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[Text in red and/or between brackets should be adapted to case-specifics]

**[Country/Unit]**

**Terms of Reference**

**[Project Number]  
[Project Name]**

**Impact Evaluation Consultant**

# Background

**[Program Description]**

# Objectives

[Country/IDB Division] is seeking an Impact Evaluation Consultant (IEC) to conduct the impact evaluation of its [name of the program] program. The IEC will be responsible for the design, implementation, analysis and dissemination of results for the impact evaluation. The IEC will coordinate with the Government and key country counterparts to develop an impact evaluation design that measures the causal effects of the program, is compatible with operational requirements and ensures results are comparable with other sector impact evaluations.

The design should assess whether the following indicators have or have not changed by at least the specified magnitudes, [t] years after the project is launched, with a confidence level of [x%] and a statistical power of [y%].

[Include a table with the indicators selected (e.g.: standard measures of poverty and health, enrollment/dropout rates, sewerage connection rates, etc.) and the expected effect sizes]

The project’s impact on the above indicators should also be broken down for the following analytic domains, with the specified effect sizes, confidence levels and statistical powers:

[Include the desired breakdowns, e.g. by urban/rural, by region, by gender, by level, etc.]

[If, in addition to measuring the project’s impact, the IEC is also expected to provide externally valid measures of any indicators, this should also be specified here.]

The IEC proposal should include a preliminary experimental or quasi-experimental study design that isolates the causal impact of the intervention on the indicators, [provides externally valid measures of the specified indicators, if any,] along with a broad calendar of activities, and a budget estimate.

# Activities

The assignment includes the following tasks:

1. ***Create a local advisory panel.*** The IEC will establish an in-country advisory panel composed of key stakeholders: project design team members, government counterparts, IDB counterparts, etc. The panel will provide guidance to the impact evaluation team on the policy relevance, country context and other country specific issues, as well as generate buy-in from the relevant stakeholders on the impact evaluation design.
2. ***Develop the detailed study design***. The IEC will discuss the preliminary design specified in Section II with the local advisory panel, revise it accordingly and produce a detailed calendar of activities, and the corresponding cash flow and staffing schemes.
3. ***Develop/Adapt the questionnaires and measurement tools***. Together with the technical team members and the local advisory panel, the IEC will identify the key outcomes indicators and other variables that will be measured as part of the impact evaluation. This will include individual, household, community, facility and programmatic indicators. It will also include defining the data sources and methods of collection and preferred measurement methods. This will involve:

* Reviewing questionnaire templates and adapting them to [the country’s] specific context
* Pretesting the questionnaire and other measuring tools.
* Reviewing the questionnaire with advisory panel
* Finalizing the questionnaire based on feedback from the pilots and advisory panel

1. ***Develop a research protocol***. The IEC will identify all requirements for ethical clearance of the impact evaluation activities, and develop the corresponding research protocol, which will include:

* Overview of methodology, data collection and analysis plan
* Overview of measures taken for the protection of human subjects, including informed consent and respondent confidentiality
* Assessment of respondent risks and benefits

1. ***Develop a Sampling Plan***. The IEC will define the sample sizes required to estimate the program impacts specified in Section II, [provide externally valid measures, if any,] and the corresponding sampling strategy. This will involve:

* Defining the number of clusters ([communities, facilities, households, firms, etc.]) in each of the control and treatment groups, as well as the number of individual units ([households, persons, workers, students, etc.]) in each cluster.
* Specifying, the number of repeat visits before and after the interventions
* Define the sample inclusion criteria
* Produce the sampling methodology document

1. ***Conduct the baseline survey/s***. The IEC will plan and implement all baseline data collection activities, including:

* Developing the field work plan
* Developing/Adapting the survey training materials
* Preparing field work protocols and manuals (supervisor, enumerator, tracking protocols, etc.)
* Developing the data entry programs.
* Field-testing.
* Recruiting and training field workers.
* Producing field work progress reports
* Collecting and compiling any required secondary data (e.g. weather, price indexes, etc.)
* Managing communications and act as a liaison between the field workers and fieldwork managers, the local advisory panel, the government and other stakeholders.

