

Follow-up Survey for the USAID-HARVEST Impact Evaluation

SCOPE OF WORK (RC102079 CDRI)

for

CDRI -- Cambodian Development Policy Research Institute

Goal of this Sub-Award

Michigan State University is the implementing partner of the **Feed the Future -- Cambodia Impact Evaluation and Strengthening Local Capacity to Monitor and Evaluate Food Security Programs**, which is a USAID-funded project under the Food Security III Cooperative Agreement Leader with Associate Award #GDG-A-02-00021-00. As part of this project, MSU is contracting CDRI to conduct a follow-up survey and analytical support for the USAID-HARVEST project's impact evaluation.

MSU will provide technical and supervisory assistance and work with CDRI to ensure that the design of the survey and field implementation meet methodological rigor and data quality standards.

Scope of Work

The scope of the services requested is as described below:

1. Review documents, baseline report and literature: CDRI will review all the relevant project documents and the baseline report to get familiarized with the scale, scope and objectives of the impact evaluation and the proposed methodology, and submit to MSU a technical proposal that outlines the survey plan and timeline to be followed.
2. Household survey questionnaire revision and translation: MSU will provide feedback on the revision of the baseline survey to take into account the nature of an end line survey. CDRI will revise the baseline questionnaire on the basis of this feedback from MSU, translate the instrument into Khmer, and design/format it for printing and field implementation. Note that some modules of the survey should be pre-populated based on the baseline data as this is a follow up survey. This will ensure that the same households are visited plus it will save some time.
3. Community-level survey: MSU will design a community-level survey (three to four pages) to be implemented with a panel of two to three village-level experts. The purpose of this survey will be to collect information on community-level characteristics and indicators of change. CDRI will translate the questionnaire into Khmer and help implement the survey in each village selected for the end line survey.
4. Geographic scope and sample size: The plan is to follow up with the same households included in the baseline data from four provinces and collect data to capture the post-intervention status of sampled households from the HARVEST project and non-project villages. The total sample size will be 2100 households as in the baseline (including any replacement households for sample attrition) plus 228 additional households to account for

demographic changes. These 228 households will be selected from the baseline villages as follow:

For treatment group, these HHs should meet the following criteria:

- a. Must have participated in at least one HARVEST project intervention
- AND
- b. Must have children less than 5 years of age

For control group, the selected group:

- c. Must be involved in either rice, horticulture or aquaculture activity
- AND
- d. Must have children less than 5 years of age

The sampling plan will be to sample 3 additional farmers from the treatment villages ($60 \times 3 = 180$) and 2 additional farmers from the control group ($24 \times 2 = 48$). This comes to total 228 additional farmers.

CDRI will prepare the sampling list, fieldwork plan and household mappings in all the villages to be surveyed, with the goal of correctly identifying the same households surveyed in the baseline plus additional households that meet the criteria mentioned above.

5. Enumerator selection: CDRI will be responsible for recruiting enumerators and providing all the logistical support for the survey fieldwork. MSU will participate in the enumerator training to ensure that enumerators understand the instrument and have a certain level of comprehension and interview conducting skills. MSU faculty/staff members and/or advanced-level graduate assistants will make field visits during field data collection. The cost of their field visits will be covered by MSU. CDRI will be in charge of developing training materials and a training manual, which should be shared with MSU for review and approval.
6. Mode of data collection: The survey will be conducted using the paper version of the questionnaire.
7. Data collection standards: Data will be collected as per the research design and will meet the quality standards and comply with ethical standards and guidelines of the Institutional Review Board of MSU.
8. Fieldwork, supervision and quality control: CDRI will share with MSU (for review and approval) a plan for implementing the fieldwork, including the staffing plan and plan for supervision and data quality checks.
9. Data entry, coding, cleaning and documentation: CDRI will develop a data entry template using a system that will minimize data entry errors and be efficient in doing quality checks. A plan for data entry, coding and cleaning should be shared with MSU for review and approval. Data entry is expected to take place parallel to field data collection to make sure digitized data are available for analysis soon after the data collection. CDRI will hire and train adequate numbers of data entry staff members to ensure timely completion of data entry. CDRI will follow the data documentation guidelines of USAID and submit the data in a format that complies with USAID's open access data policy, including the meta data.

10. Field report: CDRI will prepare and submit a field report summarizing the sampling strategy, basic descriptive and tabulations on number of observations, field implementation of the survey, any problems and challenges encountered, and how they were addressed.
11. Based on the data set and the field report prepared by CDRI, MSU will do the impact analysis and prepare the final impact evaluation report to submit to USAID for review.
12. Deliverables:
 - a. A clean and coded data set in a format compatible with STATA or SPSS (by October 10).
 - b. A field report that describes the implementation of the survey, sampling, basic descriptives, major problems encountered, measures taken to address them, etc. (by October 20)
 - c. Submission of data documentation that identifies and defines all the variables in all the files and meets the USAID's open access data requirement (by November 20).

Time frame:

The duration of this award is June 15, 2016, to November 30, 2016, with the following key milestones:

Training of enumerators will take place during July 2016. Field data collection during August-September (close to the timing of baseline survey). All data collection to be completed no later than September, and double-data entry completed by October 1 2016 and clean and coded data set submitted by October 21 2016, field report by November 4, and data documentation and metadata by November 20.

CDRI staff will be available to respond to any queries on the dataset, data documentation, and the field report until the end of November 2016.

Payment Schedule:

Proposed Deliverable for Payment	Payment (US\$)	Estimated time frame
1. Upon receipt of the signed contract and an acceptable technical proposal	60,000	End of June
2. Revised survey tool based on pilot test and completion of enumerator training	80,000	End of July
3. Data documentation and metadata	59,994	End of November
Total proposed cost	USD 199,994	