



MINISTRY OF YOUTH AND SPORTS (MYS)
RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL SECTOR EMPLOYMENT
(REALISE)
SAMUEL KAYON DOE SPORTS COMPLEX
PAYNESVILLE • LIBERIA



REQUEST FOR EXPRESSION OF INTEREST (REOI)

REFERENCE NO: LR-MOYS-322648-CS-CQS

PROJECT ID: (P174417), CREDIT NUMBER: 6848-LR/GRANT NUMBER: D7830-LR

BACKGROUND

The Government of Liberia, with support from the World Bank, is implementing the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) project. The project development objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to the COVID-19 crisis in Liberia. The 3-year project implemented by the Ministry of Youth and Sports (MYS), and the Liberia Agency for Community Empowerment (LACE) is comprised of four components; namely: i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; iii) Program Implementation, Capacity Building and Coordination; and iv) Contingency Emergency Response Component.

The Project targets to support 19,000 vulnerable households whose livelihoods have been affected by the COVID-19 pandemic within 150 communities in greater Monrovia, Montserrado County, Liberia, over a three-year period.

To effectively recruit project beneficiaries for Round Two implementation, MYS seeks the services of a competent firm that will register and enroll the required number of beneficiaries for the round..

Assignment: Data Collection

Location: The assignment will be implemented in 45 communities in Greater Monrovia, Montserrado County (list of communities will be provided by the Project Management Team (PMT)).

Duration: The duration of this assignment is 60 days.

Objectives of the Assignment

The overarching objective of the assignment is to generate a high-quality database of eligible individuals and households that the Project Management Team (PMT) can use to enroll beneficiaries in the project.

Scope of the Assignment

Activities to be undertaken by the Data Collection firm include but not limited to:

1. Develop and share data collection protocol including roles and responsibilities for field teams (e.g., coordinators, supervisors, and enumerators);
2. Program data collection instruments provided by the PMT into computer-assisted personal interviewing (CAPI) format and share with PMT for review and approval where applicable;
3. Undertake data collection, processing, cleaning, analysis and interpretation of the results prior to sharing with PMT. (this means that all data collected should be cleaned and analyzed before generating report);
4. Share clean, organized and structured dataset with the PMT; and
5. Produce and submit final report to PMT for approval etc.

Qualification Requirement

All firms are required to provide information relative to:

1. Firm's experience

Interested firms must meet the following minimum qualification and experience as follows:

- a) Provision of a list of at least 2 data collection activities the firm has successfully implemented in the past three (3) years. Stated experiences should be backed by a letter of satisfactory completion;
- b) Demonstration of strong capacity and experience planning and organizing data collection logistics, and proven record of delivering timely results;
- c) Demonstration of strong capacity in data management and statistics; and
- d) Previous survey work with international or donor funded organization is a plus;

2. Firm's Management

The Firm's Management should include the following staff with minimum Qualification and experience as follows:

- a) CEO/Executive Director: Candidates should have a master's degree in Statistics, Economics, Management, Accounting, or related field. He/she must have at least a

certificate in data management, and at least two (2) years' experiences in data collection, processing, and management.

- b) Financial Management Officer (FMO): The FMO should have a bachelor's degree in accounting and at least one year experience as an Accountant/Finance Officer.
- c) Monitoring and Evaluation Officer (M&E): The M&E Officer should have a bachelor's degree in any of the social sciences or related field. He/she should have at least one year experience as an M&E Officer. Certificate in M&E is an added advantage.

To this end, interested firms are required to express their interest by providing information on their experience and qualification.

The Selection Method is “**Consultant Qualification Selection (CQS)**” and the applicable guideline for this selection process is: **World Bank Procurement Regulations for IPF Borrowers dated July 2016, revised November 2017, July 2018 and November 2020** which is available at: worldbank.org > projects & operations > products and services > procurement > index of standard bidding and proposal documents.

Attention of interested Consultants is drawn to paragraph 3.14 of these Guidelines, setting forth the World Bank's policy on conflict of interest.

To submit Expression of Interest (EOI)

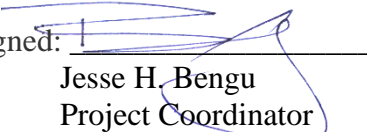
Interested firms should address their expression of interest to, Jesse H. Bengu, Project Coordinator, Old Maternity Center Building, Capitol Bye Pass, Monrovia, Liberia. All firms are required to include in their EOIs, Business Registration and Tax payment certificates and any business accreditation document from home country.