The IEC must ensure that all activities are carried out according to defined quality standards. Details of the expected field work organization and field worker profiles are included in Appendix 1. [Three versions of Appendix 1 are presented, differing on the option chosen for the integration of fieldwork and data management].

1. ***Validate the evaluation design***. The IEC is responsible for the analysis of the baseline data in order to validate the evaluation design (through baseline difference in means tests) and verify the quality of data produced. This includes:

* Writing statistical code for data analysis.
* Constructing variables in accordance with international and local definitions.
* Constructing baseline difference in means tests.
* Producing summary statistics of key outcome and covariate variables

1. ***Manage Data Documentation and Storage***. The IEC is responsible for ensuring proper and comprehensive documentation of the impact evaluation activities, as well as making sure all data and corresponding documentation are properly stored, using the Microdata Management Toolkit (MMT) and standards of the International Households Survey Network (IHSN).
2. ***Track program implementation*** and consult on evaluation-related changes to program design. During project implementation, the IEC will consult with project team members on the evaluation design and project implementation, making adjustments as necessary
3. ***Conduct end-line survey/s*** with the same methods and quality standards used for the baseline survey/s.
4. ***Develop analytical databases***, reviewed, quality-assured and merged. All software used to transform the raw data files into analytical databases will be documented for future reference, along with any notes and comments that may be relevant for future replication of the clean data files.
5. ***Conduct impact analysis***. The IEC is responsible for analyzing the end line data in accordance with the impact evaluation design and writing the impact evaluation reports, presentations and policy brief.
6. ***Dissemination activities***. The IEC will produce written descriptive reports and presentations as needed, including interpreting and synthesizing statistical results, conducting literature review and synthesis, producing tables, graphs and appendices, and other research, writing and editing tasks.

# Products

The following products should be presented in order to process payment requests:

1. An impact evaluation design with the corresponding Concept Note and Gantt chart.
2. Final questionnaires based on feedback from pilots and advisory panel.
3. Research Protocol, including an overview of methodology, data collection and analysis plan; overview of measures taken for the protection of human subjects; and assessment of respondent risks and benefits.
4. Fieldwork manuals (interviewer, supervisor, data entry operator, etc.)
5. Sampling Plan, defining sample sizes and sampling strategy, outcome indicators, minimum impacts that the study is designed to measure using power calculations, number of clusters in control and treatment groups, number of individual units in each cluster, and number of repeat visits before and after the interventions.
6. Summary table with the detail of clusters and individual units to be observed, and the dates and locations of data collection.
7. Sample frames to be used in each sampling stage.
8. Fieldwork plan and survey progress reports.
9. Partial databases [weekly / fortnightly / monthly] at various relevant data collection phases, and final consolidated database.
10. A baseline report.
11. A final impact evaluation report, presentation and policy brief.
12. All final data sets, statistical code and other inputs used for the impact evaluation
13. Dissemination activities

# Consultancy Characteristics

1. **Consultancy Type**: International Consultant
2. **Duration**: [X years] starting when signing the contract
3. **Work Location**: [X]

# Key Staff

The IEC shall provide the services of a Core Staff Team, composed of the following key staff, with the specified responsibilities, credentials and dedication.

