

## REQUEST FOR EXPRESSION OF INTEREST

### ENGAGEMENT OF KC – NCDDP OUTCOME EVALUATION FIRST ROUND DATA COLLECTION FIRM

REI No. KC-NCDDP/17-DSWD- 002-A  
(PR No. 2017020489)

1. Republic of the Philippines, through the Department of Social Welfare and Development (DSWD) KALAHI-CIDSS - National Community Driven Development Project (KC-NCDDP), has received a loan (Loan Agreement No.8335-PH) from the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan to payments under the contract for the **Engagement of KALAHI CIDSS - National Community Driven Development Project (KALAHI CIDSS - NCDDP) Outcome Evaluation First Round Data Collection**.
2. The purpose of the outcome survey is to collect and analyze data and compute some of the key outcome indicators for which data will not be available from the KC-NCDDP database. Specifically, the outcome survey will measure changes in access to services and level of participation of community members in KC-NCDDP areas. The outcome survey will also answer important questions about whether Community Driven Development (CDD) program are effective in delivering benefits to disadvantaged groups (indigenous peoples, women, geographically isolated, elderly, etc.) and at integrating women's interest into local infrastructure decisions, and whether they improve the communities' long-term ability to initiate and sustain collective investments.
3. **Design and Methodology:**

The expected outcomes are to be measured within KC-NCDDP barangays, the research will not be experimental, in which causation will be established. Several evaluation studies have already shown the positive impact of the KC Program to communities. Rather, the outcome evaluation will be a longitudinal design of households under study. Further, comparison of some subgroups will be done where applicable. It would seek to compare the differences in access and participation among KC communities across time and across subgroups.
4. Consulting Firm is expected to successfully implement the data collection plan prescribe in the Terms of Reference (TOR) and submit the required deliverables on time. Data collection shall require a total of 1,590 household survey from sampled KC-NCDDP municipalities/barangays in fifteen (15) regions. The list of randomly selected municipalities, barangays and households will be provided by the DSWD and each of the household survey will take an average of two (2) hours per household.
5. The tasks of the consulting firm are as follows:
  - a. Design and develop operation, recruitment and supervision plans;

- b. Develop survey instrument (together with DSWD) and guidelines for administering the instrument;
- c. Create data entry program;
- d. Translation of instruments;
- e. Conduct pilot fieldworks for all instruments;
- f. Prepare for fieldwork;
- g. Collect, enter and clean data; and
- h. Prepare final field report and presentation.

**6. Duration of the Assignment:**

It is expected that data sets will be submitted within five (5) months of the contract. DSWD will revalidate data submitted by the survey firm for approximately four (4) weeks and must find them satisfactory before final tranche can be released.

**7. Staffing Requirement and Qualifications of the firm:**

The firm must have good credibility and known in the survey and research industry. It must have at least ten (10) years of experience conducting quantitative and qualitative researches and conducted at least ten (10) surveys with at least one thousand (1,000) respondents in each survey and similar in size and complexity in the last ten (10) years.

- **Technical Team Leader (TL):**

The TL shall ensure overall management and quality control of the project. The TL should be employed for the duration of the contract. Specifically, the TL shall:

- a. In-charge of human resource management and coordination of all teams;
- b. Refine and/or develop the operation plan of the data collection implementation;
- c. Ensure financial management (this means that he/she has control over the budget and can make decisions about field logistics that have budget implications);
- d. Coordinate closely with DSWD Contract Manager (CM) on the progress and issues affecting the delivery of the required services; and
- e. Oversee the quality and timely preparation of the deliverables stated in the TOR.

- **Data Manager (DM)**

The Data Manager (DM) will develop the data entry program for all the instruments. He/She should be employed for the duration of the contract, spend at least 30% of his/her time in the field when field work is underway the report to the TL. Specifically, the Data Manager shall:

- Design a data entry program for all the instruments;
- Design and lead the training for data encoders and editors;
- Manage the data cleaning receipt process in coordination with the regional field coordinators and field supervisors;
- Manage the data cleaning process in close coordination with the regional field coordinators and field supervisors; and

- Make periodic reports to DSWD about data quality (error rates, missing data etc.)
- Other Personnel

The firm must be able to provide teams to complete data collection in 4-6 weeks. Other essential personnel are listed in Annex 1.

**8. Implementation Timetable:**

The Firm is expected to complete the undertaking is within five (5) months.

**9. Qualification of the key personnel and evaluation criteria:**

Evaluation Criteria/ Features	Maximum Points
<b>Evaluation Criteria/ Features</b>	
<b>A. EXPERIENCE OF FIRM</b>	<b>40</b>
1. Has at least ten (10) years of experience conducting quantitative and qualitative researches	20
2. Has conducted at least ten (10) surveys conducted with at least 1000 respondents in each survey and similar in size and complexity in the last ten years.	20
<b>B. KEY PERSONNEL</b>	<b>50</b>
<b>Team Leader (TL)</b>	
1. Has at least five (5) years of experience managing quantitative and qualitative researches of similar size and complexity.	20
2. Has master' degree in economics, statistics, communication research, anthropology or related field in the social sciences.	10
<b>Data Manager (DM)</b>	
1. Has at least five (5) years of experience managing large data sets.	10
2. Has managed at least two (2) projects requiring STATA.	5
3. Has a Bachelor's degree in economics, statistics, computer science or related field in information management.	5
<b>C. APPROACH, METHODOLOGY AND WORK PLAN</b>	<b>10</b>

1. Viability of the work plan and schedule, time management, etc.	10
<b>Total Score</b>	<b>100</b>
<b>Passing Score</b>	<b>80</b>

**10. Deliverables and Payment Schedule:**

#	Deliverable	Due Date	% of Contract Price
1	Inception report, which includes the following: Operational, recruitment and supervision plan	Week 3	10
2	Draft survey instrument (together with DSWD) with manual	Week 5	5
3	Draft data entry program	Week 4	5
4	Draft Instrument Translations	Week 4	5
5	Pilot Test Report	Week 6	5
6a	Staffing plan, back-translated instruments, training plans, revised instruments and data entry program	Week 7	15 (released upon acceptance of pre-fieldwork report)
6b	Documentation report on training and cascading sessions conducted	Week 8	
7a	Bi-Weekly Survey Reports	Weeks 10 and 12	20 (released upon acceptance of the last survey report)
7b			
7c			
8	Clean Datasets and Data User's	Week 18	15
9	Data Collection Report and	Week 21	20
<b>TOTAL</b>			<b>100</b>

**11. REPORTING AND WORKING ARRANGEMENTS:**

DSWD ensures the overall implementation of the study and compliance with the approved methodology. The technical team at DSWD, led by the KC-NCDDP National M&E Specialist (who will act as Contract Manager), will have the following responsibilities:

- Manage the contract with the Firm;
- Review and approve the deliverables submitted;
- Provide the required data and documents to the Firm; and
- Facilitate the coordination and review with WB and ADB.

