

Terms of Reference

1. Summary

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| Title | Baseline data collection of vital registration in Mon State. |
| Purpose | To determine the current birth and death registration coverage in Mon State inclusive of time/money spent to process registration; percentage of skill delivery; percentage of death bodies buried in cemetery – important process related to vital registration. |
| Location | Mon State, Myanmar |
| Duration | 4 months |
| Start Date | April to July 2019 |
| Reporting to | The Central Statistical Organization with the technical support provided by Social Policy Specialist (Policy Advocacy and Gender), UNICEF |
| Budget Code/PBA No | SC 180646 |
| Project and activity codes | 002.09 |

2. Background

UNICEF has been supporting the Government of Myanmar over the past 5 years in helping introduce a modern and permanent system of Vital Registration that can ensure an efficient system of universal birth registration, as well as the permanent recording of vital statistics. With UNICEF's technical support, an electronic platform was set up during 2014-2015 to keep permanent records of vital statistics and to make it possible to register a child and retrieve his or her records anywhere in the country. UNICEF has supported the Central Statistical Organization (CSO) in helping set-up this electronic Vital Registration (eVR) system, also working closely with the Ministry of Health and Sports whose public health network has a crucial role in birth and death registration.

A server at the national level has been installed, and 133 computers and printers were provided to CSO offices at union level, as well as in states and regions. UNICEF and the CSO have trained CSO data administrators and data-entry operators at the union level and in all states and regions, and also on-the-job training was conducted. The eVR system is built on an open source software, which has been customized.

Currently, at the local level Township Medical Officers, as well as Rural and sub-rural Health Centers are using paper forms to collect vital records, which are then digitized by CSO officers at the State/Region and Union levels. To prepare for full implementation of the electronic platform, a scalable pilot project aims to expand the collection of digital vital records in Mon state, using a mobile application installed on tablets.

UNICEF Myanmar collaborates with Telenor to support the Government of Myanmar to implement this pilot Mobile Birth and Death Registration (MBDR) initiative in Mon state. This requires baseline data on vital registration to generate evidence and document successes and lessons learned from the project, to inform the national scale-up. This TOR refers to the conduct of a survey in Mon state, to provide robust baseline information on the status of vital registration in Mon State. This baseline information will then be used to determine the result of the project by its end in 2020. The institution selected for this consultancy will be required to design/pretest survey questionnaires, develop a sample and map locations for data collection, train and deploy of enumerators, enter data entry, and conduct the data analysis and reporting.

3. Justification, Purpose and Utilisation of Results

Conduct primary data collection on vital registration in Mon state, to provide an information base against which to monitor, document and assess the intervention's progress and effectiveness, during the implementation and after the project on Mobile Birth and Death Registration is completed.

The results generated from this process will be used to confirm that how advance technology facilitate the increase registration coverage, equal access to public, obtaining real time data, etc.

4. Research Scope and Focus; Existing Information Sources

The data collection will be done in all ten townships in Mon State. There is no recent township level data for both birth and death and this activity will provide coverage by townships as well as related/useful findings.

Research questions to be answered:

Objective 1 (coverage):What is the current birth registration coverage by township with below information:

- a) Processing time for registration;
- b) Money spent to obtain birth certificate;
- c) Skill birth attendant;

Objective 2 (coverage): What is the current death registration coverage by township with below information:

- a) Processing time for registration;
- b) Money spent to obtain death certificate;
- c) Body buried not in cemetery;

Objective 3 (Reason):Why registering and processing certificate is not completed?

Objective 4 (Knowledge): Public knowledge on the important of birth and death registration.

5. Methodology

This baseline will follow quota sampling done by the local institutional consultant, in coordination with CSO and UNICEF. The GAD working in the field level will be coordinate for mapping the household in all 10 townships in Mon State. Eligibility criteria are the following:

- to conduct a pretest of questionnaires at different locations such as rural, urban and hard to reach and finalized;
- to demonstrate that questionnaires consist of coverage, process, time spent to register, cost for registration, etc.
- Together with the finalized questionnaires, training manual will be ready available;
- The analysis team will work with local authority for the mapping of location for quota sampling;
- The analysis team will join as resource at the training provided to enumerators;

With the help of township GAD officials, household with under 10 years old children will be identified and based on this list quota sampling will be done to select households. Household with no under 10 or no respondent or locked or refusal will be substituted with next household and following the protocol agreed with the analysis team of replacement will be done. The questionnaires will be drafted and confirmed with both UNICEF and CSO.

