

Date: Feb 19 2009

Terms of Reference

Turkey Welfare Monitoring Survey

Data Collection and Data Processing for Round 1

Background

The Turkey Welfare Monitoring Survey aims to track the status and welfare of households in turkey through the Crisis period in 2009 with a view to (i) get earning warning sign on potential deterioration on child and human development outcomes, and (ii) to develop an understanding on how households cope with the current situation.

The survey has been designed in such a way that it will be quick to administer in households with two enumerators surveying the household head and spouse at the same time with 4 modules of a questionnaire. The questions in the survey are close ended in order to minimize the time it will take to collect the information. The survey will be repeated in panel for 3 rounds in 1 year.

The main objective of this consultancy is to facilitate the gathering of household level data as outlined by this survey.

Main Activities

Main activities and dates are:

- The household and community survey process will begin in February 2009 with piloting and revision of the questionnaire.
- Piloting of questionnaires shall take place in February 2009, with sufficient time for finalization of questionnaires and protocols before training.
- Training of field staff in early March 2009.
- Field work to start in March 2009, immediately upon completion of training.
- Data entry will be performed concurrently with field work. There will be double entry of all questionnaires.
- Final data set expected by the end of April 2009.
- See timeline in the Annex 1 for detailed schedule.

Duties and Responsibilities

The primary responsibility of this consultancy is to work in close collaboration with local counterparts in the development and supervision of all phases of data collection for the household survey. Specifically, the firm will be responsible for the following aspects of the household survey:

Questionnaire Development

The questionnaire for the survey has already been developed. The survey company will be responsible for:

- Piloting, finalizing and translating of household and community questionnaires
- Printing of questionnaires

Staffing

- Recruitment of interviewers, data entry technicians and supervisors based on the firm's best practices

Equipment and Logistics

- Securing of office and computer equipment for survey management and data entry
- Arranging for transportation and equipment related to household listing and household survey interviews.

Training

- Preparation of training materials and detailed interviewer manual (and supervisor manual if necessary)
- Facilitation of supervisor and interviewer training

Data Collection

- Conducting household interviews with 2 enumerators per household.

Data Entry

- Development of double-entry data entry system
- Supervision and verification of data entry process

Sample

- Sample design based on guidelines from Task Team Leader (TTL)
- Selection of primary sampling units (PSUs)
- Listing exercise in selected PSUs
- Selection of survey and replacement households
- Calculation of sampling weights following data collection

The expected tasks for the firm should be performed in accordance with the timeline listed in the Annex.

Detailed duties and responsibilities in each specified area are as follows:

Questionnaire Development

The firm will be provided English language copies of sample household questionnaires. The firm will be responsible for translating the survey and piloting the draft survey in 1 rural and 1 urban area, with 50 observations in each. Following the piloting of the questionnaire, the firm will revise and finalize the survey questionnaires. The specific locations for the piloting are left to the discretion of the firm but may not be in PSUs to be used in the actual survey.

Staffing

Interviewers

The firm will competitively hire staff for **14 teams** for the fielding of the survey: Each interviewing team will consist of **1 supervisor and 4 interviewers** making a total of **14 supervisors and 56 interviewers**. Each interviewer team consists of **1 male and 1 female** interviewer entering a household. The minimum education requirement for a household interviewer is a High School Diploma. It is also preferable to recruit interviewers living locally in each province of the survey. This is not required, however, and left to the discretion of the firm. If interviewers are recruited from outside the location of training sites, there transportation and per diem costs should be added to the budget accordingly.

The household interview teams will be responsible for both the PSU listing exercise, and the household selection (using protocols provided to the firm by the TTL). The field teams will work for 6 weeks (20 working days for the fielding of the survey + 1 week of training and piloting). The suggested numbers of enumerators and working days is calculated as follows: Each interview team (consisted of 2 interviewers) will have **5 interviews** in a day. For **2,800 interviews**, where 2 enumerators enter 1 household at once, this requires a total of 1,120 man-days by interviewers (2800 households x 2 interviewers per HH /5 households per day =1120 man-days). With a team of 56 interviewers, this is expected to be covered in **20 days**. The firm is expected to recruit 10-15% more interviewers to replace team members who may leave during field work or those who do not demonstrate sufficient proficiency following training.