The Firm shall submit the deliverables based on the prescribed schedule for review and acceptance by DSWD. In the event that there will be comments from DSWD, in close

consultation with DSWD, the Firm shall make the necessary revisions before submitting the final version of the deliverable.

Each deliverable should be first submitted in a draft format to DSWD. Based on the results of discussion, the Firm will make the necessary changes and then will submit a final deliverable.

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology as it addresses the key study questions relevant to the KALAHI- CIDSS evaluation. It will provide assistance in coordinating with the concerned LGUs. DSWD is also partly responsible for drafting and finalizing the quantitative instrument. DSWD will also be part of the observation team during the training, pilot test and actual data collection to ensure quality control.

**12. SERVICES AND FACILITIES TO BE PROVIDED BY DSWD:**

DSWD shall make available to the Firm all relevant information, documents, etc. both in hard and electronic copies (where necessary). All documents so provided will remain the property of the DSWD. The Firm may not dispose of or otherwise make use of such documents without prior written approval of DSWD.

13. The DSWD now invites interested consulting firm to indicate their interest in providing the services. Interested consultancy firms must submit their Expression of Interest (EOI). The EOI must include the following information: a) Profile of the Firm; b) Details on the firm's knowledge and experience in conducting quantitative and qualitative researches and surveys; and c) Curriculum Vitae's of their key personnel to be assigned to the project.
14. The consulting firm shall be selected through World Bank – Consultant Qualification Selection (CQS) procedure in accordance with Program Procurement Guidelines for National Program Management Office (NPMO) and Regional Management Office (August 2014). Interested consulting firm may view the Terms of Reference (TOR) for the engagement at [www.dswd.gov.ph](http://www.dswd.gov.ph) and must submit their EOI at the address below or through email at [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph) not later than 05:00 p.m. of **10 April 2017**.

**THE CHAIRPERSON**

DSWD Bids and Awards Committee - II  
c/o BAC Secretariat, Procurement Service  
DSWD Central Office  
IBP Road, Constitution Hills, Quezon City  
Fax No. (02) 951-7116  
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*(Original signed)*

**NOEL M. MACALALAD**  
Assistant Secretary and

Bids and Awards Committee-II Chairperson

## ANNEX 1

### **DESCRIPTION OF NON-KEY STAFF:**

The Firm is not permitted to contract anyone who has another job in addition to work on this contract as this survey demands full-time work for several months. Thus, the Firm should not employ contracted government or private employees as their fieldworkers since they cannot work full time. If DSWD discovers that the Firm has hired anyone who has another job simultaneous to field work, that person must be immediately replaced with an individual who has participated in the training.

#### **Data and Administrative Team:**

##### **Data Assistants (Encoders)**

The data assistant helps the Data Manager (a) manage and train data editors; (b) receive and store data files, filled questionnaires, and field reports;; (c) help the Data Manager distribute data files and completed questionnaires to the data editors conducting entry and cleaning; (d) run consistency checks comparing the first and second entries; (e) assist in the data cleaning process; (f) assist the Data Manager in transferring files to a statistical software package, such as STATA. The data assistants should have a Bachelor's degree, have experience doing data cleaning or editing in 2 previous household surveys, and preferably have experience with STATA or another statistical software package. The data assistants report to the Data Manager. These people will likely not work in the field, but be involved in cleaning at the survey team headquarters. They will be employed from the training, through the entire data entry process plus two weeks once data entry is completed in order to help prepare the final datasets. The data assistants must be proficient in English and Tagalog.

##### **Administrative Assistant**

Administrative assistant helps with all logistical aspects of the surveys such as booking training locations, obtaining permits, making payments, managing the scanning process, and any other work necessary to make the survey possible.

##### **Survey Team**

As mentioned above, individuals will not be assigned to specific roles (regional field coordinator, supervisor, interviewer, data editor, and alternate) until after the training. This will give the Firm time to see how the candidates perform in the training and choose the best candidates for each position.

##### **Regional Field Coordinators (at least 8, to manage field supervisors)**

The Regional Field Coordinator is responsible in spearheading the implementation of the data collection in their respective regional assignments. Working in close coordination with the supervisors in the field, he/she is expected to monitor the fieldwork set-up, data quality and

progress. His/her main tasks are: (a) make a weekly accomplishment plan based on the field conditions, and brief supervisors on the plan; (b) monitor the arrangements and/or troubleshoot difficult situations in problem municipalities or barangays; (c) Work with the DM on the progress of the data collection and issues; (d) Report to the TL on a weekly basis on the progress of the data collection. He/she should have a demonstrated ability to lead a multi-disciplinary team to achieve specific and measurable results, preferably with at least two (2) years of experience in managing household surveys. All Regional Field Coordinators should be fluent in English, Tagalog and preferably Bicolano (if work is in Luzon) and Bisaya (if work is in Visayas and Mindanao). The RFCs shall be evaluated according to the following qualifications:

- Experience implementing at least 2 household surveys;
- At least two (2) years of experience managing household surveys;
- Fluent in English and Tagalog, preferably Bisaya or Ilokano for those proposed RFC in Visayas/Mindanao and Luzon, respectively; and
- Bachelor's degree in a related field preferred

**Data Collection Team** (at least 5 per team): Each team will cover several municipalities and will be managed by the field supervisor.

**a. Field Supervisors (1 per team)**

The supervisor is responsible for organizing and supervising the implementation of the survey at the municipal/barangay level. The supervisor is expected to be in the field, mostly with the interviewers, during the implementation of the survey. His/her main tasks are: (a) making a daily work plan based on the field conditions, and briefing team members on the latest field conditions (e.g., where they will go each day and how long it should take them to get there); (b) making advance arrangements for the survey by announcing the survey to barangay captains and municipal mayors; (c) setting up base-camp to ensure smooth implementation of the survey; (d) conduct barangay and municipality level interviews; (e) Supervising and supporting interviewers in conducting interviews (i.e., quality control and answering questions); (d) accompanying interviewers on 10% of field interviews; (e) conducting daily evaluation of survey progress; (g) sending filled-out questionnaires, periodic reports on survey progress and other supporting documents to Key Personnel offices; (h) managing financial and logistical aspects of the field teams, such as helping the teams rent motorbikes, get from one place to another safely, etc. All supervisors must be fluent in English, Tagalog, and the province's local language in order to administer the household surveys.

