sampling unit for PaBS. Individual beneficiary is considered as a sampling unit as well as the respondent of PaBS survey. For LSP survey individual LSP will be considered as sampling units. In the PaBS, some indicators are designed to measure household information as a whole, in that case, survey questionnaires have been designed in such a manner so that this would capture information of entire household status through the response of sampled beneficiary respondents.

2.7 Sampling Weights & the Treatment of Non-Response

Sampling weights to be included on the data file. The formulae used to calculate the sampling weights should be included as part of a data dictionary document. The contractor should make sure that standard procedures in developing sampling weights are followed according to FANTA USAID sampling guidelines. The following formula will be used for weight calculation:

Sampling procedure, probability proportional to size (PPS) has been used for collecting observations for the study. The basic sampling weigh was calculated as

$$Weight = \frac{1}{P_1 \times P_2},$$

where P_1 is the probability of each cluster being sampled and P_2 is the probability of each individual being sampled in each cluster. These probabilities can be computed as

9 All the overlapped beneficiaries of the Nutrition and off-Farm sampling frame is eliminated.

$$P_1 = a \times \frac{d}{b} \quad \text{and} \quad P_2 = \frac{c}{a},$$

where a is the cluster population; b is the total population; d is the number of clusters to be sampled; and c is the number of individuals to be sampled in each cluster.

2.8 Production of Indicator Estimates

The surveyor should include the following tables with the information below for each indicator in the final report.

Indicator Name or Data Point	Level of Reporting (overall or disaggregate)	Value of Indicator	Standard Error of Indicator	Confidence Interval		Design Effect	Number of Cases	
				Lower Limit	Upper Limit		Number of Respondents	Number of Non-Respondents

3. QUANTITATIVE SURVEY QUESTIONNAIRE(S)

3.1. Quantitative Survey Tools and Survey Questionnaire

A structured questionnaire will be used based on the Participant Based Survey (PaBS) indicators (**Table 1**), service provisioning, Environment Monitoring and Mitigation Plan (EMMP) Indicators and other information required as per CARE and USAID requirements. As most of the indicators are same as SHOUHARDO III, the activity was used in the SHOUHARDO III question for FY2024 PaBS with adjusting/adding questionnaire or module as per indicator requirement and SHOUHARDO III plus activity requirements. The contracted firm will work with the SHOUHARDO III Plus M&E team on revision/updating of questionnaire/outline following the Feed the Future guidelines and will share with the surveyor for finalization.

3.2. Translation of Quantitative Questionnaire

The questionnaire form will be translated into Bangla by the surveyor. The system should allow the enumerators to use either language at any time on the mobile/tablet data collection device.
Adapting the questionnaire to the local context and if additional questions are to be added to the instrument. The whole questionnaire including additional/new questions and manuals will be translated from English into Bangla and then retranslating the questionnaire from Bangla to English with a second translator to ensure it is accurately translated in Bangla. Necessary changes to Bangla questionnaire will be made based on the re-translation.

Deliverable: Final Bangla and corresponding English questionnaires and manual reviewed and approved by CARE. The final version of the questionnaire will also be shared with USAID for their inputs**.**

3.3. Pre-Testing and Finalization of Quantitative Questionnaire

After receiving requisite approvals, the questionnaire will be tested in the field by the surveyor with the oversight of CARE M&E staff to ensure that the questionnaire is refined and adequately contextualized.

4. FIELDWORK OPERATIONS

4.1. Human Resources for Quantitative Fieldwork

Below is an indicative team composition model. The contractor must provide a detailed and more specific plan on team composition, qualification, and numbers. The proposal should reflect the positions and roles of team members and describe the educational qualifications, years of experience, level of skills and competencies, background for each member during proposal submission: The contractor must ensure that only the qualified candidates are engaged for this survey. The composition and number of the team members has deliberately not been exactly defined, leaving it to discretion of the contractor to customize, although the following indicative team composition model is suggested to serve as an initial guide.

- **Survey Team Leader (Survey Expert) (1),**
- **Statistical Expert/ Data Analyst (1),**
- **Research Team Lead/Coordinator (Qualitative Survey Expert) (1)**
- Qualitative investigators/data analysis expert (xx)
- Field Survey Supervisor and Quality Control Officer (XX @ one per survey cluster),
- Enumerators (xx @ x per survey cluster)
- Data Editor (xx, 1 per team), Data Entry Operators)
- **Report Writer/Copy Editing by an expatriate (if applicable)**

The team members must have experience in managing large size socio-economic and health and nutrition, quantitative and Qualitative surveys for USAID funded BHA/FtF activity or of similar scope and scale in Bangladesh. The survey team must include a healthy mix of men and women; the survey requires local enumerators having technical skills and fluency in the local dialect and conversation. It is expected that the team will have members with experience and expertise in multiple technical and cross-cutting areas, such as:

1. Sound expertise in designing and implementation of large-scale Socio economic and Nutrition surveys especially on food security, women's empowerment, local governance, resilience, agriculture, and Nutrition.

   Specific focus areas are:

   - Food security and livelihood strategies
   - Health and Nutrition
   - Rights and governance
   - Resilience
   - Environmental considerations and climate change adaptation
   - Gender equality and equity
   - Community participation

2. Sound expertise in handling large volumes of complex data sets and analysis in the aforementioned areas, draw sampling, applying standard processes and standardized software.

Survey Team Leader (Survey Expert): The team leader will be responsible for coordinating all survey activities, supervising the team, meeting all specified objectives, evaluating, and monitoring systems, ensure data quality and proper recording and analysis, collaborating with each partner, presenting the survey results, and submitting drafts and final reports according to the defined timeline. S/he must have a minimum post graduate degree (preferably in statistics, economics, social science) with a minimum of 10 years of proven skills and be well experienced managing large and complex surveys from design to implementation in the field. The survey expert should have expertise in quantitative survey design and implementation, guiding teams, controlling data quality, and reporting. The survey expert should also have extensive skills in sampling, designing survey instruments, enumerator training, conducting complex or multi-sectoral surveys, data analysis, and interpretation and reporting[10]. S/he should be well conversant on USAID, FtF (Feed the Future) Agricultural Indicators Guide, and USAID Evaluation Policy.

The survey team leader will be responsible for overall management of the survey, including coordinating and packaging the deliverables in consultation with the team members. S/he will provide leadership to the team, finalize the survey design, coordinate activities, arrange meetings, consolidate individual input from team members, and coordinate the process of assembling the final report including recommendations. S/he will also lead the preparation and presentation of the key survey findings and recommendations to CARE-Bangladesh. After incorporating CARE-Bangladesh staff comments, the team leader will submit the final report to CARE Bangladesh. CARE will submit the final report to USAID for review within the prescribed timeline set for Annual Result (AR) Report. After getting concurrence CARE will upload the final report in the Development Information Solution (DIS) during AR submission.

