Terms of References (ToR)

for

Conducting the Survey as part of two studies titled "COVID-19 and Employment Related Adjustments: Findings from Household Survey in Bangladesh" and "An assessment of the effectiveness of delivering the relief supports to cope with COVID-19 in Bangladesh"

I. BACKGROUND AND RATIONALITY OF THE STUDY

The ongoing COVID-19 pandemic is expected to leave a far-reaching mark in the development journeys of the countries across the globe. It is apprehended that in the least developed countries (LDCs) like Bangladesh, COVID-19 will exacerbate their pre-existing vulnerabilities and disrupt their pursuit for Sustainable Development Goals (SDGs). CPD estimate suggest that due to COVID-19, the vulnerable employed individuals are about 13 million in number, which is about 20.1 per cent of the latest available labour force data (2016-17). Furthermore, according to CPD estimates, COVID-19 may lead to an increase in national (upper) poverty rate to 35 per cent in 2020 from 24.3 per cent in 2016. This "new" poor are about 17.5 million in number.

The new realities arising from the COVID-19 have put a significant number of those in the labour market at risk of losing employment opportunities. For a labour-endowed country such as Bangladesh, decent employment (as is conceptualised in SDG8) has emerged as a key concern, alongside health, in view of COVID-19. Lack of employment and income followed by the consequent adjustments at the individual and household levels will have important implications for attainment of a number of other Goals. The actual impact of COVID-19 on employment can be best captured through an indepth study of the adjustment process of the individuals and households concerning employment and income. The study of this process allows us to have a deeper understanding of COVID-19-induced vulnerabilities and risks, adjustments and opportunities, and efficacy of delivery of government policies, as far as the employment scenario is concerned.

Furthermore, the government has taken several support measures to be delivered by the local authorities (LAs) for the poor and vulnerable section of the population to tackle the situation emerging from COVID-19. These include free of cost food aid (rice and wheat) to those affected by sudden unemployment due to the coronavirus outbreak; direct cash transfer to selected vulnerable families nationwide whose income opportunity have shrunken due to sudden unemployment etc. However, when it comes to any public service provision to the most marginalised and disadvantaged population in Bangladesh, then in most cases, the difference between their expectation and reality remains pervasive. Moreover, the people experiencing extreme or moderate poverty are generally deprived of legal rights due to being disorganised, lack of information, as well as an inadequate amount of service provision. A number of shortcomings were pointed out by various studies as regards delivering the safety net and relief support programmes. Among these, the most commonly observed include the inadequacy of allocation and coverage, 'inclusion' and 'exclusion' errors, leakages, coordination failure among the implementing agencies, high administrative costs and inefficiencies.

In this backdrop, the current studies have been undertaken under the project titled "Enhancing the participation of community-based organisations (CBOs) and CSOs in democratic

governance in Bangladesh", implemented by CPD and Oxfam and funded by the European Union.

OBJECTIVES OF THE STUDY

The key objective of the studies are to examine in detail the adjustment process from the point of view of employment as a consequence of the COVID-19 pandemic and to assess the effectiveness of delivering COVID-19 targeted support programmes by LAs. To understand the household dynamics, this study will assess the delivery process of the aforementioned selected programmes by LAs in the selected set of localities through identifying the gaps between policies and practices. Some of the programmes to be assessed under the current study will include, for example, cash support of Tk. 2,500 each to 0.5 million households, food (rice) distribution and cash support under Gratuitous Relief (GR).

RESEARCH QUESTIONS

For research on "COVID-19 and Employment Related Adjustments: Findings from Household Survey in Bangladesh"

1. How the COVID-19 pandemic is impacting the labour market at the aggregate level? How the labour market is adjusting to this end?
2. What sort of adjustments are taking place within the sectors (e.g. formal vs informal, sectors which received government support vs which did not)?
3. Is there any inter-sectoral shift of labour in view of the pandemic?
4. What were the key features of employment status (e.g. occupation, economic sector, type, working hours etc.) and income of the respondents before the pandemic had struck?
5. What were the immediate changes to employment status and income as a consequence of COVID-19-induced shocks?
6. Which were the COVID-19-induced factors that affected the pre-pandemic situation? In what ways these have acted on employment status?
7. What were the adjustment initiatives pursued by the respondents in areas of employment and income?
8. How relevant were the government policies, taken in view of the pandemic, for the adjustment process mentioned in research question 7?

For research on "An assessment of the effectiveness of delivering the relief supports to cope with COVID-19 in Bangladesh"

1. Have adequate activities (e.g. awareness campaigns, mass media, community meetings, etc.) been undertaken for the dissemination of information related to three selected programmes in the selected areas?
2. How beneficiaries have been selected (e.g. poverty targeting, proxy-means test, community-based targeting, geographic targeting, self-selection)? Is any mistargeting or selection bias[1] involved in the process?
3. Are eligibility criteria strictly followed during beneficiary selection? Can the target population correctly identify the eligibility criteria? Is the beneficiary list publicly available in the survey area?