**b. Data Editors (1 per team)**

The data editor's primary role is to check completed questionnaires submitted by interviewers (after interviewers have checked the completed questionnaires themselves), give back to interviewers for correction or re-interview if questionnaires are incomplete or unclear, enter the data with minimal error, ensure that the data are secure (most importantly backing up data). He/she should have a bachelor's degree, and have experience doing data cleaning or editing with automated data entry programs in 2 previous household surveys. The

data editors must be proficient in English and Tagalog, and the Firm must ensure that there are a sufficient numbers of editors fluent in the languages that the surveys are written in.

**c. Interviewers (at least 3 per team)**

Interviewers will be responsible for collecting the data at the household level, conducting cross error checks to ensure the data are truthful and valid. The Firm may want to select several interviewers to assist in the survey preparation activities. Interviewers should have at least a bachelor's degree and experience as an interviewer. The interviewers are also required to be familiar with requirements for obtaining permissions for surveys, field protocols for ensuring data quality. All interviewers on each team must be fluent in English, Tagalog, and the province's local language in order to administer the household surveys.



## TERMS OF REFERENCE (TOR)

### ENGAGEMENT OF KALAHI-CIDSS-NCDDP OUTCOME EVALUATION FIRST ROUND DATA COLLECTION FIRM

#### 1 PROJECT OVERVIEW

##### 1.1 Introduction:

Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services National Community Driven Development Program (Kalahi-CIDSS NCDDP, or KC-NCDDP) is a poverty-reduction program of the Department of Social Welfare and Development (DSWD) which features the community-driven approach to development. Operationally, NCDDP provides and facilitates capacity-building activities, strengthening local governing institutions, and provision of small grants to finance community-led activities, towards enabling community citizens to implement local solutions that address social welfare and development needs and helping LGUs deliver quality and inclusive basic services to address the needs of their citizens.

Kalahi-CIDSS (KC), which began implementation in 2003, has had a measurable impact in basic service delivery, local-level trust and governance, and poverty reduction. Community participation, which the program facilitates, ensures that sub-projects selected and implemented reflect local priority needs and that services delivered are of good quality. KC also increases accountability and transparency in governance, as engagement of local governments with community residents institutionalizes participatory, transparent, and accountable principles and practices into local planning and budgeting. KC was able to contribute to building and providing communities access to basic infrastructure facilities and services including roads, water system, sanitation facilities, small-scale irrigation, health station and school building. Since 2003, more than 26,000 community sub-projects<sup>1</sup> have been funded amounting to PHP25.7 billion, benefiting approximately 6.2 million households.

KC-NCDDP, which commenced in 2014, covers 847 municipalities, which are divided into three categories. The first category includes 177 non-poor municipalities that were affected by typhoon Yolanda. These municipalities will have one Community Empowerment Activity Cycle (CEAC), specifically the accelerated process for disaster-affected municipalities. The second category includes 377 poor municipalities that were also Yolanda-affected. Municipalities under this category will have 3 cycles, the first of which is also accelerated. The third category is made up of 293 poor municipalities that were not affected by typhoon Yolanda. These municipalities will have variable number of cycles to complete 3 cycles.<sup>2</sup>

Because of the scale of the program, it is necessary to evaluate its outcome and impact. Currently, the Millennium Challenge Corporation (MCC) is undertaking an impact evaluation study covering the areas it funded, the results of which will be useful to the KC-NCDDP since majority of the MCC-funded municipalities are also KC-NCDDP areas. At the same time, the DSWD also intends to measure program outcomes and the extent to which it achieved its expected program results, particularly in access to basic social services and community participation.

##### 1.2 Objectives of the Outcome Evaluation

The purpose of the outcome survey is to collect and analyze data to compute some of the key outcome indicators for which data will not be available from the KC-NCDDP database.

Specifically, the outcome survey will measure changes in access to services and level of participation of community members in KC-NCDDP areas. The outcome survey will also answer important questions

<sup>1</sup> These are community sub-projects funded under KC1, KC Additional Financing, KC Millennium Challenge Corporation and KC-NCDDP.

<sup>2</sup> i.e. those who have had 1 cycle before NCDDP will have 2 cycles under the Program, those who have had 2 before the program will have 1 additional under the program.

whether CDD program is effective in delivering benefits to disadvantaged groups (indigenous peoples, women, geographically isolated, elderly, etc.) and at integrating women's interests into local infrastructure decisions, and if it has improved the communities' long-term ability to initiate and sustain collective investments.

### **1.2.1 Design and Methodology**

Because the expected outcomes are to be measured within KC-NCDDP barangays, the research will not be experimental, in which causation will be established. Several evaluation studies have already shown the positive impact of the KC Program to communities. Rather, the outcome evaluation will be a longitudinal design of households under study. Further, comparison of some subgroups will be done where applicable. It would seek to compare the differences in access and participation among KC communities across time and across subgroups.

## **2 OBJECTIVES OF THE ENGAGEMENT**

The selected data collection firm is expected to successfully implement the data collection plan prescribed in this TOR and submit the required deliverables on time.

## **3 SCOPE OF WORK**

### **3.1 General Overview of the Assignment**

The data collection shall require a total of 1,590 household survey from sampled KC-NCDDP municipalities/barangays in 15 regions. List of randomly selected municipalities, barangays and households will be provided by DSWD. Each household survey will take an average of 2 hours per household.

### **3.2 Description of Tasks and Deliverables**

#### **3.2.1 Overview of Tasks**

The tasks for the Firm are as follows:

- Design and develop operation, recruitment and supervision plans
- Develop survey instrument (together with DSWD) and guidelines for administering the instrument
- Create data entry program
- Translation of instruments
- Conduct pilot fieldwork for all instruments
- Prepare for fieldwork
- Collect, enter and clean data
- Prepare final field report and presentation

#### **3.2.2 Deliverable Guidelines**

The Firm shall submit to DSWD the draft version of the deliverables described below for review. Usual turn-around time is seven (7) days except for the final two (2) deliverables.