The team leader should have strong communication skills in written and oral English. S/he should have the ability to manage large teams with multi-disciplinary backgrounds and capacity to conclude the assignment meaningfully and proposed team leads should be physically present in all the required stage of survey.

Statistical Expert/Data Analyst: The Statistical Expert/Data Analyst must have, at minimum, a postgraduate degree (preferably in statistics, economics, social science) with a minimum of 10 years proven skills and experience in handling large volumes of complex data sets, in particular, socio economic and anthropometric datasets using the latest versions of SPSS, STATA, Anthro and MS Excel (A university professor who has similar work experience reported will receive an advantage.). S/he should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests, standard deviations that generate accurate outputs.

[10] The final survey report should undergo copy-editing by a development professional or involve the assistance of an expatriate for review and editing.

Field Survey Supervisor and Quality Control Officer: S/he must have, at minimum, a graduate degree with 5 years' experience in a relevant field. S/he must have practical experience and conceptual clarity on team management, planning, and supervision, ability to resolve field problems, persuasiveness, and communication skills. S/he should have good problem identification and writing skills (English) to update/communicate the day-to-day field activities. S/he should have strong experience and skills in systematic data testing/ review both in the field and in the office. In particular, reporting concisely and clearly on socio-economic and Nutrition surveys is required.

S/he should be a good team player with strong leadership ability to uphold team spirit and ability to work under pressure/hardship, respect for teammates and program participants, be a good listener and possess strong interviewing skills and the ability to address and manage field problems. The individual should be familiar with regional/local context, culture, and conversion units.

Enumerators: The enumerators must have at a minimum a graduate degree with 5 years' experience in a relevant field, and previous experience in undertaking quantitative socio-economic and nutrition surveys in hard-to-reach rural areas. S/he should be a good team player who can work under pressure/hardship, respect for teammates and program participants, be a good listener and possess strong questioning skills, good handwriting, and the ability to manage field problems. S/he should be familiar with regional/local context, culture, conversion units and fluency in local dialect.

The contractor should only hire enumerators who qualify in the post training test. Thus, they should include an additional number of enumerators in the training to reach the required number after applying a standard screening process.

4.2. Listing Operation(s)

The contractor will be responsible for collecting information based on survey questionnaires for individual beneficiaries along with GPS coordinates for beneficiary households as well as the enumerator. For collecting GPS coordinates, the contractors will be responsible for having the GPS equipment in place during data collection.

4.3. Survey Team Training and Field Testing

Five to Seven days of training should be organized in Dhaka/district level for enumerators and M&E Field staff for the household interview. The training sessions are divided into two parts. In the first two days, the participants will receive theoretical lessons on the general rules of conducting surveys, sampling, and a hard copy of the questionnaire. In the next three days, the participant will practice using the actual ODK/web based (online and offline) questionnaire forms on the tablets with role-plays and mock tests. After five days of classroom training, the participants will do field practice on day six, if the situation permits. Otherwise, supervisors will do field practice and the tools will be finally adjusted after the field practice at the final day of the training. A detailed survey plan will be developed prior to the annual PaBS.

Following are the specific topics that will be covered in the survey training:

A. Brief program overview and the objectives of the surveys
B. General rules, norms, and guidance on survey implementation
C. Survey methodology – team composition, sampling, household selection process
D. Detailed discussion of the questionnaire form (question-by-question)
E. Practice questionnaire on the tablet
F. Apply mock procedure for a clearer understanding of questionnaire.
G. Role play to show the technique of asking some sensitive questions.
H. Data quality, management, and transfer

4.4. Data Management and Analysis

The preferred mode of data collection is through Smartphone and/or Tablet. Data will be updated to the central server through online and/or offline (with synchronization functionalities) and the dataset will be converted into an SPSS database for data management and analysis. Validated data will be accumulated in the main SPSS database daily. However, considering the practical context and rationale, CARE may accept a paper based PaBS survey if proposed by the Contractor.

4.5. Data Quality Assurance

There will be six data collection teams where each team is composed of five enumerators and one supervisor/quality control officer from the contracted survey firm. The team supervisors are mainly responsible for monitoring data collection and quality control. These field supervisors will review data from the mobile device daily to ensure data quality. The supervisors will also utilize additional data quality monitoring controls. One such control will be the re-interviewing of one household per day using tablets, based on a condensed survey limited to a subset of critical questions. Supervisors will verify that non-response households are unavailable, or truly opted out of participation.

Field supervisors will regularly collect all mobile devices from the interviewers and review all household interview records, question by question. Cross-referencing of re-interview records with the original records collected by the enumerators will happen at this time. Finally, field supervisors will upload finalized data to the cloud server through a secure transmission.

The data management expert of a third-party survey firm will ensure correctness, completeness and validity of data entered in hard copy format and/or download data daily from the Tablet/Cell phone and review the same on a daily basis to ensure data quality. They will also make regular field visits during data collection to monitor the data collection process.

Data Quality is again a critical part of the overall surveys which needs to be carefully dealt with. If the PaBS FY24 survey conducted through physical interview, then there will be no major effect in data quality. Though CARE staff will not frequently move in regular intervals, they will ensure data quality through limited field visits. During limited field visits SHOUHARDO III Plus M&E/ Program team will be re-interviewed certain percentage of participant households on critical questions and verify that non-response households are unavailable, or truly opted out of participation.

If the field visits are not possible, the M&E staffs will download data from the server and will review it daily to ensure data consistency/quality. On the contrary, CARE senior staffs will make a threadbare discussion with the management team of a third-party survey firm so that data quality issues are strictly adhered to throughout the survey. This will ensure data quality instantly from different levels of quality checking, not just depending on the team supervisors. Feedback will be provided to the field teams to support data quality.

5. QUALITATIVE STUDY FOR ANNUAL SURVEY IN FY24

SHOUHARDO III Plus is working with the local service providers (LSPs), and local service systems to self-reliant service provisioning systems as community people have adequate access to quality services after phase-out of program intervention. M&E will measure the strengths and capacity of service providers, and functionality of service systems through quantitative surveys, where PEP participants will be interviewed. Thus, the activity will conduct a small scale qualitative survey in FY24 in addition to the regular annual quantitative PaBS. The qualitative survey will provide a contextual overview about the demand and supply side of LSPs[11] service provisioning and their social acceptance/recognition at the community level. Moreover, the survey will also focus on some of the critical aspects of sustainability i.e., resources, linkage, capacity, and motivation of the LSPs. The specific objectives of this qualitative survey are:

- To generate high-quality information for measuring efficiency and effectiveness of local service provider and service provisioning system
- Triangulate the qualitative findings with quantitative data to better interpret the survey results.
- To explore some challenges and opportunities for the LSPs so that the program can have made a necessary adaptation in light of new learning.

