



Terms of Reference

Data Collection Team, USAID Okard

March 2023

Background

I. Background

World Education, Inc. (WEI) has been operational in the Lao PDR since 1992. WEI has worked in a number of sectors (agriculture, education, health, microfinance, and repatriation) over the past 25 years. Projects are currently focused on: Disability Inclusion, Explosive Ordnance Risk Education, Capacity Building, and Economic Development. Current projects include:

1. **Lawang: Explosive Ordnance Risk Education (EORE):** Keeps children safe from unexploded ordnance (UXO) by training secondary school teachers on EORE lessons, and creating and piloting EORE messages and platforms for non-formal education and community engagement. The project will also create a new media strategy for targeting children and youth with risk education messages.
2. **USAID Okard:** Promotes the independence and functional ability of persons with disabilities through equal access to health and social services, partnering with the public and private sectors to support persons with disabilities in the areas of health, economic empowerment and stakeholder engagement.
3. **War Victims Medical Fund:** Provides critical financial support to survivors of UXO accidents including immediate and ongoing medical care, as well as funeral costs in case of death.
4. **Capacity Building to local education organization:** Builds the capacity of a local organization to develop sustainable monitoring, evaluation, and project management systems so that it effectively implements literacy promotion activities.

The USAID Okard (ໂອກາດ) Activity is guided by the philosophy of Disability Inclusive Development (DID) and the belief that no one should be left behind. It is a 5-year project managed and implemented by World Education that intends to improve and sustain the independent living and functional ability of persons with disabilities, regardless of factors such as age, sex, gender expression, ethnic origin, or indigenous status, and their households in Lao PDR. It is implemented in three target provinces – Vientiane Capital, Xieng Khouang and Savannakhet with partnership with the Ministry of Labour and Social Welfare.

Background on the CBID Demonstration Model

A key feature of the Activity is implementing two Community Based Inclusive Development (CBID) evidence-based demonstration model projects to demonstrate the effectiveness at community level of both the GoL National Disability Policy and related strategy, and the National Rehabilitation Strategy. Working in targeted districts in both Xieng Khouang and Savannakhet, these CBID demonstration models generate the data as evidence of tangible change and provide feedback to strengthen government systems and decision making in support of the aforementioned key documents.

Using the CBID approach, USAID Okard implements innovative and effective interventions that directly address the health, livelihoods, and social needs of persons with disabilities, with a focus on individuals, families, and communities. The lessons of the change created on the life of people with disabilities and their household should drive adjustments at the systems level (by increasing demand and utilization for inclusive services) and societal level (by engendering new beliefs



about the abilities of persons with disabilities). This supports the execution of the National Rehabilitation and National Disability Strategies and Action Plans by the GoL (i.e., Tier 1 system-level activities) and serves to address the overall disabling environment for persons with disabilities in Lao PDR. This provides evidence to the GoL and service providers about the effectiveness and possible gaps of both CBID and the approaches outlined in GoL policies, strategies and action plans to provide inclusive access to services for persons with disabilities. These records help identify and remove barriers to increased participation of persons with disabilities and demonstrate to the Lao Government that inclusive services for persons with disabilities can have real impact if all relevant actors are made aware, properly trained and mentored, and work together in one catchment area. The CBID demonstration model districts are being conducted at two sites; implemented initially in a district of Xieng Khouang province as an evidence-based model, and later a district in Savannakhet province.

The CBID demonstration model districts in Xieng Khouang and Savannakhet have been conducted by local organizations with the technical support of expert organizations. CBID Facilitators have acted as lay social workers, directly supporting persons with disabilities to identify barriers to their optimal functioning, and work with families, communities, local authorities and relevant service providers, so they understand these barriers and interact together to meet these needs. This CBID demonstration model has provided the connection between the improved service provision systems down to the individual needs of persons with disabilities and their households.

The overall objectives of the Impact Assessment are as follows:

- a. Objective 1: Identify the level of activity and participation (function) and wellbeing of people living in target areas and measure the changes after the interventions of USAID Okard.
- b. Objective 2: Understand the knowledge, attitudes and practices (KAP) of community stakeholders including people with disability themselves and their family, regarding disability and inclusion, and measure the changes after the interventions of USAID Okard.

