TERMS OF REFERENCE FOR KEY PERFORMANCE INDICATOR (KPI) DATA COLLECTION (RAPID ASSESSMENT) FOR THE 'WORK: NO CHILD'S BUSINESS' PROGRAMME

1. Project Background:

Work: No Child's Business is a multi country programme launched to contribute towards the concentrated global efforts in ending all forms of child labour by 2025. The programme is implemented by an alliance consisting of Stop Child Labour, Save the Children and UNICEF. Through four integrated pathways of change to address the root causes of child labour and its impact on children, youth, their families and communities, the alliance works for achieving the impact that children and youth are free from child labour and enjoy their rights to quality education and (future) decent work thereby contributing to SDG 8.7 in six countries Ivory Coast, Jordan, Mali, Uganda, Vietnam and India.

In India, nine organisations implement the WNCB Programme in three regions: Delhi, Rajasthan and Bihar and focus on eliminating child labour from the natural stone, garment and textile industry, , domestic/informal and agricultural labour respectively.

In 2021, a Baseline Survey was conducted in the intervention areas whose primary objective was to set a baseline for the Key Performance Indicators (KPIs) that is replicable for Mid-Term Review and end-line purpose and allow quantitative monitoring of key outcomes and provide good understanding and background information about the KPIs through qualitative information.

At this moment the WNCB is halfway the project implementation phase and therefore there is a need to undertake a KPI Data Collection (Rapid Assessment) in the project intervention areas as part of the Mid Term Review.

2. Purpose of this Rapid Assessment

The WNCB country team in India needs to understand the effects of the WNCB programme interventions in the communities and uses a multitude of methods to assess relevant changes in their target communities. One of the methods is to collect representative survey data against the Key Performance Indicators (KPI) of the program. This rapid assessment will provide relevant quantitative data for the KPIs and other relevant indicators that will help us to better understand our relevance, effectiveness, efficiency, and impact halfway into programme implementation.

3. Objectives of the Rapid Assessment

Through this rapid assessment the team aims to assess aims to assess the status of child labour and conditions enabling child labour at mid-term through the KPIs of the WNCB programme. We furthermore want to compare mid-term to baseline values to better understand if there are interesting changes to be observed. Specific objectives of this assignment therefore are:

1.   To establish a mid-term on the projects KPIs by collecting relevant data within the project implementing project.
2.   To compare this mid-term data to baseline data wherever possible

3. To assist the project team in filling in the project's KPI Indicator Protocol Tracking Table (IPTT), including age group specific and gender specific disaggregated indicators.
4. To understand in which sectors children are working in selected districts
5. Through the data reflection on indicators reflect on the sectors in which children are working and the percentage of the total child labourer's that work in each sector.

Secondary Country Specific objectives
1. To measure progress in the intervention areas in the states of Rajasthan, Delhi and Bihar

4 KPIs and project scope

The WNCB programme reports on a number of KPIs. The WNCB KPIs are established to track progress on the *outcomes* of the programme. Each country team is expected to report on the same indicators. This way, the programme can produce (relatively) comparable data across countries on particular program outcomes that is representative of the communities in which we work. For India, disaggregated data are needed based on gender and caste/tribe, religious background.

Means of verification (Methods)

Three complementary means of verification are required for the set of indicators that is Measured through this rapid assessment. These are:

- A Household Survey in entire target community in which respondents are selected according to a two-stage cluster survey. Both the sampling approach and questionnaire are standardized.
- Education indicators are also verified through existing secondary quantitative data on school enrolment and attendance. If secondary data is not present or of insufficient quality, consultants are asked to validate survey data through Key Informant Interviews with education professionals and/or community leaders thereby discussing the outcome of the household Survey.
- Tracer studies of workplaces: The objective of this indicator is to assess the **main sector** (e.g. garment industry, natural stones, agriculture, services) in each context we work in. The indicator thus represents the number of workers in **these sectors alone**. This ToR format provides to options for assessing the number of workers:
  - The MEAL working group suggests using a combination of 'structured observations and interviews with employers to assess the number of workers that have improved working conditions.
  - In other countries you might want workers themselves respond to a representative survey/questionnaire.