5.1. Qualitative methods

The survey team will apply the techniques of Focus Group Discussion (FGD) to administer the qualitative survey. The qualitative study will be designed to conduct interviews with beneficiaries of two Intermediate Results (IRs) areas and its direct beneficiary i.e., poor, and extreme poor (PEP) participants. Since this is a qualitative survey, the sample FGD will not be chosen randomly. These will be selected purposely by the study team, so that the study team can get a better insight with most of the contextual variability. A topical outline or checklists will be used to guide facilitators to conduct focus group discussions.

Focus group discussion (FGD) will be conducted with participants to understand in-depth perspectives of diverse groups about access of local service, service quality, effectiveness of service system, and the challenges and lessons learned. Focus Group Discussions (FGDs) will be organized with five to no more than ten persons. The members of the FGD groups have a common feature, so FGD facilitators must ensure that participants meet the desired common criterion, i.e., poor and extreme poor (PEP) participants. FGDs should normally not extend beyond two hours. The topical outline of the FGD will be prepared based on roles of LSPs, their demand, service availability and service quality. The FGDs will be done in four SHOUHARDO III Plus implementing districts out of the eight districts i.e. two districts from each region. In each of the districts two FGDs, will be conducted with PEP male and female participants separately**, altogether a total of 08 FGDs will be done across the SHOUHARDO III Plus areas. Additionally, consultants to review and propose a more realistic or appropriate methodology if necessary.**

Key Informant interview (KII) will administer to know local service providers opinion in greater extent, their acceptance in the community, **understands both demand and supply side sustainability of LSP service provisioning i.e. to understand how LSPs are providing their services to participants, how realistic is it for the survival of LSPs and whether the system was designed following the market-based approach** and challenges. This will help us to understand the functionality of LSPs, opportunities and constraints. Key informant interviews will be held with LSPs, and these interviews typically keep no more than one hour. **In each selected districts one LSPs from each LSP category will be interviewed, thus 14 LSP will cover in each region and a total of 28 KIIs will be done with the LSPs across the SHOUHARDO III Plus areas.**

The third-party survey firm will be responsible for managing and conducting the qualitative study. The qualitative survey implementation modality will be finalized based on the expertise and prerequisite of the survey enumerator of a third-party survey firm. The topical outline of KII and FGDs will be shared with USAID before the survey.

5.2. B. Topical Outlines or Checklists

The study team will develop topical outlines or checklists for focus group discussions. These tools will be drafted by the study team consulting with result area team leads of the SHOUHARDO III Plus activity. The questions in a topical outline are reasonably general and used to stimulate discussion. During developing topical outline Study team will always keep in mind that the purpose of the information gathering is to understand the efficiency and effectiveness

[11] Vvaccinator, Seed Agent, Fish Fry Hawker, Collector, Shanchoy Sathi/Village Agent (VA), Private Community Skilled Birth Attendants (PCSBA) and Blue Star Provider,

of service delivery model, availability of services, acceptance of service provider at the community people, how community people have benefited through LSPs, and how likely are the local service to be sustained after the program ends.

5.3. Qualitative team composition

The qualitative study will be implemented by a team of development professionals. Quantitative and qualitative teams will be different and will not comprise the same people. The contractor must provide a detailed and more specific plan on team composition, qualification, and numbers. The proposal should reflect the positions and roles of team members and describe the educational qualifications, years of experience, level of skills and competencies, background for each member during proposal submission: The contractor must ensure that only the qualified candidates are engaged for this survey. Below is an indicative team composition model.

Research Coordinator: Responsible for all field management and qualitative data collection matters. He will be responsible for coordinating implementation of the study, including facilitation of meetings/debriefings, working with CARE to develop topical outline and implementation schedules, facilitating the sharing of information between team members, and completion of the final output of the study. The Research Coordinator have vast experience on conducting qualitative survey and analyze qualitative data. S/he must have minimum graduate degree with minimum of 10 years of proven skills and be well experienced managing qualitative survey from design to implementation in the field. The coordinator will be responsible to supervise the qualitative investigators and ensuring the data quality throughout the survey.

Qualitative investigators/data analysis expert: They will have at least 5 years of experiences in conducting social research and well conversant with qualitative techniques of facilitating FGDs and KIIs along with note taking experiences. They will be responsible to collect/ gather qualitative information, further, to ensure quick and high-quality survey data, triangulate data to validate findings at different level. They should have professional experiences in transcription and translation. They will be competent in English and have previous experiences in data transcription and translation with accuracy. They will be responsible for transcribing the FGDs and KIIs.

5.4. Qualitative Training

The qualitative investigators will be provided training on discussion guidelines, ethics and data collection techniques, respondent selection, adherence to protocol, interview techniques including methods for dealing with uncooperative or hostile individuals, and the consequences of falsifying data. The training of the qualitative investigators will be imparted by the contractor in consultation with CARE. **Both quantitative and qualitative training should be done simultaneously.** The training strategy will be aimed at developing a uniform understanding of the concepts of different terms and that of the items in the instruments. Attempts will be made to ensure a uniform pattern in administering the instruments and maintaining the ethical standard of the survey and ensuring data quality throughout the survey.

5.5. Qualitative Field Test

A field test on the topical outlines of the qualitative survey should be completed prior to moving with qualitative data collection at field. The qualitative investigators do field practice for one day to give them exposure to real life situations as well as to find out the gaps in discussion guidelines and their data collection techniques. The performance of the qualitative investigators will be reviewed, and necessary measures will be discussed to overcome the weaknesses among the trainees. The contractor will also organize a session for the supervisors focusing on field management, monitoring, and quality control.

5.6. Data quality control

The contractor will develop a 'quality assessment and strengthening' approach for the qualitative data collection. This is based on 'key principles' of good practice–for example, reflexivity, comprehensiveness, a systematic approach –rather than a checklist of specific techniques or methods. The contractor will develop a mechanism for generating feedback for research teams on their practice and how to improve, while data collection activities are ongoing. Consultant should validate the q*ualitative information following the standard guideline and it's should reflect into their proposal.*

5.7. Qualitative data analysis

Transcription and translation: Data transcription will be done by the research agency in Bangla. Transcribed data will be translated in English for data coding, analysis, and interpretation. CARE is expected to highlight the number of days required for data transcription and translation in the proposed work plan. Information will be collected in

audio recorders (consent of respondent will be needed prior to start the recording) and names of the respondents will not be recorded in the recorders during interviews. Rather, respondents will be referred to by their unique code in the transcripts.