* ***Project Manager***. The Project Manager will be responsible for conducting the project and timely delivering the products specified in Section IV, maintaining permanent communications with the IDB, the Technical assistants designated by the IDB, the Principal Investigator and the Assistant Researcher, the Local Advisory Committee, the Ministry of [Education / Health / etc.], [the National Statistical Agency,] and other relevant stakeholders.
* ***Profile:*** University-level degree in statistics, economics, engineering, social sciences or other relevant subject, and at least [10] years of experience in household [and health facility, education facility, etc.] surveys. Ability to facilitate communication between various levels of management and work independently in order to meet deadlines.
* ***Dedication:*** The Project Manager shall be devoted full–time and exclusively to the project throughout its whole duration.
* ***Principal Investigator.*** The Principal Investigator will be responsible for developing the detailed study design, the sample, the questionnaires and other survey tools; for analyzing the collected data and for writing the reports.
* ***Profile:*** PhD in [relevant fields], and a minimum of [5] years of experience in the design and analysis of impact evaluations using randomized or otherwise controlled designs, including the measurement of [outcomes] through household [and health facility, education facility, etc.] surveys, analysis of quantitative data with STATA [and/or SPSS, etc.]; excellent written [English and/or Spanish] communication skills, with focus on research protocols, research papers and descriptive reports for diverse audiences, proven through publications in peer reviewed journals.
* ***Dedication:*** The Principal Investigator shall devote at least [X] months to the project, [Y] of them in the country.
* ***Assistant Researcher.*** The Assistant Researcher is responsible for the permanent liaison between the Principal Investigator and the Project Manager, and for assuring the quality of fieldwork by way of permanently monitoring the datasets delivered by the survey Data Manager on a [weekly / fortnightly / monthly] basis.
  + ***Profile:*** Master’s degree in [relevant fields], and a minimum of [2] years of experience in the analysis of survey data with STATA [and/or SPSS, etc.]; excellent written [English and/or Spanish] communication skills.
  + ***Dedication:*** The Assistant Researcher shall be devoted full–time and exclusively to the project throughout its whole duration.
* ***Field Operations Manager.*** The Field Operations Manager shall be responsible for the adaptation, piloting [and translation] of the questionnaires and other survey tools; for the selection and training of the field brigades; for developing a survey plan specifying when will each survey unit be observed, and by which brigade; for defining the quality control procedures to be applied by the brigade leaders; and for the logistics and control of field operations.
  + ***Profile:*** Professional with at least [X] years of university-level studies in survey-relevant matters, and at least [Y] years of experience in survey fieldwork management.
  + ***Dedication:*** The Field Operations Manager shall be devoted full–time and exclusively to the project throughout its whole duration.
* ***Data Manager.*** The Data Manager shall be responsible for the development and debugging of the survey data entry programs, for selecting and training the data entry operators [or for training the interviewers in data entry activities, if the survey uses CAPI methods – see Appendix 1, Version B]; for defining the data transmission protocols and procedures; for the logistics of data entry and data transmission; for the permanent consolidation of survey datasets, and for delivering them to the Principal Investigator and Assistant Researcher on a [weekly / fortnightly / monthly] basis.
  + ***Profile:*** Professional with at least [X] years of university studies in computer science or survey-related matters, and at least [Y] years of experience with [SQL, Visual Basic or other language] programming, development of survey data entry programs with [CSPro, LSD, Blaise or other platform], and complex survey data management with [STATA, SPSS or other statistical software].
  + ***Dedication:*** The Data Manager shall be devoted full–time and exclusively to the project throughout its whole duration.

# Field Work and Data Management

The IEC will organize data collection on the basis of as many ***Field Brigades*** as needed to complete fieldwork in the delays specified by the impact evaluation calendar. Each brigade will be headed by a brigade leader, and composed of a certain number of interviewers [and other staff], as specified in Appendix 1.

[Choose one of three versions of Appendix 1, depending on how fieldwork and data management are going to be linked:

* Version A describes the Computer Assisted Field Edits (CAFE) approach, in which the data are collected on paper questionnaires, but quickly entered and checked by data entry operators within the field brigades, so that inconsistencies are immediately corrected while the brigade is in the cluster being visited.
* Version B describes the Computer Assisted Personal Interviewing (CAPI) Approach, in which interviewers use laptops or PDAs, rather than paper questionnaires.
* Version C describes the use of one central (or several, decentralized) data entry workshop/s where paper questionnaires are entered independently of fieldwork.

Version A is a mature solution that has proven its ability to effectively integrate computer-based quality controls to survey fieldwork in several countries for many years. Version B is technically appealing, but it requires significant investments prior to fieldwork. Version C is only to be used as a last resort.]