All EOIs should be emailed to: jbengu@realise.live, cc: mnasser@realise.live, kmawolo@realise.live

Deadline for submission of EOIs is Monday, November 28, 2022.

Address for further information

Koiyan Mawolo
Procurement Officer
Tel No.: 0777027610/0886373589/ 0880649622
Email: kmawolo@realise.live

Signed: 
Jesse H. Bengu
Project Coordinator



**MINISTRY OF YOUTH AND SPORTS (MYS)
RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN
INFORMAL SECTOR EMPLOYMENT (REALISE) PROJECT
SAMUEL KAYON DOE SPORTS COMPLEX
PAYNESVILLE • LIBERIA**



**RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL SECTOR
EMPLOYMENT (REALISE) PROJECT**

TERMS OF REFERENCE: DATA COLLECTION FIRM

BACKGROUND

The Government of Liberia, with support from the World Bank, is implementing the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) project. The project development objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to the COVID-19 crisis in Liberia. The 3-year project implemented by the Ministry of Youth and Sports (MYS), and the Liberia Agency for Community Empowerment (LACE) is comprised of four major components namely: i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; iii) Program Implementation, Capacity Building and Coordination; and iv) Contingency Emergency Response Component.

The Project targets to support 19,000 vulnerable households whose livelihoods have been affected by the COVID-19 pandemic, within 150 communities in greater Monrovia, Montserrado County, Liberia, over a three-year period. The REALISE Project is a follow-up to the Liberia Youth Opportunities Project (YOP) which was successfully implemented by the MYS and LACE. Therefore, the REALISE project will adapt approaches, tools, systems, and processes designed and developed under YOP, with MYS assuming responsibility for the overall coordination of the project, while the day-to-day management of implementation is carried out by a Project Management Team (PMT) setup by both MYS and LACE.

Overview of the targeted components

Component 1 (Grant Support to Vulnerable Households to Revive or Start Small Businesses)

The component targets to provide business recovery support to 4,000 vulnerable households operating small businesses in the Greater Monrovia area. The activities of the component will be implemented in three rounds over a three-year period with each round lasting up to ten months. The main objective of the component is to provide opportunities for vulnerable households in the informal sector to recover livelihood activities threatened by shocks. Thus, the component provides business grants and technical support to scale up existing businesses or initiate new businesses to enhance livelihood opportunities. This component also seeks to help sustain or limit reductions in living standards of vulnerable households who rely on these small businesses as their

main source of income and will therefore include the delivery of business management and life skills training to enable beneficiaries make informed decisions that better their lives. The training is expected to last for a period of 5 days for households with existing businesses and 15 days for households planning to start new businesses.

Component 2 (Temporary Employment Support and Employability Development for Vulnerable Workers) managed by MYS. The component targets to provide temporary employment for 15,000 vulnerable informal sector workers whose livelihoods have been affected by COVID-19, and having difficulties finding a job. The component will help improve access to income for the affected workers while they are seeking other gainful employment opportunities. In addition to cash benefits for work done in Labor-Intensive Public Works (LIPW) activities focused on waste and sanitation, community beautification, maintenance, and rehabilitation of community road access, among others, the REALISE project beneficiaries will receive life skills and employability development training to incorporate behavior modification around self-esteem as a means of increasing their resilience to future shocks. The beneficiaries will be organized into Beneficiary Working Groups that will receive cash grants to procure tools and supplies for the implementation of subprojects identified and developed through a Community Driven Development (CDD) approach. Implementation will be rolled out in 6 cycles with each cycle lasting 6 months and targeting specific communities. The Ministry of Youth and Sports is responsible for managing the implementation of this component.

To commence implementation of Round Two (2) of the project, MYS seeks the services of a Data Collection Firm to support the recruitment and enrollment of beneficiaries. The process will include community mobilization and data collection from community and household members who express interest to participate in the implementation of the REALISE project.

General Objective

The overarching objective of the assignment (Data Collection) is to generate a high-quality database of eligible individuals and households that the PMT can use to enroll beneficiaries in the project.