Qualitative Data Coding and Analysis: Contactor should be well conversant with qualitative data analysis software (Atlas Ti/Ayala Ti, NVivo etc.). If the firm does not use any qualitative data analysis software, they should delineate their data analysis plan clearly.

A separate report specifically dedicated to the qualitative study is **not required**, but the total report must have a qualitative component finding which will triangulate and analyze the results of quantitative and qualitative findings. Within the report, there will be a dedicated section focusing on the qualitative findings, highlighting best practices, lessons learned, and challenges encountered throughout the study.

Field Visit Location:

Consultant should travel to SHOUHARDO III Plus working areas from where sample will be drawn and for other areas where required for this study.

Specific Tasks, Outputs and Time Frame:

The participant-based survey, LSP survey and qualitative survey shall be undertaken between June and August 2024.

Major Events	Delivery Deadline
CARE Bangladesh (CB) received details to complete proposals including personnel to be engaged, how the PaBS will be undertaken, and the detailed budget	3rd week of April
CB provides feedback on selected proposal to Survey Team	2nd week of May
Contract agreed and signed by both parties	3rd week of May
Survey Team starts assignment	3rd week of May
Survey team holds meetings with SHOUHARDO III Plus management to better understand the Program to help design the methodology and tools to be used in the Survey	3rd week of May
The Survey Team submits detailed questionnaires, tools and manual/ guidelines to be applied in sample surveys to CB in English. These should be translated and subsequently retranslated to Bengali for survey teams who will be working in the field. Team submits detailed topical outline for FGD for qualitative study	5th week of May
CB approves submitted questionnaires, guides, topical outlines for FGD and methodology. This involves close engagement with the program team after submission is done.	5th week of May
Design, test and finalization of questionnaire (including topical outline for Qualitative study) templates for tablets	2nd week of June
Training of Enumerators by Survey Team on tools and questionnaire and use of instruments (quantitative survey) Separate Training for qualitative study team members	5th week of June
Revision of tools / questionnaires, if required, and updating enumerators on changes (Simultaneously with training)	5th week of June (Non-negotiable)
"Quantitative" Data collection, and analyses (quantitative survey) Qualitative Data collection (FGD) (THIS PERIOD IS FIXED AND NON- NEGOTIABLE)	01 - 15 July (Non-negotiable)
Data cleaning, processing, analyzing and generating output tables (quantitative survey) and	16-22 July

Data coding, analyzing and interpretation for qualitative study	
Presentation of survey results to CARE (THIS IS FIXED AND NON- NEGOTIABLE)	23rd July
Survey Team to submit Draft PaBS FY24 Report to CARE Bangladesh with ITT, and all other deliverables (see section 10 for deliverables). (THIS IS FIXED AND NON- NEGOTIABLE)	10th August (Non-negotiable)
CB provides feedback to Survey Team on findings (by 7 days after submission of draft report)	17th August
Survey Team to submit Final PaBS FY24 Report to CB with ITT, and all other deliverables (see section 10 for deliverables). (THIS IS FIXED AND NON- NEGOTIABLE)	22nd August (Non-negotiable)

OWNERSHIP: The completed data set will be the sole property of USAID and CARE. The contractor should not have any right to use the data for its own research purposes, nor license the data to be used by others, without the written consent of USAID & CARE.

6. OBLIGATIONS OF KEY PARTICIPANTS IN SURVEY

The Contractor should inform CARE's Point of Contact (PoC) in a timely fashion on progress made and of problems encountered. Expected activity and implementation modifications should be brought to the attention of the survey manager before enacting any changes. CARE will make available necessary documents to contractors e.g. SHOUHARDO III Plus proposal, Indicator Tracking Table (ITT), Performance Indicator Reference Sheet (PIRS), Updated Sampling frame etc. The PoC will monitor daily work of the contractor, and flag concerns (if any). CARE will Review and approve the proposed methodology and provide technical oversight in the review of all deliverables, and also provide timely comments on any draft reports.

7. QUALIFICATIONS OF CONTRACTOR

The contractor should have 5+ years prior experience in designing and developing quantitative survey questionnaires, Qualitative topical outline for FGDs and KIIs and implementing surveys for large scale projects in International NGO supported projects. The contractor should provide a team of experts with the skill sets mentioned in Section 5.1 for quantitative survey and 6.2 for qualitative study which is adequately qualified and experienced in the timely and satisfactory delivery of expected outputs for large development projects.

8. PROPOSAL

Detailed proposals are expected from interested firms detailing the methodology to be employed; a detailed work plan with timeline; a detailed budget; sample size with rationale; and a team composition scheme with defined roles, responsibilities, functions, Level of Efforts (LoE) of each members proposed, reporting structures, and data quality assurance. A detailed profile of the firm and consultants and benchmarks of the survey teams to be engaged must also be provided. The SHOUHARDO III Plus brief, proposal and selected publications are available at CARE Bangladesh Dhaka office.

Key Deliverables & Timeline:

9. DELIVERABLES

The following deliverables are to be submitted to CARE within the timeline and the Contractor is responsible for:

I. Pertinent permissions, insurance, and other required permits

II. i) Obtaining all the necessary permissions for implementing the PaBS data collection including non-PEP survey. ii) Adhering to country and local formalities and obtaining any required permits related to data collection from human subjects and logistics of survey implementation, including any necessary Internal Review Board (IRB) approvals, as well as health and accident insurance, salary, and taxes for all enumerators and supervisors.

Deliverable: Evidence of insurances and permits for implementing survey and other data collection activities in electronic form.

III. Survey plan including detailed survey implementation plan (DSIP) that specifies details for methodology, critical tasks, anticipated outputs, date-bound timelines, resource needs, and responsible person(s). The composition of a standard field survey team, including expected tasks and responsibilities of each team member, should also be described. A detailed sampling plan for the PaBS and non-PEP survey that responds to the elements specified in Section 3 should be created. The contractor must prepare a data treatment and analysis plan that responds to the elements specified in Technical Requirement section, section iii.

Deliverable: survey plan including a detailed implementation plan and data treatment and analysis plan reviewed and approved by CARE

IV. Quantitative survey instruments must take into account the PaBS instrument. Additional questions can be added to the instrument considering any revision of indicator PIRS or any questions that didn't work properly in earlier year PaBS which needs further refinement. Adapting the questionnaire, to fit the local context if additional questions are to be added to the instrument. Translation of the approved questionnaire instrument and manual from English into Bangla. Re-translating the questionnaire from Bangla to English with a second translator to ensure it is accurately translated in Bangla, making any necessary changes to Bangla questionnaire based on the re-translation.

Deliverables: Final Bangla and corresponding English questionnaires and manual reviewed and approved by CARE

V. Raw and cleaned data set, data dictionary/codebook, edit rules, outputs and syntax for data analysis, including syntax for variable transformations.