WNCB Key Performance Indicators for Rapid Assessment

Table1 presents the main WNCB KPIs that will need to be covered during this mid-term rapid assessment. All indicators are disaggregated according to gender and age groups.

Indicators	Respondents	Confidence level	Confidence interval	Means of verification
I.1: Number and Percentage of children aged 5-17 (included)	Randomly selected children within	95%	5%	*KPI's Measured through a*

engaged in child labour within geographical unit of the project (factory/ community/region)	households of target communities			*household survey within the entire community*
I.3: Number and percentage of young adults aged 18-24 (included) who are in decent employment, including apprenticeships or internships in comparison to baseline data	Randomly selected young adults within target communities	90%	10%	
O.1.1: Number of children that face a high risk of child labour within the geographical unit of the project, by sex and age	Randomly selected children within households of target communities	95%	5%	
I.2: Number and percentage of children aged 5 -17 (included) in target areas enrolled and attending school (primary/secondary) in comparison to baseline data, by sex and age	Randomly selected children within households of target communities	95%	5%	*KPI's measured Through Household Surveys and cross verified with secondary quantitative data from schools and education stakeholders*
O.1.3. Drop-out rate in the final year of primary school	Randomly selected children within households of target communities	80%[1]	10	
O.1.2.: Percentage of former working children attending school (bridge/transition/primary/secondary)	Children that have accessed direct services (Simple random sample)	90%	10	*Tracer Studies/Surveys of people reached directly*
O.3.2. Number of land- and factory workers that have improved labour conditions in accordance with international agreements	Factory workers that have accessed direct services (simple random sample), Key informant interviews with employers or quantitative observations of workplaces	90% Not relevant in all options	10 Not relevant in all options	

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[1] It will be difficult to find sufficient children in the final year of primary school within the sample sizes we are aiming for. Therefore, the confidence level is only 80%. Subsequently it is advised to collaborate with education stakeholders and to validate the outcome of this figure with secondary quantitative data from schools or other education stakeholders. I final option is to validate the measured education indicators through qualitative methods.

5.Methodology

The primary method in this rapid assessment is a quantitative **household survey** using a mobile device application (such as KOBO) using **a two-stage cluster sample in which a** sample of respondents in target communities will be selected randomly**.** A secondary method is a **Tracer Survey/Study** of a sample of people that have accessed (direct) services of the project (I.e., people reached directly). This will be used wherever applicable.

The WNCB India alliance has already applied a particular methodology for sampling and data collection during the initial baseline exercise. The consultant is expected to carefully explore with the country team what methodology was applied, what definition was used, how data was interpreted and in what way this mid-term will offer comparability with baseline values. These reflections with the WNCB India team are essential for the relevance of the comparison of this rapid MTR assessment with the baseline studies that have been done. At the same time, this mid-term rapid assessment will have a standardised process of data collection across the six programme countries.

5.1 Sample Size and Randomized Selection of Respondents of the Household Survey

It is proposed that the consultant uses *a two-stage cluster sample* within the communities and in consultation with the project's MEAL focal point ICCSPL along with the MEAL Advisory group in India. For the household survey the consultant will be responsible for the calculation of the sample size (number of hh to respond to the survey. Sample size calculation considers an estimated non-responses rate.

- The first stage is that 30 clusters will be randomly selected from a larger list of clusters in each context of implementation (which can be called 'survey domains).
- The second stage involves the selection of 10 to 15 HHs per cluster according to Simple Random Sampling (SRS).

This sampling strategy particularly makes it more rapid to gather data as enumerators to no more than 30 clusters instead of randomly selected households across the community of implementation.

During data collection the consultant and MEAL focal point will also work in close consultation to ensure a streamlined process of randomly selected households in the survey. The consultant will determine the sample size selection method of the Households, children, district stakeholders, artisans, companies, institutions to reach out to for a comprehensive and triangulated information to report on.