Location

Implementation of Round 2 of Both components will cover 45 new communities in Greater Monrovia, Montserrado County, Liberia. Unlike implementation under Round 1 where implementation overlapped in few communities, there will be no overlap communities under Round 2 implementation. This means no community will benefit from both components at the same time. Component 1 communities will be separate from those of Component 2 communities. The assignment will aim to have a database of at least 300 eligible individuals/households per community with a total of at least 13,500 eligible individuals/households in all 45 targeted communities. The List of communities to be enumerated will be provided by the PMT.

Duration

The assignment is expected to be completed within 60 days as of the date of signing of the contract.

Guiding Principles

- During the entire period of the assignment, personnel to be assigned by the firm to the REALISE project shall make themselves available for providing the services agreed.
- The firm shall collect high-quality and organize a complete dataset of beneficiaries, ensuring that the data is validated, truthful and complete.
- The firm shall ensure the highest professional standards and due care, skills, and competencies to ensure accuracy and full satisfaction of the MYS/Project team with the data collected/Service provided.
- The firm shall render the services in a proper and timely manner, according to plan.
- The firm must always comply with the relevant national policies and laws of the Republic of Liberia including data privacy and protection regulations.
- All reports and documents prepared during the assignment will be treated as REALISE project property, with secured access.
- The reports / documents or any part, therefore, cannot be sold, used, and reproduced in any manner without prior written approval of the MYS management.

SCOPE OF WORK

The Data Collection firm will undertake the following activities:

6. Develop an inception report inclusive of rollout plan for activities of the assignment and submit the same to the PMT for review and approval;
7. Develop and share data collection protocol including roles and responsibilities for field teams (e.g., coordinators, supervisors and enumerators).
8. Program data collection instruments provided by the PMT into computer-assisted personal interviewing (CAPI) format and share with PMT for review and approval where applicable;
9. Work with PMT to pre-test data collection instruments/tools (tablets, questionnaire, etc.), make necessary corrections, and submit final draft to PMT for approval where applicable;
10. Plan and organize logistics for field activities/data collection acceptable to the PMT;
11. Undertake field data collection activities and sync data daily to the designated server;
12. Institute an ad-hoc protocol to record, track and address issues found in the data or in the performance of field teams during and post data collection. This means day-to-day high-frequency checks during data collection, reporting of problems found, adjudication responsibilities and processes, and re-training of enumerators or supervisors as necessary.
13. Undertake data processing, cleaning, analysis and interpretation of the results prior to sharing with PMT. (this means that all data collected should be cleaned and analyzed before generating report);

14. Produce weekly progress reports on data collection activities including progress made, cleaning/adjudications necessary, re-training of enumerators or supervisors, lessons learnt, challenges and limitations and share with PMT for review and feedback;
15. Share clean, organized and structured dataset with the PMT
16. Produce and submit final report to PMT for approval.

SPECIFIC TASKS

The firm will be responsible for preparing, organizing and sharing the following.

A) Inception Report, including at least the following:

- Proposed questionnaire for data collection
- A work plan for the data collection activities
- Composition of field teams including qualifications, expected tasks and responsibilities
- Data processing, analysis and quality assurance procedures
- **Data Collection Protocol** including:
 - Terms of reference (TORs) of supervisors and enumerators
 - Supervisor and enumerator instructions/guide for data collection
 - Protocols and procedures for data collection and processing/addressing data inconsistencies/misreporting when identified
 - Procedures to ensure data confidentiality, protection, and privacy second field test

B) Pre-training and pilot (field-testing)

Before the field staff training, the firm alongside the PMT will conduct field-testing of the questionnaire:

- The firm will be required to pilot test the data collection instruments including questionnaires on a selected group of 20-30 potential beneficiaries. This will be done by an experienced team of field staff from the firm. The pilot testing will also be used to assess and revise the data entry system where necessary. The firm will be expected to immediately report any issues that arise as a result of the pilot test to the PMT for adjustment or corrective action where necessary. The pilots or pretests are essential for examining the following sets of issues:
 - All the equipment/tools/connectivity/data syncing is working as designed;
 - Checking to ensure that the questions are displayed correctly on the Tablet/Smartphone screen
 - Ensuring that the questions are valid and appropriately phrased for the local environment;
 - Ensuring that the meaning and intent of the questions are adequately expressed and or interpreted and understood by the respondents.
 - Checking and resolving typos and errors in the data collection form and identifying questions that do not return the required information.