# Payment Schedule

Payments will be made upon the approval of the following products:

1. Detailed work plan. [X%] of the contract amount. To be delivered [Y] days after the signature.
2. Questionnaire, data entry programs, and manuals. [X%] of the contract amount. To be delivered [Y] days after the signature.
3. Intermediate report, with the list of field workers satisfactorily trained and hired. [X%] of the contract amount. To be delivered [Y] days after the signature.
4. Baseline database. [X%] of the contract amount. To be delivered [Y] days after the signature.
5. Baseline report. [X%] of the contract amount. To be delivered [Y] days after the signature.
6. End-line database. [X%] of the contract amount. To be delivered [Y] days after the signature.
7. Final report. [X%] of the contract amount. To be delivered [Y] days after the signature.

# Work Coordination

The coordination of the above-mentioned products’ submission, as well as the consultancy itself are responsibility of the IDB Country Team leader [ ], [name], [email, tel.: ].

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# Appendix 1 Field Work and Data Management

# Version A: Computer Assisted Field Edits (CAFE) approach

## *Organization and chronogram of fieldwork*

The field staff will be organized in independent field brigades. Each brigade will be led by a supervisor and will be composed of [X] enumerators, [X] data entry operators [and any other staff required for special measurements, such as anthropometry, blood samples, etc.]. The following table shows an estimated work chronogram for a brigade in each conglomerate ([primary sampling unit, hospital, school, etc.]):

|  |  |
| --- | --- |
| **Day** | **Activity** |
| **1** | Travel from the previous conglomerate. Contact local leaders and obtain approval from them. Interview local leaders. Update the list and selection of secondary units ([households, teachers, government functionaries, etc.]). |
| 2 | Interview secondary units. Data entry. |
| 3 | Interview secondary units. Data entry. |
| --- | Interview secondary units. Data entry. |
| N | Final corrections. Transmit information to the Data Manager in charge of the survey. |

It is foreseen that to complete the surveys, a minimum of [X] household visits, [X] visits to establishments, and [X] visits to local leaders will be required. A specified protocol will be established to define technical aspects, like wait times before visiting a household again when the family is absent, revisits, and others.

## Data Collection Technology and Transmission of Data

Enumerators will collect information in paper questionnaires, which will be digitized by team operators while they are in the area of the primary sampling unit. The IEC’s proposal should specify the mechanism and chronogram for the transmission of data from the field to the central offices.

The IEC will be responsible of providing each brigade with all the material (laptops, modems, GPS, etc.) needed to fulfill this task.

1. **List of households and household selection**

The sample of PSUs will be chosen by [the contracted firm]. The firm will be responsible for obtaining the maps needed to locate and establish the limits of each selected PSU.

The target population of the survey are households with [insert specific characteristics of the surveyed population; for example, households with senior citizens, households with women in their reproductive age, households with children younger than a certain age, etc.]. The surveyed households will be selected randomly based on a thorough and updated listing of all households residing in each and every one of the [X] PSUs at the moment of the survey. The listing will include basic information of all of the households in each PSU with the objective of establishing the eligibility of each household and the information necessary to locate them in case they are selected.

Data collected in the most recent census will help determine that it will be necessary to list approximately [X] households in each PSU, [Y] of which will be eligible. From the eligible households, [Z] will be selected randomly and surveyed. Parallel to the fieldwork, the firm will carry out the electronic entry of all households and will choose [Z] households to be interviewed, based on a random selection protocol [previously determined and provided by the firm and the] IEC.

## Selection and Training of Personnel

To carry out the fieldwork, the IEC should count with the following personnel in addition to the key personnel mentioned beforehand:

* ***Brigade Supervisors.*** Field supervisors are responsible for data collection and quality. They are in charge of assigning work to the enumerators [and to those responsible of anthropometry and other special measurements]; putting in practice the work plan and the supervision procedures established by the Field Work Manager in each PSU; guaranteeing a quick data entry process; correcting any detected inconsistencies through follow-up interviews; and guaranteeing the permanent transmission of collected data to the Data Manager.