Deliverables:

- Raw data set in SPSS 24, STATA, and CSV formats
- Editing rules for cleaning data.
- Data dictionary/codebook.
- Syntax for all data analysis and variable transformations.
- Final data set that includes cleaned data, sampling weights at each stage, final sampling weights, and all derived indicators; and
- Sampling weights were used to tabulate the aggregate-level estimates for the USAID/FtF Standard Indicators.
- All Outputs and Syntax files in SPSS (v24 or later) and STATA.

VI. Briefings for the CARE. Presenting findings, conclusions, lessons learned, and recommendations based on the Participant Based Sample Survey.

Deliverables: Final briefings to CARE Bangladesh/ SHOUHARDO III Plus. In this presentation, key members of the consulting firms must be available to present their findings.

VII. Draft survey report containing i). Executive Summary 2 - 3 pages, ii) main report between 20 –30 pages which includes a findings and analysis of FY24 results, comparative analysis between base year i.e., FY22 and reporting year FY24 results, appendices, and attachments. The draft report[12] must be presented in English. iii). A presentation of the estimates and confidence intervals for all indicators (Output, Outcome and higher-level indicators) at the SHOUHARDO III Plus activity level and by component iv). The use of appropriate tests of differences to determine the change at the underlying population level with confidence intervals.

Deliverable: Draft survey report reviewed and approved by CARE

VIII. A final participant-based sample survey report in English. This must include results of 13 Indicators with required disaggregation as defined in the PIRS/ITT (all results must be presented in ITT format) and other analysis that program management wanted to see and agreed with the contractor during the inception meeting.

Deliverable: Final survey report reviewed and approved by CARE Bangladesh including a printed version – (3 sets of full report with all Annexes in color and bound) and a full version in electronic report including all annexes, data, syntax, outputs, etc.

Deliverables for qualitative study: Transcription of FGDs and KIIs in prescribed format (The contractor will be responsible for developing the format and sharing those with CARE, later it will be finalized with necessary

[12] The final survey report should undergo copy-editing by a development professional or involve the assistance of an expatriate for review and editing.

adjustments offered by CARE). Along with transcription, the contractor will also deliver the analyzed results populated by the qualitative software and the raw data i.e., voice record and/or paperwork, codes/nodes or syntax of qualitative outputs.

The consultancy is expected to start on 4th Week of June The winning consultants/firm will get approximately ….. calendar days / 3 months from the signing of the contract to provide satisfactory final deliverables without fail as no time extension will be granted.

10. REPORTING FORMAT

Final Report: The survey team will submit a final report that incorporates CARE comments and suggestions within 7 working days after receiving comments from CARE on the draft final survey report. The team will follow the format given in the reporting requirement section below. Report should reflect the progress/changes on annual monitoring indicators with a specific focus on progress against annual targets of the reporting year i.e., FY24 including indicators of LSP service provisioning compared to the annual targets. In addition to that, other issues regarding LSP, which are not related to ITT indicators but have significant importance for management decision to facilitate sustain LSPs service provisioning, i.e., strength, limitations of LSPs, challenges, opportunities, and recipient's satisfaction, opinion/suggestion, and sustainability characteristics i.e. resource, motivation, capacity and linkage etc., that derived both PEP and non-PEP survey should be focused in the report. In addition, it is expected for the survey team to integrate the qualitative findings with the quantitative findings to better interpret the results and understand the status of the LSPs.

This should also include a comparative analysis between Year 1 FY23 and FY24 results with succinct and pertinent information of program performance. Also need to focus on the programmatic implications and opportunities in improving the areas related to annual monitoring indicators. Also, it should include some general recommendations to improve the survey the following year. The report must include a table of contents, table of figures (as appropriate), acronyms, executive summary, introduction, the purpose of the survey, survey design and methodology, findings and analysis, conclusions, lessons learned, and recommendations, a copy of the Scope of Work, methodology, tools, sample strategy, list of villages sampled, and other necessary documents must be presented in the annex. The report will include all annexes and must be submitted both hard copy and electronically in English.

The survey team will edit and format the final report as appropriate to ensure a high-quality deliverable and the final report should meet the following criteria:

The main body of the report should present an analysis of the findings for each Theory of Change/logic model Purpose that crosscuts technical areas, an interpretation of the findings, and promising practices. This should include elaboration on major indicators, in aggregated and disaggregated manner by key attributes such as by region and by well-being category (poor and extreme poor), by sex (women and men).

Page limit suggestions for the narrative report and different sections: Total narrative PaBS FY24 report should not exceed the limit of 30 pages, and the breakdown of each content would be, Executive summary 3-4 pages, Introduction 2-3 pages, Methodology 2-3 pages, Key findings, and analysis 15-17 pages including tabular summary, Conclusion 1 pages, and Recommendation 1-2 pages. All other stuff can be annexed.

The format for the participant-based sample survey report is as follows:

i. **Cover page, Table of Contents, List of Acronyms,** List of Figures, List of Annexes, List of Abbreviations, a glossary of English and Bengali Terms, Units of Measurement (Conversion Chart Standard and Local) and Months (English and Bengali).

ii. **Executive Summary** should be a clear and concise stand-alone document that states the most salient findings, critical observation/lessons, conclusions, and recommendations of the evaluation survey and gives readers the essential contents of the quantitative evaluation survey report in two or three pages. The Executive Summary helps readers to build a mental framework for organizing and understanding the detailed information within the report; concisely state the project purpose and background, key evaluation questions, methods, most salient findings and recommendations and surprises.

iii. **Introduction** should include purpose, audience, and synopsis of task; should provide a brief country context, including a summary of any relevant history, demography, socio-economic status, program purpose, etc.

iv. **Methodology should describe** sampling design, study methods, data collection techniques, data quality assurance, data management and analysis process constraints and limitations of the study process and rigor, and issues in carrying out the study.

v. **Tabular summary** of results should present quantitative evaluation survey results in table form for all the indicators including disaggregation(s) by components; and, by region.

vi. **Findings and Analysis-** should present important findings on all the key indicators. Survey values must be

presented in quantitative format and complemented by analysis, including but not limited to interpretation of findings, achievement against the annual target, comparative analysis between previous year i.e., FY23 and reporting year FY24 results and promising practices and at the aggregate SHOUHARDO III Plus level. The statistical analysis should encompass a comparison between the base years (FY23 and FY24) and present findings of changes, indicating whether these changes are significant or not through the application of statistical tests such as confidence intervals, tests of significance, and p-value tests. All values presented in the indicator-wise table should include corresponding p-values and confidence interval (CI) values.

IX.