Data Collection Team:

The CBID demonstration impact assessment shall include both quantitative and qualitative data collection and analysis, led by the external consultant, and in close collaboration with the Technical Management Committee of USAID Okard. World Education is seeking Data Collection Team to be part of the endline impact assessment team and take responsibility in managing the data collection in The CBID demonstration model districts in targeted villages in Kham District, XiengKhouang Province and Xayphouthong District, Savannakhet Province.

Data Collection Team should include: Team Leaders (2 persons), Quantitative enumerators (20 people) , Qualitative interviewers (4 people)

Key Activities and expected deliverables of the Data Collection team:

Under the supervision of the external consultant and USAID Okard Technical Management Committee, the Data Collection Team will be tasked for:

Before data collection

- Build the enumerator team for quantitative and qualitative data collection;
- Participating in the quantitative and qualitative data collection workshop conducted by the Consultants and USAID Okard team;
- Assisting in coordinating with government counterpart for activity implementation approval;



- Demonstrating their abilities and understanding in team management
- Provide tablet renting or source for tablet renting (negotiable)

During data collection

- Coordinating with local authorities or village committees at each survey site to gain all essential information for conducting quantitative survey and qualitative interview;
- Collecting quantitative and qualitative data with high quality as assign; the quantitative data should be submitted to the designated platform and qualitative data should be transcript in Lao and translated in English (Translation is negotiable)
- Verifying the quality of data collected by team members and has to be submitted or uploaded into the database on a daily basis;
- Providing daily reflection and feedback to the USAID Technical Committee on their team’s performance, progress and address any concerns that they may have;
- Ensuring the devices provided for the work are well kept and maintained. (the survey equipment must be returned in the same condition);
- Ensuring all team members show respect to the people with disabilities and their families and are easy to work with, and
- Ensuring the data is collected professionally with high quality

The Data Collection Team deliverables are:

- **Deliverable 1:** Forming the team and provide the name list of the team member and position
- **Deliverable 2:** Attend the training and demonstrate the ability to conduct the data collection for quantitative and qualitative as required
- **Deliverable 3:** Quantitative data submitted to the database within the agreed time
- **Deliverable 4:** Qualitative data as written transcription in world document in Lao and translated to English submitted to the database within the agreed time

Time frame: This CBID Endline survey is expected to implemented from late April – June 2023

Specific time frame:

Estimated date	Activity	Number of member	Number of days
1-5 May 2023	Training in Vientiane	All team member	5
7-20 May 2023	Data collection Kham, Xiengkhouang team	1 Team leader 10 Quantitative Enumerator 2 Qualitative Interviewers	14 days included 2 travel days
7-20 May 2023	Data collection Xayphouthong, Savannakhet team	1 Team leader 10 Quantitative Enumerator 2 Qualitative Interviewers	14 days included 2 travel days
22-26 May 2023	Wrapped up in submitted quantitative and qualitative data, and required administrative document	Team Leader	5 days

Application deadline is March 24, 2023

Application Details:



Interested applicants should submit:

1. Cost proposal for the activity or daily rate for the individual applicant
2. CV of team members detailing their relevant experience

World Education encourages the research companies, individual consultants, individual data collectors who have capacity to complete part or full assignment to apply

World Education is an equal opportunity employer and encourages the applications of women, ethnic minorities and people with disabilities.

**World Education, Ban Phiawat, Sisattanak District, Vientiane Capital (PO Box 6782)
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Terms of Reference

Team Leader, CBID Endline, USAID Okard

March 2023

Rationale

World Education, Inc. (WEI) has been operational in the Lao PDR since 1992. WEI has worked in a number of sectors (agriculture, education, health, microfinance, and repatriation) over the past 25 years. Projects are currently focused on: Disability Inclusion, Explosive Ordnance Risk Education, Capacity Building, and Economic Development. Current projects include:

1. **Lawang: Explosive Ordnance Risk Education (EORE):** Keeps children safe from unexploded ordnance (UXO) by training secondary school teachers on EORE lessons, and creating and piloting EORE messages and platforms for non-formal education and community engagement. The project will also create a new media strategy for targeting children and youth with risk education messages.
2. **USAID Okard:** Promotes the independence and functional ability of persons with disabilities through equal access to health and social services, partnering with the public and private sectors to support persons with disabilities in the areas of health, economic empowerment and stakeholder engagement.
3. **War Victims Medical Fund:** Provides critical financial support to survivors of UXO accidents including immediate and ongoing medical care, as well as funeral costs in case of death.
4. **Capacity Building to local education organization:** Builds the capacity of a local organization to develop sustainable monitoring, evaluation, and project management systems so that it effectively implements literacy promotion activities.