Unless stated otherwise, the following serve as guidelines in the submission of deliverables:

- i. Generally, written reports shall be submitted in the following forms: (a) one printed copy; (b) one electronic copy in Portable Document Format (PDF); and (c) one electronic copy in MS Word format;

- ii. In the case of the survey data, two electronic copies of the survey database in STATA;
- iii. All reports shall include a dated Cover Letter with the distribution list, and shall note key issues of interest in the report for management's attention;
- iv. All reports shall include a Table of Contents and a one-page Executive Summary; and
- v. With the exception of color photographs, photos should be formatted for monochrome printing and copying.

### **3.2.3 Description of Tasks and Deliverables**

#### **3.2.3.1 Task 1: Prepare operational, recruitment, and supervision plans**

The Firm shall develop the plans in consultation with DSWD. Initial consultations will be made to level off the expectations and understanding of the engagement. This will include:

- Recruitment plan describing in detail how the Firm will recruit its key staff and field members. The recruitment plan should also present the strategy for training the data collection team. The Firm should build enough teams to finish data collection in four (4) weeks.
- Translation plan, specifying the different languages needed (at least Tagalog, Kinaray-a, Aklanon, Iloko, Bicol, Hiligaynon/Ilonggo, Cebuano, and Waray). The Firm should feel free to suggest translations in more languages if necessary.
- Implementation timeline, including detailed schedule for visiting each barangay, considering holidays and plans for alternate visits in cases of severe weather.
- Plan for piloting the survey
- A list of permits and letters required to conduct fieldwork and when those will be obtained.
- Strategies for developing data entry software and conducting data entry and cleaning. DSWD requires rigorous validation of encoded data. The survey firm should have a clear plan/process on ensuring reliability of all information in the database.
- Details on how the field offices will be organized and located, and include a detailed plan of travel for interviewers, (for example, how many return visits are feasible to a household if there are missing data that the fieldworker cannot collect in one visit).
- Supervision plan, detailing where and when key staff/management team will go to the field to supervise fieldwork. During fieldwork, the regional field coordinators should spend all their time in the field supervising data collection in their region.
- Plan for disseminating survey changes and updates to all survey teams.

**Note about remote and/or conflict-affected municipalities:** The Firm should be aware that some of the municipalities in this study are located in remote areas or areas affected by past or ongoing conflict. Some of the barangays and households in these areas are located in areas only accessible by very poor roads or rivers, or on small islands that can only be reached by boats that are not operated daily. When drafting a work plan, the Firm must consider time and transport cost in reaching these areas. The Firm should also specifically address how field teams are going to reach these areas, and describe contingency plans in case of accessibility issues due to weather, such as floods or rough sea conditions, or conflict. Based on the experiences from previous survey rounds, DSWD can assist the Firm in planning routes to reach the areas.

#### **Deliverable 1: Draft operational, recruitment and supervision plans**

The operational, recruitment and supervision plan which includes details on recruitment, core staff qualifications, field management, and key staff supervision. A draft of the operational, recruitment and supervision plan along with a detailed budget and list of references is due at the proposal stage.

### **3.2.3.2 Task 2: Develop survey instrument and field manual for administering the instrument**

The Firm shall develop the survey instrument in consultation with DSWD. Survey content and inputs to the field manual will be provided by DSWD, and the Firm shall design the instrument in order to have easier data entry.

#### **Deliverable 2: Draft survey instrument with field manual**

### **3.2.3.3 Task 3: Develop a data entry program manual**

The data manager is responsible for preparing the data entry program that will be used to enter questionnaire data in the field. During actual field work, each field team must complete the data entry of the household survey before leaving for the next barangay.

Regardless of whether the Firm uses handheld devices or laptop computers the data entry program should be designed to catch as many errors or inconsistencies as possible during fieldwork, so that errors and inconsistencies can be resolved either directly by the interviewer or data editor. If necessary, field interviewers may have to revisit respondents to resolve inconsistencies or omissions.

The Firm is expected to demonstrate the data entry program for DSWD before the field pilot and the program must be ready for use during the pilot.

#### **Deliverable 3: Draft data entry program and manual**

### **3.2.3.4 Task 4: Translation of instruments**

The Firm will be responsible for translating the household survey instrument into at least Tagalog, Kinaray-a, Aklanon, Iloko, Bicol, Hiligaynon/Ilonggo, Cebuano, and Waray and any other additional languages needed. In order to allow adequate time for translations and corrections, the Firm should begin working on translations as soon as the pre-pilot version of the instruments was submitted to DSWD, and then after the pilot the Firm should modify the translations as needed. The Tagalog version will be piloted in selected municipalities and changes to the instrument will be sent to the Firm after the pilot for inclusion or revision of the translations.

#### **Deliverable 4: Draft translated instruments**

A draft of household survey instrument translations for all necessary languages.

### **3.2.3.5 Task 5: Conduct pilot tests**

Within a month of submitting the operational, recruitment and supervision plans, the Firm shall implement a pilot of the survey instrument and procedures. The field pilot will take place over approximately five (5) days (1 day for training, 1 day for the actual pilot, 1 day for wrap-up and 2 days for travel).

The primary objectives of the pilots are to:

- Allow the Firm to familiarize itself with the instruments through training/hands-on practice on filling-out of questionnaires
- Test the logistics (such as field mobilization, potential locations of basecamps) and time necessary for completing data collection in each barangay
- Test the draft instruments. Testing the draft instruments will include identifying any exercises/questions that are not working as currently framed as well as recommend changes.

- DSWD will make the final decision on which changes will be incorporated and send revised instruments to the Firm. The Firm will then reconfigure all translated instruments based on revision from DSWD.

At least one (1) recruited Regional Field Coordinator and Field Supervisor should be involved in the pilot. The Firm should use interviewers that they are planning to recruit as staff, and all key staff must join the pilot. DSWD will join the pilot as observers. DSWD will also invite officials from World Bank and Asian Development Bank (ADB) to join the pilot.

Diversity in the barangay for the pilot is essential since this will allow the Firm to properly test the draft instruments and to see how they work in different environments (populated barangay versus less-populated barangay; remote versus close to the main road etc.). As noted above, it is recommended that the pilot take place in at least three (3) barangays that reflect the diversity of the sample, in selected sample barangays or municipalities. The Firm can propose the pilot locations to be approved by DSWD.

