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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 Principal Investigator**

1. **Background**
	1. **Program Description**
2. **Objectives**

[Country/IDB Division] is seeking a Principal Investigator (PI) to lead the impact evaluation of its [name of the program] program. The PI will be responsible for the design, implementation, analysis and dissemination of results for the impact evaluation. The PI will collaborate with the project team, key country counterparts [(e.g. Government and survey firm)] 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.

1. **Activities**

The assignment includes the following tasks:

1. Establish an in-country advisory panel. The PI will work with the project team members to establish an in-country advisory panel made up of key stakeholders: project design team members, government counterparts, local researchers, etc. This team will provide guidance to the impact evaluation team on the policy relevance, country context on other country specific issues for the impact evaluation, as well as generate buy-in from the relevant stake-holders on the impact evaluation design.
2. Develop an Evaluation Design. The PI will develop an impact evaluation design which isolates the causal impact of the intervention on key outcome indicators [(e.g.: standard measures of poverty and health, enrollment/dropout rates, sewerage connection rates, etc.)], in consultation with team members and counterparts.

S/he will propose a preliminary experimental or quasi-experimental design for the impact evaluation. The evaluation design will be developed with the program team members and country counterparts. S/he will seek stakeholder feedback on the preliminary experimental design and revise design based on feedback.

S/he will develop a detailed Impact Evaluation Concept Note, Budget and Gantt Chart in consultation with the team members which details the agreed upon identification strategy, data collection and analysis plan, staffing, budget and time frame. The Impact Evaluation will be integrated into the overall project monitoring and evaluation plan.

1. Identify and Contract a Qualified Survey Firm(s). The PI will support the team members to recruit and contract the survey firm(s) required to complete data collection and entry activities. This includes:
* Draft/Adapt TOR for survey firm
* Review technical and financial proposals
* Provide recommendations on preferred firm(s)
* Participate in procurement negotiations
1. Oversee Questionnaire Development/Adaptation. Together with the team members and country counterparts, the PI will identify 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] specific context
* Participating in questionnaire pretesting
* Reviewing questionnaire with advisory panel
* Finalizing questionnaire based on feedback from pilots and advisory panel
1. Develop Research Protocol. The PI will collaborate with the Survey Firm(s) to identify all requirements for ethical clearance of the impact evaluation activities. In addition, the PI will lead development of the 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 PI will define the sample sizes required to estimate program impacts, as well as the sampling strategy. This will involve:
* The outcome indicator(s) that are used to determine the sample size(s)
* The minimum impacts that the study should be designed to measure
* The number of communities in each of the control and treatment groups
* The number of households and individuals in each community; and (if relevant) the number of repeat visits before and after the interventions
* Definition of the sample inclusion criteria
* Definition of central or field-based sampling methodology in collaboration with the Survey Firm(s)
1. Oversee Impact Evaluation Preparation and Implementation Activities. The PI will oversee all activities related to preparation and implementation of the impact evaluation, including:
* Developing the Field Work Plan with the Survey Firm(s)
* Adaptation of survey training materials
* Interviewer recruiting and training
* Pilot testing with field team(s)
* Production of Survey Firm progress reports
* Collection and compilation of any required secondary data (e.g., sector provider reports, community surveys, etc.)

The Principal Investigator is responsible for ensuring data quality assurance mechanisms are in place for data collection, entry and management

1. Validation of Evaluation Design. The PI 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
2. Manage Data Documentation and Storage. The PI is responsible for ensuring proper and comprehensive documentation of the impact evaluation activities, as well as making sure all data and corresponding documentation is properly stored
3. Track program implementation and consult on evaluation related changes to program design. During project implementation, the PI will consult with project team members on the evaluation design and project implementation, making adjustments as necessary
4. Oversee endline surveys. The PI will also be responsible of supervising the individual, household, community, facility and programmatic endline data collection process, as required by the impact evaluation design. This task will be conducted hand in hand with the data collection firm, ensuring timely and proper data quality
5. Conduct impact analysis: The PI is responsible for analysis of the endline data in accordance with the impact evaluation design and writing of the impact evaluation reports, presentations and policy brief
6. Dissemination activities: The PI will present the impact results in meetings and seminars
7. **Products**

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

An impact evaluation design with the corresponding Concept Note, Budget and Gantt Chart

2. Detailed Survey TOR and budget recommendation

1. Technical al financial proposals reviews
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. A Sampling Plan defining sample sizes and sampling strategy, outcome indicators, minimum impacts that the study should be designed to measure using power calculations, number of communities in control and treatment groups, number of households and individuals in each community, and number of repeat visits before and after the interventions.
5. A Fieldwork Plan and Survey Progress Reports.
6. A Baseline report
7. A final impact evaluation report, presentation and policy brief
8. All final data sets, statistical code and other inputs used for the impact evaluation
9. Dissemination activities
10. **Consultancy Characteristics**
11. **Consultancy Type**: International Consultant
12. **Duration**: [X] days starting when signing the contract
13. **Work Location**: Country of residence of the consultant but with the necessary commutes to rural/urban locations according to the impact evaluation study requirements
14. **Qualifications**:
* PhD in [relevant fields]
* Minimum 5 years of project impact evaluation experience
* Minimum 5 years of experience in designing and implementing quantitative impact evaluations using randomized or otherwise controlled designs
* Relevant experience in measurement of [outcomes] through household surveys
* Relevant experience designing and coordinating field work for large household surveys and health facility surveys
* Relevant experience analyzing quantitative data (household and facilities) using statistical analysis software (preferably STATA)
* Relevant experience in coordinating implementation of impact evaluation field work
* Excellent written [English and/or …] communication skills, with focus on research protocols, research papers and descriptive reports for diverse audience
* Ability to facilitate communication between various levels of management and work independently in order to meet deadlines
* Ideally, the country PI should have published evaluations in peer reviewed journals
1. **Payment Schedule**

The consultant will be paid, upon presentation of invoices and contingent upon timely submission of agreed deliverables.

1. **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.: ].