The USAID Okard (ໂອກາດ) Activity is guided by the philosophy of Disability Inclusive Development (DID) and the belief that no one should be left behind. It is a 5-year project managed and implemented by World Education that intends to improve and sustain the independent living and functional ability of persons with disabilities, regardless of factors such as age, sex, gender expression, ethnic origin, or indigenous status, and their households in Lao PDR. It will be implemented in three target provinces – Vientiane Capital, Xieng Khouang and Savannakhet.

Background on the CBID Demonstration Model

A key feature of the Activity is implementing two Community Based Inclusive Development (CBID) evidence-based demonstration model projects to demonstrate the effectiveness at community level of both the GoL National Disability Policy and related strategy, and the National Rehabilitation Strategy. Working in targeted districts in both Xieng Khouang and Savannakhet, these CBID demonstration models generate the data as evidence of tangible change and provide feedback to strengthen government systems and decision making in support of the aforementioned key documents.

Using the CBID approach, USAID Okard implements innovative and effective interventions that directly address the health, livelihoods, and social needs of persons with disabilities, with a focus on individuals, families, and communities. The lessons of the change created on the life of people with disabilities and their household should drive adjustments at the systems level (by increasing



demand and utilization for inclusive services) and societal level (by engendering new beliefs about the abilities of persons with disabilities). This supports the execution of the National Rehabilitation and National Disability Strategies and Action Plans by the GoL (i.e., Tier 1 system-level activities) and serves to address the overall disabling environment for persons with disabilities in Lao PDR. This provides evidence to the GoL and service providers about the effectiveness and possible gaps of both CBID and the approaches outlined in GoL policies, strategies and action plans to provide inclusive access to services for persons with disabilities. These records help identify and remove barriers to increased participation of persons with disabilities and demonstrate to the Lao Government that inclusive services for persons with disabilities can have real impact if all relevant actors are made aware, properly trained and mentored, and work together in one catchment area. The CBID demonstration model districts are being conducted at two sites; implemented initially in a district of Xieng Khouang province as an evidence-based model, and later a district in Savannakhet province.

The CBID demonstration model districts in Xieng Khouang and Savannakhet have been conducted by local organizations with the technical support of expert organizations. CBID Facilitators have acted as lay social workers, directly supporting persons with disabilities to identify barriers to their optimal functioning, and work with families, communities, local authorities and relevant service providers, so they understand these barriers and interact together to meet these needs. This CBID demonstration model has provided the connection between the improved service provision systems down to the individual needs of persons with disabilities and their households.

The overall objectives of the CBID Endline Impact Assessment are as follows:

- a. Objective 1: Identify the level of activity and participation (function) and wellbeing of people living in target areas and measure the changes after the interventions of USAID Okard.
- b. Objective 2: Understand the knowledge, attitudes and practices (KAP) of community stakeholders including people with disability themselves and their family, regarding disability and inclusion, and measure the changes after the interventions of USAID Okard.

Local Survey Team Leaders Objective(s)

The CBID demonstration impact assessment will include both quantitative and qualitative data collection and analysis, led by external consultant and in close collaboration with the Technical Management Committee of USAID Okard. World Education is seeking Local Survey Team Leaders to be part of the endline impact assessment team and take responsibility in supervising and collecting data in The CBID demonstration model districts in XiengKhouang and Savannakhet province.

Key Activities and expected deliverables of the Local Survey Team Leaders:

Under the supervision of the external consultant and USAID Okard MEL team, the Local Survey Team Leaders would be responsible for:

- Participating in the quantitative data collection workshop conducted by the External consultant and USAID Okard MEL in Savannakhet province
- Coordinating with local authorities or village committees at each survey site to gain all essential information for randomizing target interviewees;
- Mapping the clusters;
- Assigning tasks to all team members;



- Recording the work log of each team member and submitting to the CBID survey coordinator at the end of interview in each day;
- Supervising and supporting the survey team members (10 quantitative enumerators) in data collection to ensure that collected data is of high quality, accurate and timely;
- Collecting the completed interviews from each member on a daily basis;
- Verifying the quality of data collected by team members and has to be submitted to supervisors or uploaded into the database on a daily basis;
- Ensuring tablets and other devices provided for the work are well kept and maintained (all survey devices must be returned in the same condition);
- Providing daily reflection and feedback to the local CBID endline research coordinator on their team's performance, progress and address any concerns that they may have;
- Ensuring all team members show respect to the people with disabilities and their families and are easy to work with.