Approximately four weeks after baseline data collection, a draft report will be submitted to Central Statistical Organization and UNICEF to provide comments and to confirm with CSO. All comments will be reflected to finalize the report.

The software for data entry and cleaning should be chosen from the most commonly used: SPSS, STATA, or MS Excel.

Design and testing of data collection instruments

The consultant firm will provide a detailed description of the proposed data collection and analysis protocol for the structured observations and any innovative methods to be used. UNICEF and CSO will be asked to provide inputs into the development process and implement the translation /back-translation of instruments.

Once the data collection instruments have been developed, the local consultant will test all instruments at a proxy household that is not part of the sampled household. This is to allow for adjustments to be made to the data collection instruments; therefore, at least two iterative tests must be implemented.

Table 1: Overview of suggested data collection and field work tasks:

| Type of activity | Timing (tentative) | # of Household | Total |
|---------------------------------------------------|--------------------|----------------|-------|
| Preparatory methodology design | | | |
| Design and testing of data collection instruments | 2 weeks in April | 50 | 50 |
| Training | | | |
| Training for Enumerators | 1 week during | 50 | 500 |

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| | Third April | (Enumerators per township) | |
| Baseline | | | |
| Survey administration | 3 weeks during April-May | 10,000 (HH with <10) | 10,000 |

6. Research Process, Tasks, Expected Deliverables and Timelines

With key outputs of project such as “the finalized baseline report on vital registration and a set of raw data. The baseline report will have informed not only coverage of birth and death registration and the time/money spent to process certificate; personage of skill delivery and burial done at cemetery, etc. The firm will submit finalized version of hard as well as electronic copies to CSO and UNICEF as per below stated delivery time.

| No. | Specific activities | Deliverables |
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| 1 | <p>Acquisition of permissions, insurance, etc:</p> <ul style="list-style-type: none"> ▪ Obtaining all necessary permissions for implementing the baseline data collection, including local permission, and permission for use of proprietary materials where applicable; ▪ Adhering to local formalities and obtaining any required permits related to logistics of survey implementation (including any field sampling), as well as health and accident insurance, salary and taxes for all enumerators and supervisors. | <p>Evidence of approval, insurances, and permits for implementing survey and other data collection activities by Mid-March;</p> <p>Phase I payment of 20%</p> |
| 2 | <p>Action Plan for Data Collection: Developing a plan that identifies:</p> <ol style="list-style-type: none"> i. Composition of a standard survey team <ul style="list-style-type: none"> ▪ Number of enumerators and field supervisors; ▪ Number of data entry staff (capacity/resources); ▪ Number of trainers and survey supervisors; ii. Major activities of the team in each primary sampling unit (PSU) – expected tasks and responsibilities of each team member and expected time each team will spend in a PSU; iii. Travel and logistics; iv. Plan for keeping refusal rates to the minimum including protocol for substitution of households not reachable. v. Procedures for preparing training; vi. Detailed timelines of work; vii. Data transmission protocols; viii. Implementing the data collection adhering as closely to the plan as conditions allow. | <p>Action Plan for data collection (Inception Report) acceptable to the analysis team by End-March;</p> |
| 3 | Spot and Check-back Plans | Spot-Check Plan |

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| | Preparing a Spot Check Plan explaining the procedure for conducting occasional spot-checks of the interviewers' adherence to data collection protocols and confirming quality of data collection and entry. A minimum of 15% of spot checks to a random sample of interviews should be planned. | acceptable to the analysis team by Early April |
| 4 | Data entry program <ul style="list-style-type: none"> ▪ data entry should be done using excel and analysis done using SPSS with consistency checks to values appropriate for Mon State. ▪ consistency checks, to the greatest extent possible. ▪ A procedure for double entry of each questionnaire and a process for reconciling differences across the two entries. ▪ Retaining and storing completed questionnaires in a manner which protects confidentiality. | Written data entry protocol for data analysis team by early April |
| 5 | Preparation of questionnaires: The questionnaire will be designed and sent to the survey team responsible for. The firm will seek suggestions from CSO and UNICEF to finalize the questionnaires and then formatting/printing and providing training to enumerators. | Final questionnaires by early April |
| 6 | Recruitment of interviewer teams <ul style="list-style-type: none"> ▪ Recruiting a sufficient number of qualified enumerators; ▪ Providing training for enumerators using finalized questionnaires; | Recruited qualified enumerators & training completed by Mid-April <i>Phase II payment of 30%</i> |
| 7 | Pilot testing: <ul style="list-style-type: none"> ▪ Pilot testing of approximately 40-50 interviews, split through two stages: 20-25 initial interviews, followed by modifications to the questionnaire by the analysis team; and a second stage of 20-25 additional interviews. The piloting should adhere to the following conditions: <ul style="list-style-type: none"> ✓ Pilot testing under real conditions; ✓ Monitoring of time per question and module for estimation of average time per questionnaire; ✓ Interviews should be completed in Myanmar language using the reference questionnaire. ▪ The analysis team will participate throughout the pilot interviews to identify problems in the questionnaire and if needed modification will be made. | Interview guide for enumerator by March |
| 8 | Conduct interviewer training and field test in presence of the analysis team <ul style="list-style-type: none"> ▪ Preparing the interviewer training manual, in consultation with the analysis team. The training manual should include a review of the structure of the questionnaire, the principles of efficient interviewing/how to fill-in the questionnaire and important definitions (e.g Myanmar calendar date/year, etc) ▪ Scheduling and organizing training of interviewers for the survey. | Training manuals and questionnaires used for practicing Field Test documented and data from field test successfully transferred to the analysis team by |