Additional information that is essential or helpful in calculating the sample size for the Household Survey are:

5.2 Secondary Data from Schools and Education Stakeholders

The data for indicators on school enrolment and attendance might be available through secondary data from education stakeholders or schools. However, this data is often only available about enrolment, so this data can also be compared to household survey data.

5.3 Tracer Studies

Several indicators in our protocol relate to activities with a more specific focus than the entire scope of the project in a given context. Often a limited number of people are being reached through these services. The nature of many of these activities provides an opportunity to conduct so called 'tracer studies' through which a sample of children, families or workers that are targeted directly, respond to a set of questions at multiple times. Sets of questionnaires are developed for this purpose for each of the relevant beneficiary groups.

Recommended Steps for the Tracer Study:

The indicators measured through Tracer Studies link to activities where children, families and employers have been targeted dir?ectly (*within an area-based approach and/or through case management).* Consultants are recommended to take the following approach:

- Consultants will discuss with the project teams which activities relate to this indicator and make a list of possible respondents.
- Respondents need to be randomly selected, identified and 'followed' until the remainder of the project. In some cases, it might be possible to follow all children/parents/workers. In other cases, a context specific sample must be agreed upon. For this purpose, please use the sampling approach
- It is hoped that the selected respondents will be interviewed three times during the remainder of the project: during this midline, as part of the indicator reporting for 2022 and for the final report of the project.
- The type of data collection differs per context. Children and parents can be surveyed using a short questionnaire. Workers might also be interviewed, but when this is sensitive, it might be better to design an approach where workplaces are observed systematically.
- The Mid Term review will include the initial report of the three indicators (IPTT) that is drafted by the consultants (along with reporting on KPIs measured through household survey and secondary data).
- Thereafter project teams can report on an annual basis on the three indicators that use the tracer survey method themselves, using the methods developed during this MTR.

Sampling approach for Tracer Studies on indicator O.1.2. & O.1.4

The consultant is invited to suggest a suitable, more detailed approach, for the tracer studies during the inception phase.

Particularly the two tracer studies for indicator O1.2 and O.1.4 will follow a predefined number of respondents that have benefited from project services directly. In some countries this intervention is relatively small, and the consultants can strive to interview all

children and/or families. If large numbers of people have been reached, it is advised to work according to a Simple Random Sampling (SRS) approach.

Sampling approach for Tracer Studies on indicator O.3.2
The activities that can be linked to *O.3.2. Number of workers of employers that have been targeted directly with a CRBP approach, and that have improved labour conditions in accordance with international agreements,* are quite diverse. We therefore provide three options to further assess this indicator. All three options need to be further contextualized by the consultants in close collaboration with the MEAL focal point in India and WNCB MEAL expert.

- Option A: Interviews with (a sample) of workers that have benefited from the CRBP approach
- Option B: Structured observations of workplace policies
- Option C: Interviews with employers of natural stone and garment brands or manufacturers association and local businesses

5.4 Questionnaire development
KPIs and research questions need to be operationalized through a questionnaire that allows the consultant to provide mid-term values for all indicators disaggregated by age and gender. To be able to do this in a uniform way, **standardized questionnaires** have been developed by the WNCB MEAL Working group with input from **the MEAL focal points**.

Although we will have standardized questionnaires, it is important to ensure that questions are asked in a culturally appropriate manner, are gender sensitive and accurately translated into local languages. In practice questionnaires will therefore differ slightly. Substantial changes to the survey however always need to be cross verified by the WNCB MEAL expert to ensure that we do not deviate to much from standardized approach.

The standardized questionnaires that will be developed are:

- The household Survey Questionnaire
- Questionnaire for **indicator O.3.2**: interviewing employers and structured observations of workplaces

5.5. Enumerator selection, training & size of enumeration teams
To reduce survey errors data is collected through mobile devices and with a survey app such as KOBO. Enumerators need to be carefully trained not only in regular survey data collection techniques but also mobile device usage.

It is advised that the Consultant/Agency have manpower preferably at the local level who would be able to quickly build rapport with respondent as they are familiar with local customs and culture. If agency does not have adequate manpower then enumerators can for instance be recruited within existing volunteer networks of participating organizations. Otherwise, students from local universities/schools can be used.