The Local Survey Team Leaders deliverables are:

- Familiarise themselves with the training and follow the work plan to finish the assigned tasks on time;
- Assigning daily tasks for survey team members;
- Ensuring the data is collected professionally with high quality;
- High work professionalism in the field is expected;
- Providing the detailed work log to the local CBID endline research coordinator
- Must be responsive for any enquiry by supervisor team after the field mission completes

Time frame: This CBID endline survey is expected to implemented from late April – July 2023

Local Survey Team Leaders Required:

- A diploma or bachelor degree in public health, social sciences, development, human resource management or a related field;
- Demonstrated experience in quantitative data collection at least 2 years;
- Experiencing in mapping, survey data collection and supervision of interviewing team.
- Good interpersonal and communication skills to work effectively in a team;
- Good team leader who is initiative, is a problem-solver and able to multi-task;
- Strong attention to details / organizational skills and ability to meet deadlines;
- Able to follow instructions and systems;
- Able to manage their schedule independently;
- Basic computer literacy.

Additional desirable skills/ experience:

- Awareness and understanding of disability and related issues



Terms of Reference

Quantitative Enumerators, CBID Endline, USAID Okard

March 2023

Background

World Education, Inc. (WEI) has been operational in the Lao PDR since 1992. WEI has worked in a number of sectors (agriculture, education, health, microfinance, and repatriation) over the past 25 years. Projects are currently focused on: Disability Inclusion, Explosive Ordnance Risk Education, Capacity Building, and Economic Development. Current projects include:

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strategies and action plans to provide inclusive access to services for persons with disabilities. These records help identify and remove barriers to increased participation of persons with disabilities and demonstrate to the Lao Government that inclusive services for persons with disabilities can have real impact if all relevant actors are made aware, properly trained and mentored, and work together in one catchment area. The CBID demonstration model districts are being conducted at two sites; implemented initially in a district of Xieng Khouang province as an evidence-based model, and later a district in Savannakhet province.

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The overall objectives of the Impact Assessment are as follows:

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Expected responsibilities of Nossal Institute for Global Health

- Design quantitative and qualitative data collection tools in digital format in collaboration with the Technical Management Committee.
- Secure University of Melbourne ethics approval.
- Design and provide training to local survey team for quantitative data collection only
- Provide technical support in the field for the initial implementation of the quantitative survey tool pilot, and remote support during continued survey implementation (via data quality checking and reports to research coordinator).
- Analyze qualitative and quantitative data and provide plain language reports.
- Pro-actively seek inputs and review for the USAID Okard Technical Committee.
- Plan and organize travel, transportation and accommodation when working in Laos

Quantitative Enumerator Objective(s)

The CBID demonstration impact assessment will include both quantitative and qualitative data collection and analysis, led by the Nossal Institute and in close collaboration with the Technical Management Committee of USAID Okard. World Education is seeking Local Quantitative Enumerators to be part of the endline impact assessment team and take responsibility in collecting quantitative data in The CBID demonstration model districts in Xiengkhouang and Savannakhet province.

Key Activities and expected deliverables of the Local Quantitative Enumerators

Under the supervision of the Nossal Institute and USAID Okard MEL team and the local survey team leader, the Local Quantitative Enumerators would be responsible for:



1. Participating in the quantitative data collection workshop conducted by the Nossal Institute and USAID Okard MEL team in Savannakhet province from 29/04/2019 to 03/05/2019;
2. Assisting the local survey team leader with mapping of the clusters;
3. Following the guidelines and instructions of quantitative data collection created by NI strictly;
4. Conducting questionnaires as assigned;
5. Ensuring that collected data is of high quality, accurate and timely;
6. Checking the raw data before sending to the local survey team leader;
7. Ensuring tablets provided to quantitative enumerators are well kept and maintained. (These must be returned in the same condition);
8. Communicating and working in harmony with team members and report any issues/problems to the local survey team leader;
9. Showing sincere respect to the people with disabilities and their families and are easy to work with

The Local Quantitative Enumerator deliverables are:

- Complete the assigned tasks effectively and timely;
- Ensuring the data is collected professionally with high quality;
- High work professionalism in the field is expected.