X. **Conclusions** should provide additional analysis of the data and results.

XI. **Recommendation:** should provide a list of key technical and/or administrative recommendations, if any, for CARE SHOUHARDO III Plus for which the PaBS was conducted.

XII. **Annexes** should document the study methods, scope of work, schedules, interview lists and tables; All the Annexes should be succinct, pertinent, and easily readable and understandable. The Annex should include a complete set of ITT matrixes with aggregated and disaggregated data and relevant data tables.

a. **References**, including bibliographical documentation, meetings, interviews, and focus group discussions.
b. **List of stakeholder** groups with number, type, and date of interactions.
c. **Instruments**: Data collection instruments (Quantitative and Qualitative) in English and the local language (standard Bangla).
d. **Data sets** in electronic format and data weighting files readable in Windows 10, MS Office v2013, SPSS v25, STATA or later versions.
e. **Syntax for data management and analysis**
f. **Data dictionary and program** files are used to process the data in an electronic format.
g. Other special documentation identified as necessary or useful.
h. **Data Tables** showing progress against the ITT (Indicator Tracking Table) indicators (by region, WBA-Poor and Extreme Poor).
i. **The ITT matrix** should be presented in separate data tables with updated survey results for selected indicators (CARE will provide the list of indicators). The data should be presented in aggregated and disaggregated manner by key attributes such as by region and by well-being category, by sex (women and men), and program overall at minimum. The ITT matrix should include central tendencies (mean, median, mode), percentile, confidence interval, test of significance, p- value, standard deviation, etc.,
j. **Data entry template:** The Contractor should provide the data entry template used for entering/computing the survey data.
k. **Data Quality**: The Contractor must provide a detailed plan and systematic approach on data quality review at primary sources; approach and steps to address the issues; cleaning electronic data and outputs. They should also share the field findings and actions to be applied to ensure data quality across.

The report format should be restricted to Microsoft products and a 12-point type font should be used throughout the body of the report, with one-inch page margins at top/bottom and left/right.

A separate report specifically dedicated to the qualitative study is **not required**, but the total report must have a qualitative component finding which will triangulate and analyze the results of quantitative and qualitative findings. Within the report, there will be a dedicated section focusing on the qualitative findings, highlighting best practices, lessons learned, and challenges encountered throughout the study.

Minimum expertise requirement /Team composition:

11. TECHNICAL REQUIREMENTS

i) The contractor must follow the appropriate Performance Indicator Reference Sheets (PIRS) developed by CARE in according with Feed the Future (FtF) guide to finalize the survey instrument and methodology. In designing the instrument, the contractor must consider including all disaggregate levels required by CARE and USAID. They should also follow the USAID Evaluation Policy, M&E requirements and compliance, data quality, FtF Agricultural Indicators Guide etc.

ii) A **survey plan** must be prepared and be approved by CARE before survey implementation. The design document should include specific details for methodology, sampling frame and household listings, critical tasks, anticipated outputs, date-bound timelines, resource needs, and responsible person(s). Composition of a standard field survey team, including expected tasks and responsibilities of each team member, should also be described.

iii) **Data Treatment and Analysis Plan**: The contractor must prepare a data treatment and analysis plan to address the following elements:

a. Indication of how and when data will be entered into the database. If PDA/Handheld device is not used for data collection, as well as the software, entry screen and intelligent controls, to be used for data entry and minimize entry error. Double-data entry is required; If smart phone, PDA, or tablet is used to capture data, name of the application and the strategy to double-check the data on a regular basis so that any inconsistencies can be identified immediately, and corrective measures can be taken within a day;

b. Systematic Data quality checks, examine inconsistencies and edits (data cleaning, checking missing values and out liar and fixing issues) planned to ensure logical consistency and coherence, as well as an indication of the software and data entry screen to be used.

iv) **Sampling weights** sampling weights to be included on the data file. The formulae used to calculate the sampling weights should be included as part of a data dictionary document. The contractor should make sure that standard procedures in developing sampling weights are followed according to the Participant-Based Survey Sampling Guide for Feed the Future Annual Monitoring Indicators.

v) **Indicator tabulation plan**. Estimates should be produced for each stratum and for the overall level; Indication of which sub-groups, if any, for which the Contractor will produce estimators.

Analysis: The contractor should specify all intended analysis in the tabulation plan; Thoughts on intended descriptive tables and cross-tabulation plan, confidence interval, test of significance, p-value, etc.

Description of methods for comparing[13] the final survey data with the baseline and mid-term survey data, and tests to be used to detect a population level difference at 95 percent level of significance.

vi) The tools and methodologies should be finalized having concurrence from SHOUHARDO III Plus management (CoP /PoC).

vii) **Field Procedure Manual**: It is expected that the contractor will develop a field manual and precise definitions on technical terminologies to be used as part of the training materials for survey enumerators and supervisors and serve as reference material for staff in the field conducting the survey. The field manual should include instructions on how to sample dwellings within clusters, households within dwellings, and select individuals within households and importance to follow the list of sampled households. The manual should also give recommended best practices for conducting interviews and dealing with specific challenging situations, e.g. households that refuse to participate, and provide a household and individual respondent non-response follow-up strategy. The manual should also describe the roles and responsibilities of the enumerators, supervisors, and other field staff and contain a detailed explanation of how to properly administer each question in the questionnaire.

viii) **Open Data Policy.** To comply with USAID's Open Data Policy, USAID will host the data on USAID's Open Data portal. To comply, the contractor must submit the following:

a. Raw data and the cleaned data files with all the computed variables both in SPSS 24 and CSV formats.

b. SPSS (v24 or later) and STATA Outputs and Syntax files and weighting files in Microsoft Excel.

c. Submit a data dictionary - essentially a definition and description of any of the fields provided in the dataset.

d. The contractor must ask all the respondents of the survey for their **Informed consent** to interview where the respondent will provide beneficiary identifying information to confirm data required for the survey.

ix) **Respondents**. The contractor should ensure that individual enumerators interview and collect survey data only from the appropriate member(s) of the sampled households. The Farmers and Mothers of households are the prime respondents, while in many cases spouses or the individual member directly involved in specific interventions can be interviewed, which would depend on the nature of the questions.

The contractor is also responsible for the following:

[13] There are limitations to the comparison due to the small sample sizes that will likely only detect large differences between the two data points.

- Hiring of all qualified and competent team members for the survey. This includes– team leader, statistician, quality control officers, enumerators (including local), data entry operators and editors, and all others (for further details, please see a sample team composition above).
- Organizing training and field exercises (field tests must be done in the program operation area) for the team members.
- Designing data entry screen with intelligent control and testing.
- Finalizing Survey Questionnaires and manual
- Printing of all survey materials such as Survey Questionnaires, Manual, List of sampled villages and households, check list, report, de-brief materials
- Generating computerized details list of sampled households and providing signed paper copy (print-out) to all teams.
- Consent from the respondents prior to beginning the survey.
- All types of logistic arrangement including accommodation, food, and transport.