#### **Deliverable 5: Pilot test report and revised instruments and field manual.**

- The pilot test report should cover the names of the barangays visited, the average time required to administer the instrument, and any recommendations on how to improve operational plans outlined in Deliverable 1.
- After the pilot, the Firm will propose recommendations for improving the instrument and manual, to be discussed with DSWD. After the proposed instrument revisions are approved by DSWD, the Firm will be responsible for revising the instruments and manuals.

#### **3.2.3.6 Task 6: Prepare for fieldwork**

##### **i. Select field teams**

DSWD recommends that team members are recruited and screened using a rigorous process and reference checks. The DSWD may propose a different staffing plan based on what it deems is most effective and efficient given the data collection requirements.

##### **ii. Prepare research permits**

The Firm is responsible for obtaining relevant permits/clearances from DSWD (as well as other government- national and/or local – and such other entities that may require permits) before starting the fieldwork, and if the Firm sends interviewers into the field before the interview schedule, it is responsible for covering the cost until interviewing begins. Note that each municipality may need a specific, unique permit. Note further that there may be cases when a permit is issued only upon a courtesy call to the Local Chief Executive. It is then the responsibility of the Firm to determine what the situation calls for. It is also responsible for contacting local DSWD offices and local facilitators, barangay captains, and municipal heads. Any change from the list should be reported to DSWD.

##### **iii. Prepare instruments**

After the pilot, the Firm should modify the translations of all instruments based on changes made during the pilot. A cognitive review shall be held to validate translation of questionnaires.

The Firm will ensure unique IDs as issued by DSWD are issued for each barangay and each of the selected households as well as the household members within each household.

The Firm will print all data collection instruments before the start of data collection. Each questionnaire must be pre-printed with their unique identifier IDs.

#### **iv. Prepare and conduct training of selected field staff**

DSWD strongly prefers that at least one (1) team under each Regional Field Coordinator be trained immediately after revising the instrument and manual (based on pilot test results). Four (4) days will be allotted to cover 2 days travel and 2 days training.

The training materials should cover research ethics, the content of the instruments, data collection protocols, administration protocols, data checking and entry protocols, database management systems and field management.

It is recommended that the Firm records attendance during the training. All participants must attend every training session.

It is expected that after the training, the Firm will cascade learnings/knowledge to other field teams through its own mechanism, ensuring its quality.

Note that the Firm is required to begin fieldwork at most one (1) week after training and cascading session. Otherwise, the field supervisor must do a refresher session before the team begins surveying.

#### **Deliverable 6a: Staffing plan, revised instruments and its translated version, data entry program and all relevant permits:**

- The staffing plan includes the names of field team members, their roles, CVs, evidence of their qualifications, and contracting periods.
- Translated instruments: Version of translated instruments where changes from pilot testing were already incorporated.
- Revised instruments and data entry program: Enhanced version after pilot testing of all instruments and the data entry program.
- Copies of permits and report on its completion

#### **Deliverable 6b. Documentation report on training and cascading sessions conducted**

- The report shall reflect the highlights of the training conducted for selected field staff and initiatives undertaken to cascade learnings/knowledge to other field personnel.

#### **3.2.3.7 Task 7: Collect, enter and clean data**

Data collection should be completed within four (4) weeks after it started. DSWD reserves the right to conduct random checks of data collection activities.

The Firm should provide a descriptive report and data collected every two (2) weeks during the survey period to update DSWD about the status of data collection per barangay visited. There will be at most two (2) reports that must be sent to DSWD during the course of the survey. Aside from the biweekly reports, DSWD recommends that the Firm deliver raw data as frequently as possible in order to promptly address and resolve any issues.

#### **i. Data collection**

DSWD will provide the Firm with a list of households with which to systematically select households to interview, as well as replacement strategy that should be strictly followed. Upon arriving in each barangay, the survey team should go to the barangay hall and attempt to verify whether the selected households still reside in the barangay.

The household survey includes modules that must be asked to a gender-specific respondent. Multiple household members can help provide responses for each module except for the gender-specific respondent modules.

The Firm must do the following as part of the household and gender-specific respondent tracking process:

- If the respondents are not home during the time of the interview, the interviewer should return at a different time and if the respondent cannot still be reached during second attempt, replace the household.
- If the household or gender-specific respondent moved either within the same or outside the municipality (when learned that the household list from the barangay is not updated or just recently changed), replace the household.

Replacements should be addressed on a case by case basis. The Firm should inform DSWD of such instances before reaching a decision.

During fieldwork, all interviewers must complete interviews with households within a single barangay before moving on to the next municipality.

## **ii. Communication with key staff and sending questionnaires and data**

The Firm is responsible for ensuring regular communication (through its Management Information System/MIS) between the field teams and the DSWD Central Office to ensure that progress and lessons learned during the implementation are captured, problems are resolved, and innovations are adopted. This could include daily communication between team leaders, regional coordinators, data manager and supervisors.

It is recommended that supervisors/data editors send all filled-out/completed questionnaires, as well as other supporting documents (if any) to the team leader/data manager from the field every week. The Firm is responsible for ensuring that field teams have enough funding to complete this task.

## **iii. Data quality during interviewing**

The Firm is also responsible for collecting the highest quality data possible and subjecting interviewers and data to great scrutiny to ensure quality. It is recommended that supervisors and regional coordinators conduct three (3) kinds of data quality checks.

- **Observation:** Supervisors and regional field coordinators accompany the interviewers while they are doing the interview to observe and support interviewers. With this, supervisors can check if the interviewer understands interview questions and if these are effectively conveyed, and can coach the interviewer on how to improve the interview process if problems arise. Supervisors must accompany interviewers for at least 10% of interviews.
- **Checking the completed questionnaires:** Supervisors will physically check 20% of completed questionnaires to identify errors made by the interviewers.
- **Back-checks:** Supervisors or regional field coordinators visit at least one (1) household per barangay to ask a specific number of items in the questionnaire (at most five (5) items). Households that will be observed will not be backchecked.
- **Other steps to maintain data quality:** The Firm should propose methods to ensure the data collected is of highest quality.

Additionally, DSWD will assign its own regional observers for the data collection. The Firm and DSWD can collaborate and agree upon ways in which the observers can help ensure data quality without disrupting the actual survey. In particular, observers will visit survey locations to ensure the protocols discussed during the pilot testing are being followed as well as to provide assistance in case of additional questions from the field teams. Observers will randomly observe interviewers implementing the survey to offer them and the field team feedback. The field team should use the observer's feedback to improve survey quality. Additionally, observers may do survey back-checks that will involve re-asking objective and subjective questions from the survey. If the observers uncover

that survey protocols are not followed (filling in false information, etc.) the Firm will be responsible for re-administering all surveys affected by this breach in protocol at its own expense. For the sake of data quality control, the Firm is required to fire any interviewer found to be filling out false information and re-administering the surveys completed by the interviewer.