*Profile:* Has finished secondary school studies, [additional credentials in health, education, or another area if required by the survey], and a minimum of [2 or more] years of experience supervising fieldwork related to household surveys. Mastery of the languages spoken in the areas where the brigade will work.

* ***Enumerators.*** Enumerators are responsible for completing the questionnaires based on good practices and the specific requirements of the survey.

*Profile:* Has finished secondary studies, [additional credentials in health, education, or another area if required by the survey], and a minimum of [2 or more] years in work related to household surveys. Mastery of the languages spoken in the areas where the brigade will work.

* ***Data Entry Team***. The data entry team is in charge of entering data registered by enumerators in the questionnaire onto computers at the same time as the team is in the PSU where the data was collected. They are also in charge of detecting inconsistencies and communicating them to the supervisor. They also transmit reviewed data to the Data Manager before the team moves on to the following PSU.

*Profile:* Completed secondary studies, minimum of [1 or more] years of experience in data entry work, knowledge of the software used for the work, and the willingness to do this work on the field.

* ***Anthropometrics, others in charge of taking biological samples, etc.*** [Insert the responsibilities of the additional field personnel needed for the survey for special measurements].

*Profile*: [insert the minimum credentials needed for this position].

All field personnel should be trained for [X] weeks, regardless of their previous experience in household surveys. The ET will provide a template for a training calendar, composed of plenary sessions, group work sessions, and field practice, as well as templates for learning materials needed for the training (PowerPoint presentations, exercises, etc.). The firm will adapt these templates to the definitive versions of the questionnaires, reproduce them, and provide the physical space and teachers needed for the training, assuming that there will be a maximum of 20 people per class for the group work sessions.

# Appendix 1 Field Work and Data Management

# Version B: Computer Assisted Field Edits (CAPI) approach

## *Organization and chronogram of fieldwork*

The field staff will be organized in independent field brigades. Each brigade will be led by a supervisor and will be composed of [X] enumerators, [X] data entry operators [and any other staff required for special measurements, such as anthropometry, blood samples, etc.]. The following table shows an estimated work chronogram for a brigade in each conglomerate ([primary sampling unit, hospital, school, etc.]):

|  |  |
| --- | --- |
| **Day** | **Activity** |
| **1** | Travel from the previous conglomerate. Contact local leaders and obtain approval from them. Interview local leaders. Update the list and selection of secondary units ([households, teachers, government functionaries, etc.]). |
| 2 | Interview secondary units. Data entry. |
| 3 | Interview secondary units. Data entry. |
| --- | Interview secondary units. Data entry. |
| N | Final corrections. Transmit information to the Data Manager in charge of the survey. |

It is foreseen that to complete the surveys, a minimum of [X] household visits, [X] visits to establishments, and [X] visits to local leaders will be required. A specified protocol will be established to define technical aspects, like wait times before visiting a household again when the family is absent, revisits, and others.

## Data Collection Technology and Transmission of Data

Enumerators will recollect data directly on a personal computer, the information will be digitized as the questionnaire is completed, replacing paper questionnaires. The IEC’s proposal should specify the mechanism and chronogram for the transmission of data from the field to the central offices.

The IEC will be responsible of providing each brigade with all the material (laptops, modems, GPS, etc.) needed to fulfill this task.

* 1. **List of households and household selection**

The sample of PSUs will be chosen by [the contracted firm]. The firm will be responsible for obtaining the maps needed to locate and establish the limits of each selected PSU.

The target population of the survey are households with [insert specific characteristics of the surveyed population; for example, households with senior citizens, households with women in their reproductive age, households with children younger than a certain age, etc.]. The surveyed households will be selected randomly based on a thorough and updated listing of all households residing in each and every one of the [X] PSUs at the moment of the survey. The listing will include basic information of all of the households in each PSU with the objective of establishing the eligibility of each household and the information necessary to locate them in case they are selected.