I. Reports to: USAID Okard MEL Coordinator, Local CBID Endline Research Coordinator and Local Survey Team Leader.

II. Liaises with: USAID Okard Team, Local authorities and Nossal Institute for Global Health

Location: Local quantitative enumerators need to travel to Xieng Khouang and Savannakhet provinces for several weeks during the data collection phase (likely late April – May 2019).

Time frame: This CBID endline survey is expected to implemented from late April – May 2019

Local Quantitative Enumerators Required:

- A diploma or bachelor degree in public health, social sciences, development, human resource management or a related field;
- Demonstrated experience in quantitative data collection at least 2 years;
- Good interpersonal and communication skills to work effectively in the team and with local people;
- Strong attention to details and ability to meet deadlines;
- Basic computer literacy.

Additional desirable skills/ experience:

- Some knowledge of disability and related issues



Terms of Reference

Qualitative Enumerator, CBID Endline, USAID Okard

March 2023

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In implementing these activities, World Education works in partnership with relevant Government of Lao PDR agencies including the Ministry of Health, Ministry of Education and Sports, Ministry of Labour and Social Welfare, Ministry of Industry and Commerce, National Regulatory Authority and Ministry of Foreign Affairs. To learn more visit us at www.worlded.org or www.laos.worlded.org.

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Local Qualitative Enumerator Objective(s)

The CBID demonstration impact assessment will include both quantitative and qualitative data collection and analysis, led by the Nossal Institute and in close collaboration with the Technical Management Committee of USAID Okard. World Education is seeking Local Qualitative Enumerators to be part of the baseline impact assessment team and take responsibility in collecting qualitative data for CBID demonstration model districts in Kham district, XiengKhouang and Xayphouthong district, Savannakhet province.

Key Activities and expected deliverables of the Local Qualitative Enumerators:

Under the supervision of the Senior Technical Advisor, USAID Okard MEL Coordinator, Local Research Coordinator, Qualitative Enumerators would be responsible for:

Before the data collection:



- Participating in a training programme on qualitative data collection, conducted by Senior Technical Advisor and USAID Okard MEL in the Vientiane Capital;
- Demonstrating understanding about interview's question and , interview's guidelines and interview protocols;
- Coordinating with Senior Technical Advisor, USAID Okard MEL team and local research coordinator to acquire a list of target interviewees for in-depth interview.
- Finalising data collection work plan with MEL coordinator and/ or Local Research Coordinator

During data collection:

- Conducting a semi-structured individual long interview with identified target group, using the interview guides and regulations created by NI;
- Transcribing interview's audio in English and share it with the CBID Endline survey coordinators and MEL coordinator on a daily basis;
- Submitting interview's audio records and transcribed word file to local research coordinator and MEL coordinator on a daily basis;
- Obtaining verbal assent and consent from the interviewees before conducting interview;
- Communicating with the local research coordinator on any issues/concerns that may arise to seek optimal solutions;
- Ensuring voice recorders are well kept and maintained. (These must be returned in the same condition).
- Ensuring that they show sincere respect to the people with disabilities and their families and are easy to work with.

After data collection:

- Participant in the discussion with Nossal Institute and USAID Okard team related to qualitative interview

The Local Qualitative Enumerator deliverables are:

- Submitted interview's audio record files and transcribed document in English

I. Reports to: USAID Okard MEL Coordinator and Local CBID Endline Research Coordinator

II. Liaises with: USAID Okard Team, Local authorities and Nossal Institute for Global Health

Location: Qualitative Enumerators needs to travel to Kham, Xieng Khouang and Xayphuthong, Savannakhet provinces for several weeks during the data collection phase (likely late May -June 2019).

Time frame: This CBID Endline survey is expected to implemented from late April –June 2019

Qualitative Enumerators Required:

- A diploma or bachelor degree in public health, social sciences, development, human resource management or a related field;
- Demonstrated experience in qualitative data collection at least 2 years;
- Good interpersonal and communication skills to work effectively in a team;
- Strong attention to details and ability to meet deadlines;
- Able to follow instructions and systems;
- Moderate to high competency of English language is required;



- Basic computer skills and own a personal computer

Additional desirable skills/ experience:

- Experience working on other disability and inclusion/ CBID/ UXO focused projects.
- Women and person with disability are strongly encourage to apply