#### **iv. Data entry and cleaning**

Data editors and assistants are responsible for starting the data cleaning process as soon as they receive data from the field, preferably at most one (1) week after fieldwork has started. This process shall include checking the accuracy of data received, such as respondents' identification and linkages among questions (meaning the skip patterns and relationships across questions).

Data quality controls should also be enforced especially along data entry. In order to ensure quality, editors must recheck data immediately after data assistants have completed encoding household information.

If the data encoded needs clarification from the field and the team is still in the field, the data manager must clarify discrepancies with the field team.

The Firm should have a team of data editors enough to ensure data entry take no more than four (4) weeks and data cleaning take no more than ten (10) weeks.

#### **v. Team accommodation and cohesion, and daily activities of fieldworkers**

Each field team **MUST** be based in the barangay where they are conducting the enumeration for the duration of the data collection. A basecamp is usually a house in the survey barangay that is rented for a short time by the team (usually arranged by the supervisor). All interviewers must reside together in a basecamp or hub where supervisors can oversee their work and where interviewers can work together to share field questions and concerns, and get advice from supervisors. The basecamp will also allow teams' access to office facilities for filing, data management and communication with the core/management team. There are no exceptions to every individual residing in the basecamp, even if their home is near the fieldwork location.

If due to some extenuating circumstance (e.g. safety), there is no basecamp accommodation available in the sample barangay, teams are permitted to reside elsewhere in the municipality, as long as they are residing together or in close proximity.

After completing interviews, interviewers are expected to retreat to the basecamp to edit and review questionnaires completed earlier in the day, especially checking for questions that have not been asked or are left blank or if skip patterns have not been followed. After the checking is complete, interviewers must turn over the questionnaires to the supervisor, who will review questionnaires and resolve any questions or inconsistencies with the interviewers. Interviewers may have to return to the respondents to clarify answers if inconsistencies arise through their self-checking or supervisor review.

#### **vi. Questionnaire preservation and storage**

Once the data entry is completed, the Firm should turn over all questionnaires to DSWD.

#### **Deliverable 7a-b: Bi-Weekly Survey Reports**

- Fortnightly (every two weeks) reports per barangay visited of the following: fieldwork completion date, number of household (HH) interviews completed, number of HH interviews encoded, number of HH interviews observed, number of HH interviews spot-checked, number of HH interviews back-checked, number of households replaced and reasons, number of principal



respondent replacements and reasons, number of gender-specific respondent replacements and reasons, and any issues/comments/observations)

- Fortnightly data files in Stata format (.dta). If the firm primarily uses other statistical software, it is its responsibility to convert file into Stata format and ensure 100% conversion accuracy. The Firm should give DSWD access to the data management systems or send raw files over e-mail – apply encryption whenever necessary for security of information.

### **Deliverable 8: Clean Datasets and Data User’s Manual**

Final deliverables are clean survey datasets in Stata format (.dta), with variables in English, and a data manual defining variables. Each dataset should contain the same unique ID codes issued by DSWD. It is expected that data entry and cleaning will take at least eight (8) weeks. Clean data should be submitted with a brief on the data entry and treatment and three (3) CD copies.

### **3.2.3.8 Task 9: Prepare a Final Data Collection Report and Presentation**

The Firm will be required to deliver to DSWD a final data collection report and presentation in English to DSWD based on the tasks carried out during the data collection process. This will be a comprehensive, professional report. A proposed outline for the report is found in Annex 2.

### **Deliverable 9: Final Data Collection Report and Presentation**

The data collection report should include (See Annex 2 for the proposed report outline):

- Any difficulties encountered during data collection, entry and cleaning, response rate, error rate and recommendations for subsequent rounds.
- Survey design documents including instruments for survey and interviewer manuals
- Summary of bi-weekly reports for the study (with the daily report of the team in the appendix)
- Survey operation report noting how tasks were being allocated for preparation, piloting of the questionnaire, selection of field staff, conducting cascading session, data collection field work, and processing data collection, entry, and cleaning
- Notes on how the interviewees responded to questions, recommendations on what would need to be changed for subsequent rounds of data collection
- Common data collection/encoding errors.
- Field report of transportation routes to hard-to-reach barangay

## **4 DURATION OF THE ASSIGNMENT**

The services of the Firm are likely to commence no later than May 2017. It is expected that data sets will be submitted within five (5) months of the contract. DSWD will revalidate data submitted by the survey firm for approximately four (4) weeks and must find them satisfactory before final tranche can be released.

## **5 STAFFING REQUIREMENTS AND QUALIFICATIONS OF THE FIRM**

The firm must have good credibility and known in the survey and research industry. It must have at least at least ten (10) years of experience conducting quantitative and qualitative researches and conducted at least ten (10) surveys with at least 1000 respondents in each survey and similar in size and complexity in the last ten (10) years.

### **5.1 Staff Requirements**

Provided below are key personnel requirements to perform the necessary tasks. The team should include a Technical Team Leader and Data Manager as key personnel. Curriculum vitae shall be provided for individuals proposed to perform work under the contract as key personnel. In addition to the key personnel, the Firm is also expected to have the following support staff for this engagement.

## **5.2 Key Personnel Tasks**

### **5.2.1 Technical Team Leader (TL)**

The TL shall ensure overall management and quality control of the project. The TL should be employed for the duration of the contract. Specifically, the TL shall:

- Be in charge of human resource management and coordination of all teams;
- Refine and/or develop the operation plan of the data collection implementation;
- Ensure financial management (this means that s/he has control over the budget and can make decisions about field logistics that have budget implications);
- Coordinate closely with DSWD Contract Manager (CM) on the progress and issues affecting the delivery of the required services; and
- Oversee the quality and timely preparation of the deliverables stated in the TOR.

### **5.2.2 Data Manager (DM)**

The Data Manager (DM) will develop the data entry program for all the instruments. He/she should be employed for the duration of the contract and report to the TL. Specifically, the Data Manager shall:

- Design a data entry program for all the instruments;
- Design and lead the training for the data encoders and editors;
- Manage the data receipt process in coordination with the regional field coordinators and field supervisors;
- Manage the data cleaning process in close coordination with the regional field coordinators and field supervisors; and
- Make periodic reports to DSWD about data quality (error rates, missing data etc.)