The survey team must follow the USAID/FtF associated guidance, process, and requirements applicable for the participant-based sample survey.
The data collection tools, sample selection, survey instruments, the work plan and all other critical aspects pertaining to the survey should be finalized only after concurrence from SHOUHARDO III Plus management (CoP/PoC).

CARE requires full access to observe and review training sessions, survey preparation, instruments, field interviews, electronic data, data analysis, team meeting and so on (if/ as needed by them at any point of the survey) and to suggest modifications, which the contractor should follow.

Evaluation Criteria:

12. EVALUATION CRITERIA

Contractor should submit the Technical & Financial proposal separately. Based on the submitted technical proposal, the contractor may be asked to present a submitted proposal to the Proposal Evaluation Committee. The short-listing criteria for the evaluation are as follows:

Technical Evaluation Criteria: (Score is 80)

CRITERIA	POINT(S)
Proposed Methodology for Carrying Out the Task	30
Relevant Experience: a) Well conversant with USAID and FtF requirement b) Experience in designing and managing large scale socio-economic and health and nutrition surveys and qualitative study for USAID BHA/FtF funded programs or similar scope and scale in Bangladesh. c) Expertise in handling large volumes of complex data sets and analysis. should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests. d) Expertise in developing sampling method according to USAID/FtF requirement, applying standard processes	20
Skills, Quality and experience of proposed personnel under this assignment	30
TOTAL POINTS	**80**

Financial Evaluation Criterion: (Score is 20)

Only the participating bidders will be considered for this evaluation and the lowest bidders will be assigned with full/highest marks that is 100 and the subsequent highest bidders will get proportionate lower score out of 100.
The total score derived from the mentioned proposals (technical and financial) will be the final score and converted

to the score out of 100. CARE Bangladesh also reserves the right to cancel, disqualify any proposal without explaining any reason whatsoever.

Application process:
If you are interested and feel competent to carry out this very exciting consultancy work, please submit technical and financial proposal in two separate documents:

Technical Proposal:

1. Resume of team members/Organizational Profile with previous/ongoing client lists
2. A one-page application letter of expression of interest
3. Set of documents mentioned in the Technical Evaluation Criteria
4. Detailed Technical-narrative proposal with clearly outlined methodology, timeline, assessment approach and techniques, **Level of Effort of each member of the consulting firm** and tools to be employed.
5. A sample of at least 2 recently written report of similar assignments. (optional)

Financial Proposal:

1. Filled up Financial Proposal that outlines the fees and associated costs including govt. circulated VAT & TAX and provide budget notes.

Applications not including all the above information will not be reviewed. CARE Bangladesh is an equal opportunity employer.

Terms of Payment

The Consultant will be paid as per the following schedule:

PAYMENT MATRIX		
Deliverables	**Measuring Criterion/ Indicator**	**% on total Purchase Value**
Deliverables 1	Inception report with finalized of methodology, tools and work plan etc.	30%
Deliverables 2	Completion of draft report with preliminary analysis along with data analysis syntax.	40%
Deliverables 3	Submission and CARE Approved of final report with all annex (e.g. survey tools, analysis syntax, raw and cleaned dataset, etc..	30%

Payments in local currency will be paid as per standard procedure. There will not be any scope to pay in advance before starting the work. Consultant shall provide CARE Bangladesh with periodic and final invoice statements indicating Services performed, expenses incurred, past payments made, and any other information CARE Bangladesh shall reasonably request. Consultant shall provide a final invoice statement whenever requested by CARE Bangladesh up to sixty (60) days after the date set for the completion of the Services in this SOW.

CARE Standard Payment Terms are 30 days from receipt of goods or service and accurate & complete.
invoice acceptable to CARE Bangladesh.

Penalty Terms:

If the consultant/agency fails to provide services of any or all of the contract within the period (s) specified in the Contract / Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price / Purchase Order amount, as penalty, a sum equivalent to the percentage stated bellow:

Sl No.	**Total Delay**	**% to be deducted on the contracted value**
01.	First 5 days	2%

02.	From 6 to 11 days	4%
03.	From 12 to 20 days	6%
04.	Above 20 days	The termination clause may be applicable as per terms of PO

**Deduction of the penalty amount will not be applicable in case if any extended completion time/ period is officially agreed and accepted by CARE Bangladesh after the completion date mentioned in PO.

Intellectual Property Rights

2.1.1 CARE Bangladesh's copyrights are reserved for every data set, report, and strategy documents generated by the consultant during the consultancy period for the said purpose. The consultant may not share these documents or use the evidences without informing with CARE Bangladesh in written.

Ethical Considerations

- **Participatory:** All stakeholders and beneficiaries type should be consulted during the study process ensuring the true participation.
- **Inclusiveness:** Ensure that beneficiaries from different ethnic, social and religious backgrounds have the chance to participate, as well as with disabilities and who may be excluded or discriminated against in their community.
- **Ethical:**

The B+M+E or Annuala Survey (PaBS) or research must be guided by the following ethical considerations:

  - Systematic inquiry: Consultant conduct systematic, data-based inquiries
  - **Integrity/honesty:** Consultant display honesty and integrity in their own behaviour and attempt to ensure the honesty and integrity of the entire study process.
  - Safeguarding – demonstrating the highest standards of behaviour towards beneficiaries specially marginality
  - Sensitive – to child rights, gender, inclusion and cultural contexts
  - Openness - of information given, to the highest possible degree to all involved parties
  - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
  - Public access - to the results when there are not special considerations against this
  - Broad participation - the relevant parties should be involved where possible
  - Reliability and independence - the baseline should be conducted so that findings and conclusions are correct and trustworthy

    It is expected that:
    - Data collection methods will be age and gender appropriate.
    - Baseline activities will provide a safe, creative space where respondent feel that their thoughts and ideas are important.
    - A risk assessment will be conducted that includes any risks related to children or young people's participation. Informed consent will be used where possible.

3 Managing Unexpected:

The consultant must keep this in their prime consideration how to manage if any unexpected situation like strike and political uprising, natural disaster that may affect the overall consultancy work. They should keep options for contingency plan and alternatives without compromising the overall quality, purpose and timeline.

Special Terms and Conditions related to submission of this tender:

1. Financial and technical proposal soft copy should submit in two separate documents.
2. Soft copy submission: no late submission after…… (Date & time) is going to be considered for evaluation. Rather it will be considered as disqualified unless otherwise a common valid reason is applicable for all other participators and considered by the procurement committee.