- Checking how well the data entry system works, including range checking and consistency checking;

The pilot will provide useful feedback on the length of interviews, and strategies for approaching beneficiaries, and will inform the content of enumerator training and the fieldwork program. It is expected that the firm will work in close collaboration with the PMT in identifying areas that may require adjustment.

All modifications to the data collection form including instructions that may be suggested from the piloting results must be approved by the PMT before the data collection starts. Any change to the format or order of the data collection forms to facilitate implementation must be cleared with PMT and fully documented.

C) Training of field staff

The firm is responsible for training all enumerators before the commencement of data collection. The training should last a minimum of **two days** (one day - classroom, one day – field) and should include a general overview of the project, explanations of all questions, and role-playing of enumerator and actor-respondents. Fieldwork should start immediately after the completion of supervisor/ enumerator training.

The firm will be expected to use the Data Collection Protocol/Manual provided by the PMT as a guide to prepare the enumerators' training materials including guidelines and presentations to be used during training. The PMT will provide inputs and necessary support for the preparation of guidelines for the training. All data collection team supervisors and enumerators will be required to read, study, and understand the Data Collection Protocol/Manual.

The list of enumerators and supervisors, including name, mobile phone numbers, and email addresses, will be provided to the PMT at the end of the training and the PMT may contact them at any time. To ensure availability of adequate staffing for the assignment, the firm shall endeavor to have at least a 10% buffer in the number of enumerators trained for the assignment which will be based on the field needs determined.

D) Data Collection

Enumerators will carry out in-person interviews based on their assigned areas using the data collection questionnaire programmed to Computer-Assisted Personal Interviewing (CAPI) Devices (Tablets/Smart Phones). The Liberia Household Social Registry data collection infrastructure managed by the Ministry of Gender, Children and Social Protection will be used for data collection, storage, and management. The MYS may propose other data collection architecture for this assignment as may be deemed necessary. The data collection firm will be required to provide tablets, as well as any other equipment needed for implementing data collection.

The firm shall complete data collection according to the timelines agreed upon and submit daily upload to a designated storage. Summaries of data collection activities will be provided to PMT on a weekly basis. The firm will be required to conduct additional targeting in case the targeted number of enumerated individuals or households per community is not achieved.

E) Quality Control Procedures

The firm shall take the necessary measures to ensure the data gathered is complete and accurate. The data collection firm shall put in place a number of quality control measures including high frequency data quality checks and correction of data issues on a daily basis.

The firm will be considered to have failed to comply with the terms of this assignment if, based on a random and representative sample, it is determined that either: i) it is shown that 1% or more of the questionnaires that are presented were filled without the firm having conducted the interview, ii) it is shown that 1% or more of the questionnaire is inconsistently completed. The PMT will use its right to conduct its own field and data checks on the interviews (in addition to the proposed check-backs by the firm in their own data quality assurance protocols). If the data do not meet the PMT's requirements in terms of integrity of data, it will reserve the right to request a repeat of the work or the option of not paying for the work done (being reimbursed for any initial payment).

F) Data confidentiality and security of the data

The firm will ensure that data are maintained and stored in a manner that is fully confidential so that no external individuals or institution can identify any specific personal or private information in the data. Names, pictures and any other direct or indirect identifier should only be made available to the PMT. Confidentiality and research protocols of human subjects in research according to international standards of practice must be followed.

G) Data processing, analysis, and report writing

The firm will process (clean the data, including correcting any errors flagged through data quality checks) and analyze (provide summary statistics on all key variables) the data, which should be presented and submitted to the PMT. The firm shall prepare a draft report containing the list of beneficiaries and present to the PMT. Based on feedback and comments from PMT, the firm shall complete and submit a final report.

DELIVERABLES AND TIMELINE

The data collection, and final report will be delivered within two months after contract signing. Based on the tasks outlined, the following are the deliverables expected:

1. Inception report;
2. Electronic copy of the draft and final questionnaires;
3. Fieldwork plans; field staff training, materials and guidelines for field staff

4. Report summarizing the results of the pre-test and updated questionnaire (if relevant)
5. Weekly fieldwork progress report, including indicators of quality (issues of concern, full disclosure of any problems encountered) and any delays;
6. Final List of enumerated households/individuals
7. A draft report summarizing findings (observations from the field, challenges, threats to data quality and how they were addressed).

