

Terms of Reference – Midline Survey

ILA Community Impact Study

1. Background

The International Organization for Migration (IOM), as one of the largest livelihoods and early recovery actors in Iraq, implements several employment creation interventions in areas affected by population displacement and return. Individual Livelihoods Assistance (ILA) targets economically vulnerable individuals and supports them to enter the labour market by giving them skills and micro capital to start a business or find employment in an existing firm. IOM targets these interventions in communities of return to support the achievement of durable solutions for displaced persons, address drivers of forced migration, and promote broader economic recovery and social cohesion by addressing material drivers of conflict.

To rigorously assess the direct and indirect impact of ILA, IOM is conducting a randomized controlled trial (RCT) in collaboration with the University of California, Santa Barbara and Emory University. The study includes a combination of beneficiaries (treatment group) and non-beneficiaries (control group), as well as members of their social and economic networks and randomly sampled community residents. A baseline survey for the study took place between May and September and will be followed by a midline round of data collection starting in December 2024, three months after receipt of the grants by the treatment group.

2. Objectives of the Assignment

A qualified service provider will be engaged to conduct the midline survey for the ILA study, covering approximately 6,000 respondents in the governorates of Ninewa, Salah al-Din, Anbar, and Diyala. Annex 1 includes a list of communities included in the study. The midline survey will involve re-surveying all the respondents enrolled in the study during the baseline survey.

All interviews are expected to take place in person at or near the home of the respondent. Interviews will last between 40-50 minutes. The questionnaire will include sections on demographics; education and skills profile; economic vulnerability, employment history and livelihoods practices; migration and displacement history; future migration intentions; perceptions of social cohesion, inclusivity and community relationships, including gender attitudes; perceptions of security; participation in the community's social, economic, and civic life; and social networks. Firm owners will also be asked about business performance and business practices.

IOM will provide the full list of study participants and their contact details. The sample will include a treatment group of ILA beneficiaries, a control group of eligible applicants, members of their social and economic networks, and a sample of community members. Replacement of respondents will not be allowable for this assignment and the service provider will be expected to exert significant effort towards re-contacting all study participants. This should include, at a minimum, five attempts to reach them in their place of residence, taking place on different days and at different times of the day, as well as multiple attempts to reach them through their recorded phone numbers. When necessary, in order to schedule an appointment, the service provider should sensitively contact neighbours or other community members to gather information about the whereabouts of the study participants. This should be done in strict compliance with IOM's data protection principles and ethical requirements outlined below.

In addition to the minimum requirements outlined above, a performance incentive will be paid conditional on successfully re-contacting at least 98 per cent of study participants and transferring all corresponding data to IOM. Failures to find and contact respondents will not count towards the performance incentive, even when all required attempts have been made. Refusals to participate in the survey will count towards the target provided that the informed consent process was followed appropriately. To ascertain the re-contact rate, IOM will independently verify refusals to participate in the survey.

The survey is expected to begin in December 2024 and will be conducted on a rolling basis in coordination with the IOM operations teams, in order to time the midline approximately three months after receipt of the grants by the treatment group in each community. The ILA midline survey is expected to be completed in all communities by March

2025 (see Annex 2: workplan). IOM expects each survey batch to be completed by the service provider within a maximum of four weeks since the receipt of the contact information from IOM.

Additional technical details will be shared by IOM with the firm upon award of the contract and should be followed strictly during implementation.

3. Organizational Department / Unit:

The firm will report to IOM's Livelihoods & Economic Recovery Unit, Transition and Recovery Division.

4. Outputs:

IOM will provide the awarded firm with the survey questionnaire in English, Kurdish and Arabic and a document outlining the sampling methodology and data collection protocol.