Data collected in the most recent census will help determine that it will be necessary to list approximately [X] households in each PSU, [Y] of which will be eligible. From the eligible households, [Z] will be selected randomly and surveyed. Parallel to the fieldwork, the firm will carry out the electronic entry of all households and will choose [Z] households to be interviewed, based on a random selection protocol [previously determined and provided by the firm and the] IEC.

## Selection and Training of Personnel

To carry out the fieldwork, the IEC should count with the following personnel in addition to the key personnel mentioned beforehand:

* ***Brigade Supervisors.*** Field supervisors are responsible for data collection and quality. They are in charge of assigning work to the enumerators [and to those responsible of anthropometry and other special measurements]; putting in practice the work plan and the supervision procedures established by the Field Work Manager in each PSU; guaranteeing a quick data entry process; correcting any detected inconsistencies through follow-up interviews; and guaranteeing the permanent transmission of collected data to the Data Manager.

*Profile:* Has finished secondary school studies, [additional credentials in health, education, or another area if required by the survey], and a minimum of [2 or more] years of experience supervising fieldwork related to household surveys. Mastery of the languages spoken in the areas where the brigade will work.

* ***Enumerators.*** Enumerators are responsible for completing the questionnaires based on good practices and the specific requirements of the survey.

*Profile:* Has finished secondary studies, [additional credentials in health, education, or another area if required by the survey], and a minimum of [2 or more] years in work related to household surveys. Mastery of the languages spoken in the areas where the brigade will work.

* ***Data Entry Team***. The data entry team is in charge of entering data registered by enumerators in the questionnaire onto computers at the same time as the team is in the PSU where the data was collected. They are also in charge of detecting inconsistencies and communicating them to the supervisor. They also transmit reviewed data to the Data Manager before the team moves on to the following PSU.

*Profile:* Completed secondary studies, minimum of [1 or more] years of experience in data entry work, knowledge of the software used for the work, and the willingness to do this work on the field.

* ***Anthropometrists, others in charge of taking biological samples, etc.*** [Insert the responsibilities of the additional field personnel needed for the survey for special measurements].

*Profile*: [insert the minimum credentials needed for this position].

All field personnel should be trained for [X] weeks, regardless of their previous experience in household surveys. The ET will provide a template for a training calendar, composed of plenary sessions, group work sessions, and field practice, as well as templates for learning materials needed for the training (PowerPoint presentations, exercises, etc.). The firm will adapt these templates to the definitive versions of the questionnaires, reproduce them, and provide the physical space and teachers needed for the training, assuming that there will be a maximum of 20 people per class for the group work sessions.

# Appendix 1 Field Work and Data Management

# Version C: Computer Assisted Field Edits approach

## *Organization and chronogram of fieldwork*

The field staff will be organized in independent field brigades. Each brigade will be led by a supervisor and will be composed of [X] enumerators, [X] data entry operators [and any other staff required for special measurements, such as anthropometry, blood samples, etc.]. The following table shows an estimated work chronogram for a brigade in each conglomerate ([primary sampling unit, hospital, school, etc.]):

|  |  |
| --- | --- |
| **Day** | **Activity** |
| **1** | Travel from the previous conglomerate. Contact local leaders and obtain approval from them. Interview local leaders. Update the list and selection of secondary units ([households, teachers, government functionaries, etc.]). |
| 2 | Interview secondary units. Data entry. |
| 3 | Interview secondary units. Data entry. |
| --- | Interview secondary units. Data entry. |
| N | Final corrections. Transmit filled questionnaires for their centralized digitization. |

It is foreseen that to complete the surveys, a minimum of [X] household visits, [X] visits to establishments, and [X] visits to local leaders will be required. A specified protocol will be established to define technical aspects, like wait times before visiting a household again when the family is absent, revisits, and others.

## Data Collection Technology and Transmission of Data

Enumerators will collect information on paper questionnaires, which will be controlled on the field by the supervisors. The IEC’s proposal should specify the mechanism and chronogram for the transmission of data from the field to the central offices.