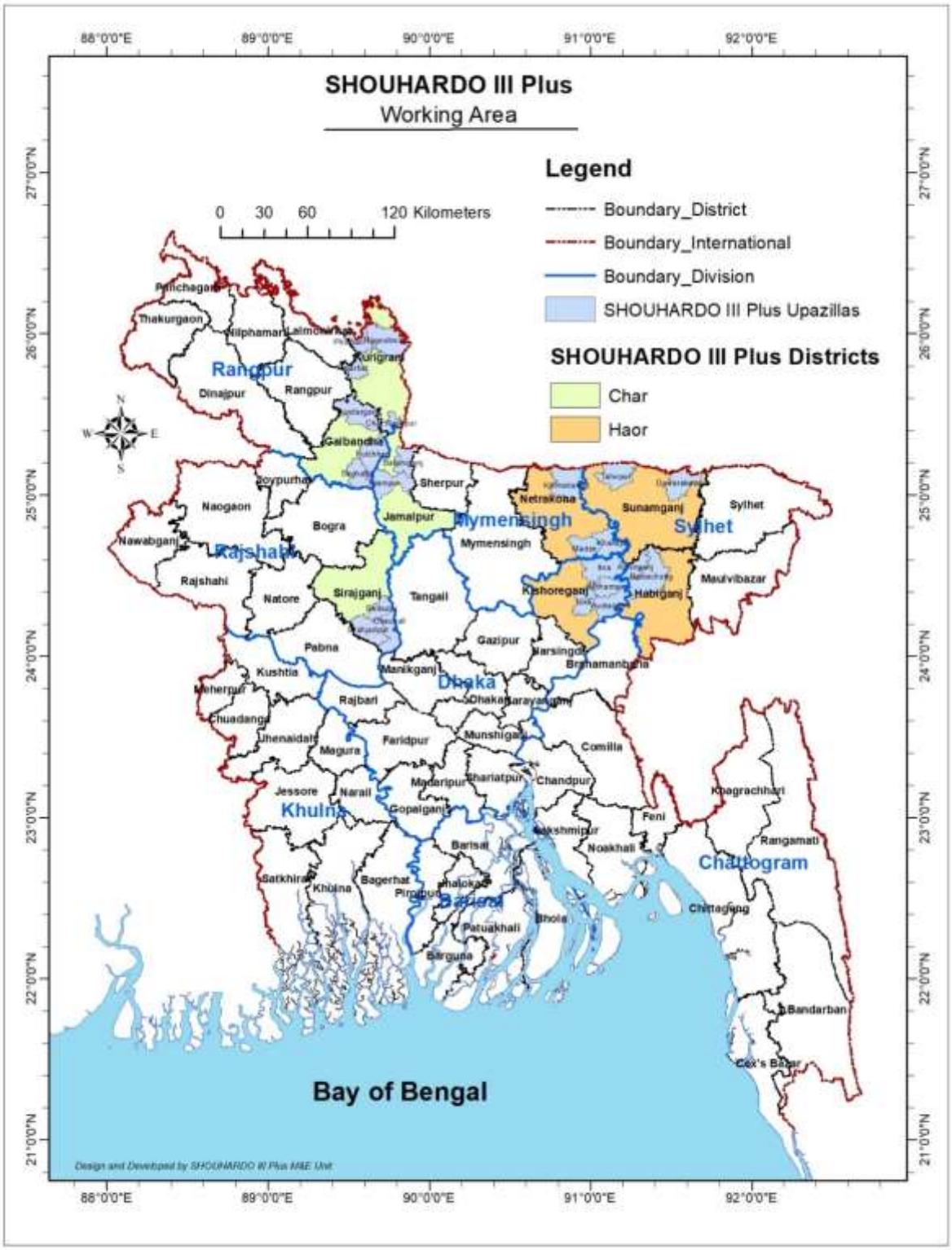
3. Timely submission by e-mail has to be maintained very strictly as well. To avoid any unnecessary hassle due to network quality or jamming it is requested to submit the proposal minimum 02-03 hours before the time is expired. However, if any sender sent their document at right time but it reached to us after the mentioned submission time will also be disqualified.
4. In case of soft copy submission please submit proposals to the correct email mentioned in RFP.
5. You are requested to submit your proposal or financial offer in your company letter head pad or if it is in white page then with company seal and sign.
6. Any kind of solicitation or effort to bribe any current CARE Bangladesh staffs is not going to be entertained to get any special facility. Rather reporting of similar kind of activities will be dealt severely and the proposals shall not be considered.
7. CARE Bangladesh (BD) does not require to receive any payment in cash or in kind for including a vendor to its Approved Vendor List, invite to submit quotation or for final selection as a supplier for goods and services. Likewise, it also strictly prohibits its employee to demand such payment from a vendor or involvement in any form of conflict of interest. In case of any attempted request for such kind of payment from any employee, as a vendor you are kindly requested to send complaint to CARE BD Country Director (CD) at email account BGDProComplaint@care.org , or any of CARE BD's senior leaders. Please label the emails as "confidential & privileged". "Any proposals be submitted to the complaints email; they will be treated as spam and the sender will be blocked which will mean they will not be considered in the future for any submission". Moreover, the Vendor hereby declares and confirms that it and its employees do not attempt to make such unlawful payment directly or indirectly to CARE employee or allow involvement of CARE employee in any activity that lead to any form of conflict of interest. Such unlawful attempt and involvement shall be a ground for disqualification and blacklisting of the vendor and cancellation of any existing order."
8. The terms and conditions mentioned here shall remain same in the final agreement document.
9. CARE Bangladesh reserves the right to accept or reject partially or fully any or all quotations without assigning any reason whatsoever. CARE Bangladesh may not select the lowest bidder, if the quality, specifications etc. are not up to the mark and not bound to provide any explanation about the selection process.

4 POINT OF CONTACT (PoC)

Once the contract is signed, the contact persons at CARE are Marc Nosbach, Chief of Party, SHOUHARDO III Plus, CARE Bangladesh and Md. Eyasin Ali Sarker, Senior Team Leader M&E, SHOUHARDO III Plus, CARE Bangladesh. All queries should be directed to SHOUHARDO III Plus, CARE Bangladesh

CARE's responsibility: CARE will provide the following documents (electronically) to the study team:

- Complete list of all working villages with the number of households per village to the contractor to construct sampling frame;
- CARE will provide all non-PEP hhs list and Local Service provider List (LSP)
- List of beneficiary/households for the program working villages (SHOUHARDO III)
- ITT matrix
- Survey reports and background materials, which can be found from CARE/ SHOUHARDO III Plus web site.

Revised-08/04/2024

ANNEX – 1 SHOUHARDO III Plus working Areas