Field Supervisor

Supervisor: The firm will recruit 4 field supervisors to oversee teams of interviewers. The field supervisors will travel with teams and be responsible for day-to-day supervision and logistics, including contacting community leaders in PSUs, and arranging appointments with respondent households. The field supervisor will also perform quality controls on the information collected by his/her team, including randomly attending some interviews, randomly re-interviewing 10-15% of households on specific modules or overall questionnaires, randomly reviewing questionnaires. The field supervisor will further be responsible for organizing and tracking the daily supply of completed questionnaires to the data entry operators. Field supervisors should

have 2-3 years experience in conducting or managing household surveys. The minimum education requirement for field supervisors is a University Diploma.

Field supervisors will work for 5 weeks (1 week in supervisor training and to finalize and pilot draft surveys, 3 weeks participation in interviewer training, 1 week to finalize and verify the data.)

Data Entry Staff

The firm will hire 12 data entry clerks and 2 data entry supervisors. It is calculated that 12 surveys can be entered in one day by 1 data clerk hence the whole process can be completed in 17 days by 10 data entry staff. There will be 2 data entry supervisors who oversee this process.

In order to make sure the data comes out as rapidly as possible, it is very important to make sure data entry takes place concurrently as data collection. For this part of the data entry staff will need to travel with the enumerators.

Data entry supervisors may also be responsible for developing the data entry software, and for monitoring and overseeing the daily data logging of field activities.

Data entry clerks will work for 4 weeks (1 week training and 3 weeks data entry)

Data entry supervisors will work for 5 weeks (1 weeks to prepare digitations and training, 3 weeks training and finalization of data entry and data logging systems, 1 week finalization and control of data entry).

Equipment and Logistics

Field supplies: The firm will prepare all field supplies required for field staff.

Transportation: The firm will make appropriate transportation arrangements to conduct field work. Each team must have its own vehicle. The firm can use its own vehicles or hire a car service – this is left to the firm's discretion.

Training

The firm will be responsible for preparation, organization and implementation of training activities. The firm will conduct 1 week of training for the household listing and household interviews. Emphasis in training will be on proper techniques appropriate for the sensitive nature of some topics covered in the household questionnaire. The firm will prepare manuals for training in Turkish. Training may take place in **Ankara** or **Istanbul**. This is at the discretion of the firm.

Data Collection

Data collection will be done by interviewer teams according to the specified schedule. The firm is responsible for ensuring data collection is performed without significant delay. The final data set must be compiled and consistency checks performed to the approval of the TTL. Data must be submitted in **SAS**, **SPSS** or **STATA** format.

Data Entry

The firm will be responsible for the development of the software to be used for data entry. Specific responsibilities include:

Developing software and set up the network system for Data Entry, including the process by which all data are stored on the server and the first key punch and the second (verification key punch) are automatically updated on the server.

All questionnaires will be verified for accuracy. The data entry will be done in the field by the data entry clerk traveling with the field teams, then checked for inconsistent or illogical answers by the supervisor. All issues should be rectified in the field before the teams move on to the next village. Following entry, the completed surveys should be transferred to the data entry clerk in the regional capital. The data should be re-entered and checked against the original entry for accuracy. Discrepancies should be rectified by the data entry supervisors.

Sample

The sample will be determined by randomization with two-stage stratification. The firm will be responsible for the construction of the sample based on the previous listing exercise and guidelines provided by the TTL.

There will be **140 primary sampling units (PSUs)** with 20 households in each cluster, making the sample size will be 2,800 households in the first round. The households will be selected randomly in each cluster. There will be 7 areas where data is collected: 5 of these will be major urban centers in Turkey, and 2 will be selected from rural areas. The selection of the provinces are suggested as follows: Istanbul, Ankara, Izmir, Adana, Izmit for urban data collection, Erzurum and Diyarbakır for rural data collection.