## **5.3 Other Personnel**

The firm must be able to provide teams to complete data collection in 4 weeks. Other essential personnel are listed in Annex 1.

## 6 IMPLEMENTATION TIMETABLE

The Firm is expected to complete this undertaking within five (5) months. The major activities that have to be undertaken are summarized below:

**Table 1. Implementation Timetable**

Activity	Month 1		Month 2		Month 3		Month 4		Month 5														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
<b>Task 1. Prepare draft inception report: operational, recruitment and supervision plans</b>	Task																						
Deliverable 1 submission (Inception Report)				Task																			
<b>Task 2. Develop survey instrument* and field manual for administering the instrument</b>		Task																					
Deliverable 2 submission (draft survey instrument with field manual)				Task																			
<b>Task 3. Draft data management plan and manual</b>																							
Deliverable 3 submission (data entry plan and manual)																							
<b>Task 4. Translation of instruments</b>																							
Deliverable 4 submission (draft translated instruments)																							
<b>Task 5. Pilot Testing</b>																							
Deliverable 5 submission (pilot report)																							
<b>Task 6. Prepare for fieldwork</b>																							
Deliverable 6a submission (staffing, , revised instrument and its translated version, data entry program and all relevant permits)																							
Deliverable 6b Submission (Documentation report on training and cascading sessions conducted)																							
<b>Task 7. Collect, enter and clean data</b>																							
Deliverable 7a submission (bi-weekly report)																							
Deliverable 7b submission																							
<b>Task 8: Data cleaning</b>																							
Deliverable 8 submission (clean datasets and data user's manual)																							
<b>Task 9. Revising data, Final Report preparation and Presentation</b>																							
Deliverable 9 submission																							

\* together with DSWD

Task	Deliverable deadline	Review, acceptance and payment
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## 7 QUALIFICATION OF THE KEY PERSONNEL AND EVALUATION CRITERIA

The minimum qualifications of the firm's key personnel and the evaluation criteria are presented below:

**Table 2: Criteria, Sub-criteria, and Point System for Evaluation of Consultants**

Evaluation Criteria / Features	Points
<b>A. EXPERIENCE OF FIRM</b>	<b>40</b>
1. Has at least ten (10) years of experience conducting quantitative and qualitative researches	20
2. Has conducted at least five (5) surveys conducted with at least 1000 respondents in each survey and similar in size and complexity in the last ten years	20
<b>B. KEY PERSONNEL</b>	<b>50</b>
<b>Team Leader</b>	
1. Has at least five (5) years of experience managing quantitative and qualitative researches of similar size and complexity	20
2. Has a Masters' degree in economics, statistics, communication research, anthropology or related field in the social sciences	10
<b>Data Manager</b>	
1. Has at least five (5) years of experience managing large data sets	10
2. Has managed at least two (2) projects requiring STATA	5
3. Has a Bachelors' degree in economics, statistics, computer science or related field in information management	5
<b>C. APPROACH, METHODOLOGY AND WORK PLAN</b>	<b>10</b>
1. Viability of the Work Plan and Schedule, time management, etc.	10
<b>Total Score</b>	<b>100</b>
<b>Passing Score</b>	<b>80</b>

## 8 DELIVERABLES AND PAYMENT SCHEDULE

The contract cost established shall include all of the Firm's costs and profits and including any tax obligation that may be imposed on the firm.

The Firm shall complete all activities within the time frame specified by the Deliverable and Payment Schedule table below. DSWD will normally require five (5) days of review for deliverables that would need approval.

The Deliverable and Payment Schedule also presents the corresponding payment terms as they relate to the deliverables of this assignment. Processing of payments will only commence upon acceptance of deliverables. Payments will be made within 30 days after receipt of invoice.

**Table 3: Deliverable and Payment Schedule**

#	Deliverable	Due Date	% of contract
1	Inception report, which includes the following: Operational, recruitment and supervision plan	Week 2	10
2	Draft survey instrument (together with DSWD) with manual	Week 3	5
3	Draft data entry program	Week 4	5
4	Draft Instrument Translations	Week 4	5
5	Pilot Test Report	Week 6	5

6a	Staffing plan, revised translated instruments, , revised instruments and data entry program	Week 7	15 (released upon acceptance of documentation report)
6b	Documentation report on training and cascading sessions conducted	Week 8	
7a	Bi-Weekly Survey Reports	Weeks 10 and 12,	20 (released upon acceptance of the last survey report)
7b			
8	Clean Datasets and Data User's Manual	Week 18	15
9	Data Collection Report and Presentation	Week 21	20
<b>TOTAL</b>			<b>100</b>

## 9 REPORTING AND WORKING ARRANGEMENTS

### 9.1 Roles and Responsibilities

#### 9.1.1 DSWD

DSWD shall ensure the overall implementation of the study and compliance with the approved methodology. The technical team at DSWD, led by the KC-NCDDP National M&E Specialist (who will act as Contract Manager), will have the following responsibilities:

- Manage the contract with the Firm;
- Review and approve the deliverables submitted;
- Provide the required data and documents to the Firm; and
- Facilitate the coordination and review with WB and ADB.

The Firm shall submit the deliverables based on the prescribed schedule for review and acceptance by DSWD. In the event that there will be comments from DSWD, in close consultation with DSWD, the Firm shall make the necessary revisions before submitting the final version of the deliverable.

Each deliverable should be first submitted in a draft format to DSWD. Based on the results of discussion, the Firm will make the necessary changes and submit a final deliverable.

DSWD will also provide orientation on KC-NCDDP, as well as inputs and comments on methodology as it addresses the key study questions relevant to the KALAHAI- CIDSS evaluation. It will provide assistance in coordinating with the concerned LGUs. DSWD is also partly responsible for drafting and finalizing the quantitative instruments. DSWD will also be part of the observation team during the training, pilot test and actual data collection to ensure quality control.

## 10 SERVICES AND FACILITIES TO BE PROVIDED BY DSWD

DSWD shall make available to the Firm all relevant information, documents, etc. both in hard and electronic copies (where necessary). All documents so provided will remain the property of the DSWD. The Firm may not dispose of or otherwise make use of such documents without the prior written approval of DSWD.