The IEC will be responsible of providing each brigade with all the material (laptops, modems, GPS, etc.) needed to fulfill this task.

* 1. **List of households and household selection**

The sample of PSUs will be chosen by [the contracted firm]. The firm will be responsible for obtaining the maps needed to locate and establish the limits of each selected PSU.

The target population of the survey are households with [insert specific characteristics of the surveyed population; for example, households with senior citizens, households with women in their reproductive age, households with children younger than a certain age, etc.]. The surveyed households will be selected randomly based on a thorough and updated listing of all households residing in each and every one of the [X] PSUs at the moment of the survey. The listing will include basic information of all of the households in each PSU with the objective of establishing the eligibility of each household and the information necessary to locate them in case they are selected.

Data collected in the most recent census will help determine that it will be necessary to list approximately [X] households in each PSU, [Y] of which will be eligible. From the eligible households, [Z] will be selected randomly and surveyed. Parallel to the fieldwork, the firm will carry out the electronic entry of all households and will choose [Z] households to be interviewed, based on a random selection protocol [previously determined and provided by the firm and the] IEC.

## Selection and Training of Personnel

To carry out the fieldwork, the IEC should count with the following personnel in addition to the key personnel mentioned beforehand:

* ***Brigade Supervisors.*** Field supervisors are responsible for data collection and quality. They are in charge of assigning work to the enumerators [and to those responsible of anthropometry and other special measurements]; putting in practice the work plan and the supervision procedures established by the Field Work Manager in each PSU; guaranteeing a quick data entry process; correcting any detected inconsistencies through follow-up interviews; and guaranteeing the permanent transmission of collected data to the Data Manager.

*Profile:* Has finished secondary school studies, [additional credentials in health, education, or another area if required by the survey], and a minimum of [2 or more] years of experience supervising fieldwork related to household surveys. Mastery of the languages spoken in the areas where the brigade will work.

* ***Enumerators.*** Enumerators are responsible for completing the questionnaires based on good practices and the specific requirements of the survey.

*Profile:* Has finished secondary studies, [additional credentials in health, education, or another area if required by the survey], and a minimum of [2 or more] years in work related to household surveys. Mastery of the languages spoken in the areas where the brigade will work.

* ***Data Entry Team***. The data entry team is in charge of entering data registered by enumerators in the questionnaire onto computers at the same time as the team is in the PSU where the data was collected. They are also in charge of detecting inconsistencies and communicating them to the supervisor. They also transmit reviewed data to the Data Manager before the team moves on to the following PSU.

*Profile:* Completed secondary studies, minimum of [1 or more] years of experience in data entry work, knowledge of the software used for the work, and the willingness to do this work on the field.

* ***Anthropometrists, others in charge of taking biological samples, etc.*** [Insert the responsibilities of the additional field personnel needed for the survey for special measurements].

*Profile*: [insert the minimum credentials needed for this position].

All field personnel should be trained for [X] weeks, regardless of their previous experience in household surveys. The ET will provide a template for a training calendar, composed of plenary sessions, group work sessions, and field practice, as well as templates for learning materials needed for the training (PowerPoint presentations, exercises, etc.). The firm will adapt these templates to the definitive versions of the questionnaires, reproduce them, and provide the physical space and teachers needed for the training, assuming that there will be a maximum of 20 people per class for the group work sessions.

Besides this training, the IEC should consider another training for the personnel in charge of the centralized data entry.

## Data Entry

The IEC should consider in the proposal the centralized entry of data, as the consultant will have to provide the infrastructure and material necessary to carry out this activity.

Double data entry will have to be done for all questionnaires. Partial, but clean data bases should be delivered each [week, fortnight, month], averaging no more than three weeks between the date the survey was finalized in a PSU and the transmission of digitized data to the ET.

Inconsistencies detected in the process of data entry that cannot be resolved in the office will have to be resolved through the telephone or, if necessary, directly on the field.