The first stage stratification of clusters will be selected as follows:

- 100 PSUs in 5 urban areas x 20 households per PSU = 2000 Households
- 40 PSUs in 2 rural areas x 20 households per PSU = 800 Households

The survey would need to be representative at the level of the 5 provinces selected. If possible, during the listing exercise the survey team would oversample the poor in each area selected. If it is possible to attain poverty data at the PSU level from TUIK – then it would be possible to take on more households in poor PSUs and less households in other PSUs. This sampling procedure would oversample the poor households while still providing a representative view of the areas sampled.

Weights

The firm will be required to calculate the sample weights for the finished dataset. The weights should correct for unequal selection possibilities, non-response, and to adjust the dataset to match population statistics from the 2007 Turkey Address-based Census in terms of gender and

age group. The finished household dataset will need to include sampling weights in order to be analyzed.

Listing Exercise

Prior to the start of household selection, the firm will conduct a listing exercise. A listing exercise is a census of all households in the survey area, along with general demographic characteristics. This information will be used to ensure the survey sample is representative of the population as a whole, as well as to construct the weights for the final analysis. In some instances, a list will already be available, in the case, for example, of a recent national census in the survey area.

Required Specialized Personnel

To implement the activities involved in this project, the firm must engage following specialists:

- Expert in Sample Design: Experience in the design of samples for household surveys required.
- Computer specialist in data entry and data bases: Experience with large survey data sets required. May be used to design data entry software.
- Field work expert: Minimum experience of five years in large household level surveys required.

Deliverables

The firm will produce the following deliverables for this project:

- Final household and community questionnaires in English and **Turkish**, which reflects any/all changes from piloting
- Final listing form for sampling in English and **Turkish**
- Training manual(s) for field staff in English and **Turkish**
- Completed household questionnaires for all households interviewed
- Completed community questionnaires for each village
- Data entry software designed for survey
- Completed data set of original data entry format and in **SPSS** or **STATA** format
- Sampling weights to be used in data analysis

Timeline

The proposed timeline for this work is as follows:

February 22-28	Translation of initial draft into Local Language Recruitment of supervisors
March 1-8	Drafting of supervisor and interviewer manuals (Turkish) Recruitment of interviewers and data entry clerks Supervisor Training <i>*Final draft of survey <u>must</u> be approved by the TTL before piloting can begin.*</i> <i>*Interviewer manual should also be submitted to the TTL prior to the start of training.*</i>
March 9-10	Training of piloting team
March 11-14	Piloting Testing of data entry software
March 15-17	Finalization of household and community questionnaires Finalization of supervisor and interviewer manuals Finalization of field work logistics (materials, vehicle hires, etc.) <i>*Final draft of household and community questionnaires and data entry software <u>must</u> be approved before field work can begin.*</i>
March 17-21	Training of interviewers Training of data entry clerks
March 21	Field work begins, runs for 4 weeks
April 20	Completion of field work
May 1	Deadline for submission of deliverables to TTL

Duration and Payment of the Consultancy

The budget for this project is ____ YTL. This will cover costs for all activities described above.

Payment	Amount	Note
1	10%	Upon signature of the contract
2	25%	Completion and approval of piloting surveys
3	25%	Completion and approval of final household and key informant surveys

4	25%	Continuation of fieldwork, payment contingent on report from survey managed attesting to successful progression
5	15%	Completion of data entry and submission of all deliverables

Beginning Date: Feb 22nd 2009

End Date: May 1, 2009

Future Use of the Data

The completed dataset will be made available to the data collectors, the World Bank, UNICEF and the State Planning Organization immediately after the data checking process has been completed in April 2009. The firm may not use the data for their own research purposes, nor license the data to be used by others, without the written consent of all parties listed above.