MINIMUM QUALIFICATIONS OF CONSULTANCY FIRM

I. Key Staff

An interested firm must have the following highly-skilled professionals and staff for the assignment. The following are key staff needed for the assignment:

- **Data Collection Coordinator**, who will be responsible for the staff, logistics and training, as well as for operationalizing the data collection process. He/she will hold at least a Bachelor Degree, with at least two (2) years of experience in a similar role. Candidates must have strong interpersonal, communication and organizational skills.
- **Data Analyst**/, who will be responsible for programming the questionnaires and ensuring data quality at entry and post-data collection; conducting quality control and verification; data cleaning and analysis. She/he will hold at least a Bachelor's Degree, with at least two (2) years of experience in similar roles. An advanced user of STATA/SPSS.

In addition, the firm must have adequate number of the following staff meeting the qualifications to undertake this assignment:

- **Supervisors**, who will be responsible for managing the planning and execution of the data collection in one enumeration area and providing technical support to the enumerators during fieldwork. Candidates should have at least a Bachelor degree and at least two (2) years of experience in similar jobs requiring personnel supervision and teamwork. They should also have good knowledge of the community. Experience on the use of CAPI is an advantage.
- **Enumerators**, who are responsible for the filling of data intake questionnaire with the use of tablet for data collection. Every enumerator will report to his/her supervisor. Candidates should have a minimum of a secondary school education and have excellent verbal and written communication skills. Ability to write and read English is also necessary. Experience on the use of Tablet (ODK/Kobo, etc.) to collect data is an advantage.

For purposes of these terms of reference, the firm should follow the indicated qualification and skills for field staff; however, the firm's proposal should also include clear descriptions, which comprise the experience and roles in the process along with the detailed CVs of the management team. If a firm is selected for this assignment, it is expected that the firm will mobilize the field

staff indicated in their technical proposal. If they wish to substitute any member of the field staff, they must first obtain written permission from the PMT. It is recommended that each enumeration team should be composed of a maximum of five (5) enumerators per supervisor.

Firm Experience:

- Providing a list of at least 2 data collection activities the firm has successfully implemented in the past three (3) year. Stated experiences should be backed by a letter of satisfactory completion.
- Capacity to quickly begin fieldwork directly after the signing of the contract (the technical proposal should include a work plan, with a timetable for finalizing questionnaire, recruitment and training, data processing and analysis);
- Demonstrated strong capacity and experience planning and organizing data collection logistics, and proven record of delivering timely results
- Demonstrated strong capacity in data management and statistics;
- Proven excellence in production of written reports and brief presentations of data collection
- Previous survey work with international or donor funded organization is a plus;
- Proficiency in English and local Liberian languages/dialects.

Experience of Management Staff

CVs of the Management staff shall include the following:

- i. The CEO/Executive Director should have a Master degree in Statistics, Economics, Management, Accounting or related field. He/she must have at least a certificate in data management, and at least two (2) years' experiences in data collection, processing and management.
- ii. The FMO should have a Bachelor Degree in Accounting and at least one year experience as an Accountant/Finance Officer.
- iii. The Monitoring and Evaluation Officer should have a Bachelor degree in any of the social sciences or related field. He/she should have at least one year experience as an M&E Officer. Certificate in M&E is an added advantage.

Minimum Requirements for Tender Submission

The following is required:

- a) Must be a registered entity in Liberia and certify all the requirements for firm establishment as prescribed by the laws of the Republic of Liberia to perform the above-mentioned tasks;
- b) A field/Data collection protocol/manual of the most recent data collection process completed.
- c) Description of the firm and individual experience covering:
 - ✓ Types of Data collection/Surveys conducted in Liberia;
 - ✓ Data quality assurance protocols experience

✓ Estimated timeline.

Reporting Arrangements

The contracted firm will report to the Project Coordinator who will oversee the implementation of this assignment and will provide technical comments and adjustments on the various activities in conjunction with the LACE and MYS staff.

Confidentialities and Data Ownership

The instruments and the information gathered by field workers cannot be used for personal or professional goals by the selected firm without prior written approval from MYS Management. The information collected is completely confidential and shall not be revealed to any source by the selected firm. The ownership of all information and data collected under this assignment belongs to MYS.