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| | <p>A comprehensive general training should be given to supervisors, interviewers and data entry staff.</p> <ul style="list-style-type: none"> ▪ Make adjustment to questionnaire based on pre-test and enumerator training. | End April |
| 9 | <p>Successful implementation of the baseline data collection for all the planned/substitute enterprises</p> <ul style="list-style-type: none"> ▪ The survey firm will be responsible for successfully completing data collection for all planned/substitute, using as reference the following guidelines: ▪ The survey firm will be required to collect data of household with under 10 children for birth registration; ▪ Data collection of death registration will be done at the same household if there is/are any death occurred in 2017 or 2018; ▪ Each interview per household will take approximately 1 hour; ▪ A total of 10,000 interviews are to be expected (using quota sampling/township). ▪ The interviews will be conducted at the household. ▪ viii. Household with no respondent or locked or refusal will be substituted with next household and follow the protocol agreed with the analysis team of replacement of the 'no answer' or 'refusal'; | Report on the baseline data collection by May |
| 10 | <p>Weekly reports of the number of enterprises successfully interviewed and their entered data</p> <ul style="list-style-type: none"> ▪ Providing weekly raw (i.e. unchecked) data to the analysis team; ▪ Providing weekly reports informing on the development of the work (including assignment of enumerators and supervisors to PSUs, any notable difficulties or deviations from the standard plan, and any other notable occurrences) | Weekly delivery of entered data and weekly reports to the analysis team (confirmed by CSO, Mon) |
| 11 | <p>Compile a database of all the completed data</p> <ul style="list-style-type: none"> ▪ Submitting a database of all baseline data in format compatible with a statistical package (SPSS, etc) with the appropriate unique identifiers; | Completed database and draft report by Early-May Phase III payment of 20% |
| 12 | <p>Conduct check-backs, cleaning and archiving of data and survey report</p> <ol style="list-style-type: none"> a. Identifying incomplete fields; b. Identifying redundant observations; c. Completing final numbers; d. Completing inventory of the database e. Completing electronic archiving of questionnaires f. Final questionnaires and survey manuals g. Report relating to the overall organization and execution of the survey and data entry, as well as on the organization of the output files | Final delivery of database and report by Early-June Phase IV payment of 30% |

7. Stakeholder Participation

CSO and UNICEF Myanmar is the primary recipient of the results from this research and will use the knowledge generated through this activity to inform its programme interventions. CSO will convene reference group composed of key UNICEF and partner staff from Central Statistical Organization. The reference group will provide feedback and validation on the deliverables.

8. Accountabilities and Reporting

The institutional consultant reports to the Director in the Central Statistical Organization Policy Advocacy Specialist. The Central Statistical Organization with support of Social Policy Specialist in UNICEF Myanmar will review, provide feedback and ultimately approve or reject the deliverables submitted by the research team.

Upon signing the contract, the research team will designate a focal point who, together with the Principal Investigator, will be the Central Statistical Organization and UNICEF's main point of contact and will ensure that guidance and feedback is promptly incorporated into the necessary process.

The institutional consultant is responsible for providing supervision and implementation oversight to the implementation.

Dissemination Plan

The research team will assist the Central Statistical Organization and UNICEF Myanmar in disseminating the findings from this research as outlined in above.

The Central Statistical Organization and UNICEF Myanmar may decide to share results widely in Myanmar and on a global level through its networks.