The awarded firm is expected to produce the following outputs:

- Extensive testing of the survey tool prior to field roll-out, including mock testing by trained enumerators and a full pilot with a limited sample of 60-100 respondents outside the study sample. The firm should facilitate field visits by IOM staff during the pilot.
- Feedback on the testing of the electronic questionnaire should be shared with IOM in writing, outlining coding errors, possible sources of misunderstanding, and suggested measures to correct them.
- The firm will organize trainings for all enumerators to ensure they are familiar with the questionnaire, data collection methodology, and ethical approach. IOM staff and research partners will participate and co-deliver the trainings for the enumerators.
- The firm will be responsible for all the logistics and data collection operations related to the implementation of the midline survey, including appropriate supervision of enumerators. Random back checks should be conducted on at least 5% of the sample and results shared with IOM.
- The firm will be responsible for liaising with IOM field teams, holding field coordination calls prior to staff deployment in any community. The firm should facilitate field visits by IOM staff on short notice for monitoring purposes.
- Regular (every 2 days) feedback on data quality checks (high frequency checks and back checks) and recontact rates in the treatment and control groups should be shared with the IOM technical team, and prompt corrective action taken in response to IOM requirements.
- The firm should establish secure data collection and transfer modalities and upload newly collected data to a secure cloud server. The data should be securely transferred on a daily basis to IOM to enable additional checks to be conducted.
- Deliver an operational report documenting the implementation of data collection operations and any difficulties or challenges encountered in the field within two weeks from the completion of data collection.
- The firm will be responsible for paying each survey respondent an all-inclusive contribution of 5 USD in phone credit in recognition for the time dedicated to the interview.

5. Payment schedule:

- First deliverable (25% contract value): upon delivery of detailed workplan, coded survey tool, and completion of piloting and testing of the survey tool.
- Second deliverable (30% contract value): completion of 50 per cent of data collection.
- Final deliverable (30% contract value): high-quality and timely completion of all data collection in accordance with the technical requirements set by IOM, delivery of all collected data.
- Performance incentive (15% contract value): conditional on successfully re-contacting at least 98 per cent of study participants and transferring all corresponding data to IOM, delivery of final progress report.

6. Required Expertise

Applicants should have at least five years of proven experience in survey implementation, strong organizational capacity, and a proven track-record of high-quality service delivery. Specifically, the firm should demonstrate:

- Experience in electronic data collection using SurveyCTO / ODK / Kobo (or suitable alternatives).
- Experience in the implementation of household surveys using random sampling designs.
- Experience in the collection of social indicators on potentially sensitive topics, including conflict-related issues.
- Logistical experience to plan, conduct and monitor large-scale data collection operations in multiple governorates.
- Sufficient staff and equipment for the timely, high-quality implementation of the surveys.
- Experience with data collection for randomized controlled trials is preferred.
- Staff with at least four years of experience in creating and managing databases.
- Staff with at least four years of experience in the development of electronic data collection tools using SurveyCTO (or suitable alternative).
- Local presence including an in-country office.
- Ability to communicate effectively and regularly with the IOM project team, keep them informed of progress and any challenges encountered, and proactively make suggestions for improvement.
- Proven track record in ethical data collection, strict confidentiality protocols, and information security capabilities to protect the identity of the respondents and confidentiality of collected data.
- The firm's staff should include, at a minimum:
 - A survey director with a Master's degree or equivalent in statistics, demographics or social science with at least ten (10) years of work experience.
 - A survey trainer and field coordinator with a university degree in a relevant subject and at least five (5) years of expertise.
 - Enumerators, supervisors and other support staff in sufficient number to complete data collection in no more than 90 days.

The technical proposal should clarify how enumerators will be hired, the qualifications and expertise required of all enumerators, and specify the time required to train data collection teams prior to field implementation. All enumerators should, at a minimum, i) speak English as well as Kurdish and/or Arabic (depending on the governorate), ii) have a university degree and a year of work experience, or alternatively a high school diploma and three years of relevant work experience, and iii) must be competent in the use of tablets for data collection.

7. Ethical Considerations

The study will include potentially sensitive responses about respondents' perceptions of social cohesion and tensions within the community. The contractor is responsible for complying with the following ethical requirements:

1. All interviews must be completely confidential.
2. Interviewers must be able to assure participants of the confidentiality of their answers, that they are free to skip any responses they feel uncomfortable answering, and that participation in the survey will not affect in any way their eligibility for IOM programmes. They should comprehensively read and explain the informed consent protocol provided by IOM.
3. Interviewers should accurately record the beneficiaries' informed consent using forms provided by IOM.
4. Interviewers must be able to discuss sensitive issues with care and objectivity.
5. Interviewers must be able to refer respondents raising protection concerns to competent service providers (a list will be provided to the firm by IOM).
6. The service provider should provide all data managers, supervisors and enumerators with appropriate training on protection mainstreaming principles in humanitarian settings, data protection and security, and ethical data collection practices for human subjects research.
7. The service provider should strictly follow relevant IOM rules and guidelines, as specified in the service agreement, including the supplier code of conduct, data protection principles and rules concerning protection from sexual exploitation and abuse.