## **Annex 1: Description of Non-Key Staff**

The Firm is not permitted to contract anyone who has another job in addition to work on this contract as this survey demands full-time work for several months. Thus, the Firm should not employ contracted government or private employees as their fieldworkers since they cannot work full time. If DSWD discovers that the Firm has hired anyone who has another job simultaneous to field work, that person must be immediately replaced with an individual who has participated in the training.

### **Data and Administrative Team**

#### **Data Editor**

The data editor helps the Data Manager (a) manage and train data assistants; (b) receive and store data files, filled questionnaires, and field reports (d) responsible for quality control of encoded household surveys; (e) assist in the data cleaning process; (f) assist the Data Manager in transferring files to a statistical software package, such as STATA. The data editors should have a Bachelor's degree, have experience doing data cleaning or editing in two (2) previous household surveys, and preferably have experience with STATA or another statistical software package. The data editors report to the Data Manager. These people will likely not work in the field, but be involved in cleaning at the survey team headquarters. They will be employed from the training, through the entire data entry process plus two weeks once data entry is completed in order to help prepare the final datasets. The data editors must be proficient in English and Tagalog.

#### **Administrative Assistant**

Administrative assistant helps with all logistical aspects of the surveys such as booking training locations, obtaining permits, making payments, managing the scanning process, and any other work necessary to make the survey possible.

#### **Survey Team**

##### **1. Regional Field Coordinators (at least 2, to manage field supervisors)**

The Regional Field Coordinator is responsible for spearheading the implementation of data collection in their respective regional assignments. Working in close coordination with the supervisors in the field, he/she is expected to monitor the field work set-up, data quality and progress. His/her main tasks are: (a) make a weekly accomplishment plan based on the field conditions, and brief supervisors on the plan; (b) monitor the arrangements and/or troubleshoot difficult situations in problem municipalities or barangays; (c) Work with the DM on the progress of the data collection and issues; (d) Report to the TL on a weekly basis on the progress of the data collection. He/she should have a demonstrated ability to lead a multi-disciplinary team to achieve specific and measurable results, preferably with at least two (2) years of experience in managing household surveys. All Regional Field Coordinators (RFC) should be fluent in English, Tagalog and preferably Bicolano (if work is in Luzon) and Bisaya (if work is in Visayas and Mindanao). The RFCs shall be evaluated according to the following qualifications:

- Experience implementing at least 2 household surveys;
- At least two (2) years of experience managing household surveys;
- Fluent in English and Tagalog, preferably Bisaya or Bicolano for those proposed RFC in Visayas/Mindanao and Luzon, respectively; and
- Bachelor's degree in a related field preferred

**2) Data Collection Team (at least 5 per team):** Each team will cover several municipalities and will be managed by the field supervisor.

**a. Field Supervisors (1 per team)**

The supervisor is responsible for organizing and supervising the implementation of the survey at the municipal/barangay level. The supervisor is expected to be in the field, mostly with the interviewers, during the implementation of the survey. His/her main tasks are: (a) making a daily work plan based on the field conditions, and briefing team members on the latest field conditions (e.g., where they will go each day and how long it should take them to get there); (b) making advance arrangements for the survey by announcing the survey to barangay captains and municipal mayors; (c) setting up base-camp to ensure smooth implementation of the survey; (d) conduct barangay and municipality level interviews; (e) Supervising and supporting interviewers in conducting interviews (i.e., quality control and answering questions); (d) accompanying interviewers on 10% of field interviews; (e) conducting daily evaluation of survey progress; (g) sending filled-out questionnaires, periodic reports on survey progress and other supporting documents to Key Personnel offices; (h) managing financial and logistical aspects of the field teams, such as helping the teams rent motorbikes, get from one place to another safely, etc. All supervisors must be fluent in English, Tagalog, and the province's local language in order to administer the household surveys.

**b. Data Assistant/Encoder (1 per team)**

The data assistant's primary role is to check completed questionnaires submitted by interviewers (after interviewers have checked the completed questionnaires themselves), give back to interviewers for correction or re-interview if questionnaires are incomplete or unclear, enter the data with minimal error, ensure that the data are secure (most importantly backing up data). He/she should have a bachelor's degree, and have experience doing data cleaning or editing with automated data entry programs in 2 previous household surveys. The data assistant must be proficient in English and Tagalog, and the Firm must ensure that there are a sufficient numbers of data assistants fluent in the languages that the surveys are written in.

**c. Interviewers (at least 3 per team)**

Interviewers will be responsible for collecting the data at the household level, conducting cross error checks to ensure the data are truthful and valid. The Firm may want to select several interviewers to assist in the survey preparation activities. Interviewers should have at least a bachelor's degree and experience as an interviewer. The interviewers are also required to be familiar with requirements for obtaining permissions for surveys, field protocols for ensuring data quality. All interviewers on each team must be fluent in English, Tagalog, and the province's local language in order to administer the household surveys.

## **Annex 2: Proposed Outline for the Final Field Report**

### **First Round Data Collection of the KC-NCDDP Outcome Evaluation**

- I. Executive Summary
- II. Introduction
- III. Research Design
- IV. Response Rate
- V. Survey Instruments
- VI. Survey Operation
  - A. Preparation
    1. Pre-testing of the Questionnaire
    2. Develop Training Manual, Field Procedure and Printing of the Questionnaires
    3. Obtain Permission to Conduct Interview
  - B. Field Staff, Supervision Structure & Interviewer Selection
  - C. Training
  - D. Field Work
    1. Time Schedule
    2. Data Collection Process
      - a) Summary of Bi-Weekly Surveying Report
    3. Tracking and Replacements
  - E. Data Entry
    1. Error Rate Between First and Second Entry by Municipality
  - F. Data Cleaning
- VII. Questionnaire and Survey Operation Difficulties and Recommendations
  - A. Questionnaire Comments
  - B. Survey Operation Comments
- VIII. User's Guide
  - A. Data File Codebook
  - B. Unique Identifiers
- IX. Documentation
  - A. Hard Copy
  - B. Soft copy

### **ANNEXES**

1. Members of First Round Data Collection Team
2. List of Locations Surveyed
3. Completion Rate by Barangay
4. Suggestions from Pilot
5. Final First Round Data Collection Instruments
6. Final First Round Data Collection Manuals
7. Team Reports
8. Transportation Routes to Hard-To Reach Barangays
9. Note on locations with problems (security, accessibility etc.)
10. Rules of engagement between Firm and Survey observers
11. Cleaning guidelines
12. Replacement strategy