9. Payment Schedule

Payments will be processed as lump sums of the total contract value, according to the following schedule:

- Phase I: 20% upon obtaining approval for project;
- Phase II: 30% upon completion of pretesting/finalization of questionnaires and enumerators training;
- Phase III: 20% upon submission of draft baseline report
- Phase IV: 30% upon submission of raw data set and finalized report

10. Expected Background and Experience; Submission of Proposals

To be considered for this project the survey firm must demonstrate capacity and capabilities in the following:

- Have legal status enabling the organization to perform the above-mentioned tasks.
- Be an expert in fieldwork required for large scale baseline surveys.
- Demonstrated experience in organizing surveys on the scale of this project over the past five years.

- Strong capacity and experience in planning and organizing survey logistics, including the design and implementation of protocols to ensure high quality data.
- Strong capacity in database design, data management, and statistics.
- Ability to manage analysis team effectively on progress of the work, including the submission of interim entered data and the identification of noticeable difficulties.
- Be ready to assume work as soon as possible.

Structure of Technical Proposal

The technical proposal should be no more than 25 pages, 12-point font and 1.5-line spacing excluding Annexes. It should address the following areas:

- Principal Investigator experience and qualifications (include CV as Appendix);
- Description of other key personnel (include CVs as appendix);
- Summary of the proposed analytical approach and methodology;
- Detailed description of proposed data collection instruments, including innovative approaches to measuring behaviour change;
- Reflections on a possible sampling frame;
- Description of proposed field work oversight and operations plan;
- Quality control measures in data collection, data entry, cleaning and analysis;
- Description of the analytical software tools to be used;
- Protocol for transcription, translation and coding of qualitative data;
- Ethics review experience and proposal;
- Any other issues relevant to the TORs.

Structure of Financial Proposal

The financial proposal must be submitted by detailing out all cost such as DSA, TA, documentations, etc inclusive of:

- A cost table covering all specific tasks and deliverables, containing unit costs and number of units;
- The budget narrative must explain the assumptions behind all cost estimates including any equipment to be purchased, number of travel days, number of field days (with due allowance for travel days).
- The financial proposal must cover all cost elements to be incurred by the consultant, including training and supervision of the local institutional consultant. No financial provisions will be made by UNICEF to the consultant outside of this contract.

11. General Conditions: Procedures and Logistics

- The research team will work from their own offices, provide their own equipment (hardware and software) and organize all aspects of field logistics themselves.
- All costs related to this assignment have to be included in the financial proposal. No additional payments for staff time, travel or per diems will be provided outside the financial proposal.

12. Nature of Penalty Clause to be stipulated in the contract:

Based on performance and work/outputs satisfaction made by Central Statistical Organization direct payments will be processed by UNICEF.

13. Financial Proposal

Cost of overall assignment and additional services: Bidders are requested to provide a financial proposal of the all-inclusive cost for the assignment and cost for additional services for unforeseen or additional elements in USD. Any travel costs (e.g. for monitoring check/follow-up visits to survey areas) should be included in this cost. Please see in annex 5 for financial proposal template.

14. Technical Proposal

Technical Proposal Evaluation Weighting Criteria:

For this RFP, the weight allocated to the technical proposal is 70% with the following breakdown of points.

| Criteria | Points |
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| Overall Response <ul style="list-style-type: none"> Clarity and presentation of the technical proposal | 10 |
| Services and areas of expertise <ul style="list-style-type: none"> Demonstrated expertise in required service areas | 20 |
| Approach and Work plan <ul style="list-style-type: none"> Demonstrated adequacy and appropriate fit of the proposed approach and methodology to meet project scope and requirements Demonstrated understanding of risks and risk management Work plan, timeline and tasks in keeping with the proposed scope and demonstrating clear process | 20 |
| Organizational model and team set up <ul style="list-style-type: none"> Demonstrated understanding of appropriate organizational model to deliver the assignment Team composition and collaboration modal | 20 |
| Total points | 70 |
| <p><i>Minimum technical score required to pass the technical evaluation: 70% of 70 points = 49 points.</i> For this RFP, the weight allocated to the financial proposal is 30% as per the following: the maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain at least the minimum number of points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price.</p> | |

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| Prepared by: <u>Daw Gillian San San Aye, Social Policy Specialist, UNICEF</u> | | |
| Name | Signature | Date |
| Review by: <u>Daw Naw HsahKapaw, Director, Central Statistical Organization</u> | | |
| Name | Signature | Date |
| Approved by: <u>U San Myint, Director General, Central Statistical Organization</u> | | |
| Name | Signature | Date |