8. The service provider should take appropriate care to inform community members and local authorities about the purpose of the study.
9. All interviewers and field supervisors should wear photo IDs identifying them and their role as employees of the service provider. Photo IDs should be shown to all respondents at the start of the interview.
10. The service provider will be responsible for liaising with IOM field teams prior to any deployment of data collectors in the targeted communities.
11. The service provider should appropriately assess local security conditions prior each deployment in order to safeguard the safety of data collectors, respondents and community members.
12. Interviewers should adhere to local norms and use cultural sensitivity in their choice of dress and demeanour in the field.

The contractor should be registered with relevant governmental authorities and be permitted to operate in Iraq. IOM will work with the service provider to obtain any further authorizations required specifically for the delivery of the study.

8. Data and Ownership

The contractor will be bound by IOM's Data Protection Principles. All data and intellectual property produced as part of the study will be owned by IOM, including, without any limitation, the rights to use, reproduce, adapt, publish, and distribute the data and analysis. Appropriate data protection and security measures must be put in place for the data collected or generated as part of the study. The contractor should upload all data directly to a secure cloud server in encrypted electronic format and safely transfer the data to IOM. The contractor should destroy all copies of the survey data within three months of the date of transfer to IOM.

9. Submission of Application

The submission of proposals and/or related questions should be directed via procurement email to: IRAQTENDERS@iom.int **no later than 11:00 am 13 October 2024.**

The submission should include the following:

- Proposal narrative, including: i) description of the applicant and relevant experience, ii) brief context analysis relevant to the selected districts, iii) methodological approach and technical specifications, iv) work plan, v) risk assessment and mitigation plan.
- CV and biographies of consulting firm and key team members.
- Two (2) references for previously completed projects.
- A financial proposal with detailed budget breakdown.

When evaluating competing applicants, IOM will consider the written qualifications/capability, financial offer, the information provided by the applicants, and any other information obtained by IOM through its research.

10. Starting date / contingency clause

Data collection is expected to begin in the fourth quarter of 2024. IOM reserves the right to change the calendar of events or revise any parts of the requirements of the research, including the sample size.

Annex 1: list of communities included in the study

Governorate	District	Sub-district	Community
Anbar	Ramadi	Ta'mem	8 Shibat
Anbar	AAF	BZBZ	BZBZ informal settlement
Anbar	Qaim	Al-Obaidy	Al-Obaidy 1
Anbar	Qaim	Qaim center	Gaza
Anbar	Qaim	Karabla	Nahda Sharqya
Diyala	Khanaqeen	Jalawla	Al Tajneed Qtr
Diyala	Khanaqeen	As-Saadia	Rabaaa and Samma
Diyala	Khanaqeen	Jalawla	Al Teneraa Village
Ninewa	Al-Ba'aj	Markaz Al-Ba'aj	Markez Baaj (Hay Al Qadsiya, Al Thubat and Hay al Thawra)
Ninewa	Mosul	Markaz Mosul	Yaramjah & Hay Somar
Ninewa	Sinjar	Shimal	Duguri
Ninewa	Mosul	Markaz Mosul	Rajm Hadid
Salah al-Din	Al-Fares	Al-Dujeel Center	Al-Ajelyah Village
Salah al-Din	Al-Fares	Al-Dujeel Center	Al-Shehabbi Village
Salah al-Din	Al-Shirqat	Markaz Al-Shirqat	Hay Tal Baajah
Salah al-Din	Tuz Khurmatu	Markaz Tuz Khurmatu	Tooz-Hay Al Teen
Salah al-Din	Tuz Khurmatu	Markaz Tuz Khurmatu	Markaz Tooz-Hay Al Askari
Salah al-Din	Tuz Khurmatu	Markaz Tuz Khurmatu	Yangija Village

Annex 2: workplan

Activity	Nov 24	Dec 24	Jan 24	Feb 24	Mar 24
Tool development and translation					
Piloting					
Survey data collection					
High frequency checks and daily transfer of raw data					
Transfer of clean dataset					