Ideally enumerators have a mobile device or experience with mobile devices. During the enumerator training time needs to be reserved to make people familiar with mobile devices in general (and not only the survey software) to help them better manage the device. If this is not the case it is advised that the people who do have experience with mobile devices are included in each enumeration team so that they are able to help others.

Enumerator training

The consultant trains enumerators through role playing. Before the survey starts the survey, the team is required to hold a test-round where each enumerator can interview 1 or 2 respondents, thereafter, receiving feedback from the consultancy team on common mistakes in documenting survey questions.

To minimize non-sampling error, all enumerators are trained and made familiar with allowing respondents to:

- Understand what is asked from them survey through an informed consent question. This question also informs them about our project, respondent rights, the length and purpose of the survey
- withdraw from the questionnaire at any moment they want for any reason they see fit
- Have the option of not answering questions they do not want to answer
- Have access to clear explanations about the meaning of a question without being led to choose an answer
- Receive information about how they can reach project staff about the questionnaire or the project and where they can complain

Mobile device
- Mobile device and application usage and management (swiping, using the keyboard etc.)
- The need and challenges of finding GPS points
- Purpose and objective of the survey
- Ethical considerations and safeguarding
- Getting informed consent to participate
- Understanding that a non-response rate is acceptable and even important
- Building rapport with respondents
- Culturally sensitiveness and respect to local custom
- Handling the different type of survey questions in a standardized manner without asking lead questions.
- Refraining from any judgement about respondent behaviour (even in relation to possible harmful and child un-friendly behaviour during the survey unless people are at risk)

Lead enumerators

It is advised to appoint lead enumerators that can lead in the random selection of households and are able to deal with certain bottlenecks in data collection. Lead

enumerators are therefore also trained more elaborately then regular enumerator and can be trained in:

- Assist enumerators with using mobile devices
- Able to discuss with lead enumerator/digital data manager and solve problems
- Simple random selection of households within a randomly selected cluster.
- Possibly also (sub)segmentation of randomly selected clusters
- Mobile device and application usage and application management
- Reporting possible challenges, obstacles to the survey managers (consultant(s))
- Implementing alternatives to challenges/obstacles.

Determining the size of enumeration teams

Determining how many field survey teams and drivers will be needed requires information on the number of clusters to be surveyed and the number of days allocated to the survey. A pre-test should also have given an indication of the amount of time that each interview will take, and therefore approximately how long all the interviews in one cluster (where 10 households, for example, will be selected for interview) should take.

What should also be considered is the (time) distance between communities. In rural areas travel times are much longer. In somewhat densely populated rural areas survey teams will also collect data faster than in scarcely populated areas. Therefore it is advised that consultants developed in their proposal a simple calculation to determine how many interviewers are needed for the survey to finish the survey in time.

Example: the survey team is composed of two interviewers per team and 30 clusters:

Number of interview teams= 30 clusters / 5 days = 6
Number of interviewers= 6 teams x 2 persons per team = 12

With multiple 'domains' in one country, consultants can choose to train multiple enumeration teams. In some cases, smaller survey teams that travel on motorbikes might be able to collect data quicker then bigger survey teams travelling by car.

6 Logistics

Due to the nature of a two-stage cluster sample it is suggested that logistics are carefully planned in collaboration with project partners. Means of transportation needs to meet the size of enumeration teams. Enumeration teams need to be able to access internet and electricity at set times during the data collection to upload data and reduce the risk of data loss. Data managers need to be able to remotely monitor the data collection and check weather data is collected according to plan.

7 Reporting and dissemination Plan

The consultant will compile the project's IPTT and provide a narrative report (max pages= 80 India specific report) about the rapid assessment including some visualizations on the project's main indicators. The report should also include a detailed narrative description of methodology, sampling approach and enumerators training. Additionally, insights in possible non-sampling errors that might occur during the data collection are given. The report should be shared for review with the consortium with the India MEAL Focal point, the India MEAL team and Netherlands based WNCB MEAL expert.

