

Survey Firm for Georgia Welfare Monitoring Survey

Terms of Reference

Background

Global food crisis coupled with the unfolding financial crisis poses major threat to the well-being of vulnerable populations all over the world. There is a major consensus among leading economic and financial experts that the dismal consequences of the global financial crisis will become more acute and manifest in 2009. Executive Director of UNICEF has already issued a number of official statements warning on the potential negative consequences of these processes on the vulnerable populations across the world which can undermine the progress achieved in striving towards the Millennium Development Goals.

In Georgia the negative global trends are further aggravated by the consequences of the August military conflict between Russia and Georgia, leading to displacement of over 30 000 persons, stalling the flow of foreign direct investment and significant deterioration of the country's infrastructure. In addition, even before the August events UNICEF-commissioned child poverty study showed that 44% of Georgian children lived below 2 USD a day while also experiencing different forms of material and housing deprivation. Another UNICEF survey has identified a negative trend in the nutritional status of children in Georgia.

The above clearly indicates UNICEF's high concern with these negative developments. For this purpose UNICEF Georgia will commission a panel welfare monitoring survey in Georgia. UNICEF seeks a qualified survey firm to carry out the field work of the survey along with database formation and data processing.

Objectives of the survey

The primary objective of the panel survey is to provide reliable and updated data on dynamics of key welfare indicators in Georgia in 2009-2010. The study will also explore the strategies that the households resort to in order to mitigate the risks posed by the global negative developments. The survey will help to signal potential deterioration of child and human welfare indicators and assist the government and the international donor community in developing an adequate response.

Scope and contents of the survey

The surveys will cover the whole country of Georgia (excluding territories outside the Georgian Government's control). Approximately 6000 households will be interviewed during the survey.

The survey will cover the following topics:

- Households' assets
- Income
- Consumption
- Employment/livelihoods
- Food security (incl. nutritional safety)
- Access to health services
- Access to education services
- Access to social services
- Households' coping strategies

Methodology of the survey and activities to be carried out

The survey is a panel one and consists of two stages. The first stage is planned to be carried out in May-June 2009, while the second one will be conducted in a year's time. The selected firm will carry out the second stage of the survey only if its performance at the first stage is assessed as satisfactory.

Sample

At the first stage, the selected firm will be provided with the addresses of approximately 6500 households selected by a random procedure, of which, according to the usual response rate, about 5700-5800 are supposed to be interviewed.

At the second stage, only those households will be interviewed which have been interviewed at the first stage.

Survey tools

At both stages, two types of survey tools will be used: a) a structured questionnaire for a face-to-face interview; and b) a diary type questionnaire to be completed by households in a week's period. Accordingly, at least two visits within a period of a week will be required for completing the questionnaires. The survey tools will be provided by UNICEF Georgia.

Training

At both stages, the firm will ensure training of the interviewers and supervisors. UNICEF Georgia will provide the firm with instructions for completing the questionnaires and will conduct the training of the trainers.

Pilot survey

The firm will conduct a pilot survey in order to test the questionnaire. The survey will be conducted in both urban and rural areas. Overall, 30 interviews will be conducted. Basing on the results of the pilot survey, the firm, in collaboration with UNICEF Georgia's survey consultant, will design the final version of the survey questionnaires. After the pilot survey, the firm will provide a report on conducted activities.

Field work

At both stages, the firm will involve in the survey sufficient number of interviewers and supervisors for conducting the field work in a timely manner and at a high quality level.

The field work staff must be divided into teams, one team consisting of a supervisor and at most 6 interviewers. The supervisor will be responsible for the quality of performance of the interviewers in his/her team. He/she must be present at several interviews of each interviewer in order to ensure the quality of their work. In addition, supervisors must check the questionnaires completed by the interviewers and advise them as needed.

Field Work Control

In order to ensure the high quality of the collected data, at both stages the firm will conduct field work control. The firm will provide UNICEF Georgia with the materials and the field work control report.

Data entry, logical control and cleaning

At both stages, the firm will ensure data coding, logical control, data entry and cleaning. Data entry must be carried out using the SPSS package.

Data weighting

At both stages, data weighting will be carried out by UNICEF Georgia's survey consultant. The weighted database will be returned to the firm for statistical processing.

Data processing

At both stages, the firm will ensure producing output statistical tables defined by UNICEF Georgia.

Deliverables

At both stages, the firm will produce the following deliverables in English and Georgian:

1. The final version of the survey questionnaires (only at the first stage);
2. A cleaned database in SPSS format;
3. The non-response report with indication of non-response reasons;
4. Output statistical tables;
5. Report on conducted activities (including the report on field work control).

Timetable

- Pilot survey and the final version of the survey questionnaires (deliverable 1) – only at the first stage: within one week after signing the contract;
- Training of the interviewers and supervisors – at the first stage: within one week after delivering the final version of the questionnaire; at the second stage: one year after the start of the first stage field work;
- Start of the field work – after finishing the training of the interviewers and supervisors;
- End of the field work – 6 weeks after the start of the field work;
- Providing the cleaned database and non-response report (Deliverables 2 and 3) – 6 weeks after the end of the field work;
- Providing the output statistical tables (Deliverable 4) – 2 weeks after receiving the weighted database file from UNICEF Georgia;
- Providing the report on conducted activities (Deliverable 5) – 1 week after providing the output tables.

Future Use of the Data

The completed dataset will be the property of UNICEF. The firm may not use the data for their own purposes, nor license the data to be used by others, without the written consent of UNICEF.

Qualification/Expertise Required

The firm is required to have:

- At least 5 years experience in the sphere of sociological surveys;
- Experience in conducting LSMS type surveys;
- A well-developed network of interviewers and supervisors across the country;
- A qualified team for data coding, entry and cleaning;
- A well-functioning system of field work control.

The firm interested in conducting the survey must provide:

- Documents certifying the above qualification requirements;
- CV-s of the key personnel of the survey with indication of their tasks;
- Tentative survey plan;
- Tentative survey budget (in USD).