7.1 Validation and Dissemination Plan

The inception report will include a clear, and country specific validation and dissemination plan. The Draft report will be validated at the state level and a final report from the consultant will be shared with the MEAL focal point. In addition, a validation and dissemination workshop will be organized by the consultant in consultation with the Lead partner to share findings to enhance ownership of the results.

8 Timeframe for the Assessment

The consultant will develop a GANTT chart (Annex A) with essential steps: e.g. inception report, enumerator training, logistical plan, data collection, data-set clean and finalized, (comparative) analysis and setting up a timeline to send the final report.

9 Expected Deliverables from the consultant

- A technical proposal with a clear interpretation of the TORs, methodology, work plan, budget (in INR) and proposed tools. (No more than 5 pages)
- An inception report that includes a refined methodology, tools, dissemination strategy and work plan as agreed on with MEAL focal point and MEAL expert. (No more than 8 pages)
- Filled MTR columns in the IPTT
- Draft report to be shared with the MEAL focal point. (No more than 80 pages).
- A validation workshop to present the information collected as well as to enrich the findings to which the Research Board will be invited.
- Final report with relevant information approved and shared in both hard and soft copies
- Presentation of findings and dissemination workshop as part of our L&A strategy
- A power point presentation, a soft copy and 2 hard copies of the final report. The report should clearly present specific areas highlighted above
- A 1-2-page info-graphic document showing results.

10 Ethical and child protection considerations

The assignment will require the consultant and the team to interface with children and therefore the consultant is required to provide a statement on the respect and protection of child rights, human rights and dignity of participants compliant with child safeguarding and child protection policies along with the contract.

The consultant must follow Ethical Principles in research and obtain written/verbal consent from the subjects. Permission from elders should be sought if children under 18 years are involved as subjects. Signed informed consent of each child and his/her parents need to be taken after explaining the purpose of the study.

11 Supervision/management of the assignment and role division

The consultant (s) will be supervised by the WNCB MEAL focal point in India (ICCSPL) and the MEAL Country team, with project management support from the project partners and technical support from the WNCB MEAL Working Group and the WNCB MEAL expert in particular.

12 Payment modalities

The consultancy fee will be paid in three instalments:

- First instalment of 30% paid upon presentation, submission and approval of the inception report stating methodological approach to the assignment and a realistic work plan
- Second instalment of 30% paid upon presentation and submission of the draft report.
- And third instalment of 40% upon submission and acceptance by the WNCB partners of the final report.

13. Qualification and experience of the consultant/team

The consulting firm or consultant(s) will be selected on the basis of their proven experience, qualifications and ability to deliver a quality product in a timely and efficient manner. Particular qualifications and experience of the lead consultant team members include:

- The lead Consultant or a member of the team should hold a Master's degree in Social Sciences or related area.
- Experience in quantitative and qualitative research, data collection, analysis and reporting
- Experience in conducting a multi-sectoral assessment
- A soft copy of two recent needs assessment reports to demonstrate the previous experience
- Certificate of service/consultancy's accomplishment
- A list of 3 recent organizations for which services have been provided

14. Consultant Evaluation criterion

Criteria	Weight
Experience and reputation in sector and specified fields	15%
Response to ToR (scope of services and methodology)	25%
Response to key selection criteria (technical and financial criteria)	15%
Budget breakdown (technical and administrative)	20%

Team qualification and references provided*   15%
Two samples of previous similar work   10%

Total   **100%**

*Note that reference may be contacted before awarding of the contract and an interview with the consultancy team were need be.

15. Expression of Interest

Interested consultants/firms should submit their applications by the 7 March, 2022 and should include;

- Detailed technical proposal in response to TOR, with specific focus on interpretation of TORs, methodology, budget and work plan to be used and key selection criteria.
- Initial work plan based on methodology.
- Company profile or CV including a minimum of 3 references.
- Detailed budget breakdown based on expected daily rates and initial work plan.

The applications should be submitted by email to **adatta@iccspl.com**