---

[1] Mistargeting may refer to 'exclusion' or 'inclusion' errors arising from budgetary constraints, weak information bases, and elite capture or capture by dominant political classes (Rahman, Choudhury and Ali, 2011).

4. Have the beneficiaries received the full amount of transfers that were allocated? Is there any error or leakages involved?
5. How much transaction costs (e.g. number of visits, time spent, money paid, paper work required etc) do the selected families need to bear for application, enrolment and payment receipt purposes?
6. How beneficiaries of selected cash support programmes are receiving payments (e.g. through bank deposits, mobile banking)? How long it takes to receive the payments? Is there any technological errors involved in case of receipt of payments from mobile financial services?
7. Is management information system (MIS) being adequately used (e.g. for automatic cash transfer and updating beneficiary information changes)? Are the designated hotline/mobile numbers being used adequately?
8. What is the nature of systemic control mechanisms (e.g. household information verification, database cross-checks, telephone hotlines)?
9. Is there a mechanism for monitoring the involvement of local dealers, payment agencies and tag officers in the delivery process?
10. Is there an established 'grievance redress' mechanism? How long does it take to resolve a complaint after being made by the beneficiaries?

The study will also seek answers to the following questions:

- Are there any area specific good practices in the delivery process of the selected services?
- What roles NGOs/CSOs/CBOs and other agencies are playing in delivering the selected services? Is there a mechanism for GO-NGO coordination to avoid duplication?
- Is there a difference between the 'overseeing mechanism' between urban and rural areas?

II.   METHODOLOGY

The studies should follow an integrated research approach that includes both qualitative and quantitative tools and techniques. All data, qualitative and quantitative, collected through the assessment must be disaggregated by location, age and sex. This will include collecting:

Quantitative data: Sampling for the HH survey will be designed to be nationally representative, and also representative at urban and rural levels. The survey should use the LFS frame. Two strata may be considered: rural (50%) and urban (50%).

Qualitative data: The consultant should use qualitative approaches, such as focus group discussions (FGDs), Key Informant Interviews (KIIs). The consultant should conduct FGDs and KIIs with a set of relevant stakeholders.

20 FGDs will need to be conducted for Research on "COVID-19 and Employment Related Adjustments: Findings from Household Survey in Bangladesh". For research on "An assessment of the effectiveness of delivering the relief supports to cope with COVID-19 in Bangladesh", 16 FGDs will need to be conducted with both beneficiaries and eligible non-beneficiaries of the government support programmes to be covered under the study. KIIs with relevant stakeholders will need to be conducted for both studies. The number of KIIs will need to be proposed by the Consultant following a detailed mapping of relevant stakeholders.

III.   GEOGRAPHIC FOCUS

Districts will be selected randomly to cover the country. The consultant is requested to suggest the names of the districts to be covered.

IV.   SCOPE OF WORK AND DELIVERABLES

- Assist the CPD study team in finalising questionnaire for the household survey along with formatting, typesetting and printing of the survey questionnaire.
- Prepare a manual which will compile necessary instructions for conducting the survey.
- Take necessary measures for pre-testing survey at the places suggested by CPD study team.
- Distribute responsibilities among enumerators and supervisors as per the sample areas selected in the sampling framework.
- Conduct survey as per the sample suggested by CPD study team.
- Take necessary measures for supervision and monitoring of enumerators in order to ensure quality and standard of data to be collected by the enumerators.
- Undertake repeat survey by the enumerators if necessary, in order to ensure accuracy and authenticity of data to be collected by the enumerators.
- Design the structure of data entry by using appropriate software as suggested by the CPD study team. CPD study team will provide necessary instructions in view of facilitating appropriate entry mechanism of the survey data.
- Be liable for incorporation of the instructions and entry of survey data.
- Compile the survey data of the respondents as per the design frame and software suggested by the CPD Study Team.
- Coding and cleaning of the survey data.
- Take precautionary measures to ensure entry of data in a corrected form.
- After entry of data in the database, take necessary measures to ensure the accuracy of data entries and apply appropriate scrutiny tools for corrections as required.
- Submit two reports for the two sets of FGDs and KIIs in the prescribed formats provided by the study team.
- Share all raw data upon request.
- Take necessary precautions and safety measures in view of COVID-19.

V.   TIMELINE

The timeline for completing the aforementioned deliverables will be from 10 December 2020 to 10 January 2021.

VI.   ELIGIBILITY

- At least 5 years of professional experience in academic, development and action research, analysis
- At least 3 years' experience in conducting similar studies
- The applicant needs to have enough qualified human resources, i.e. research associates, data processors etc and other necessary logistics i.e. office space, accounts and administrative assistance and stationeries (if required) to do the assignment
- The applicant needs to have demonstrated experience of doing similar studies
- The study lead and her/his research associates engaged in the assignments essentially need to have relevant academic background i.e. economics, development studies, sociology, international relations, public policy etc.

VII. Instructions for Application:

The individual/firm must submit the following documents:

i. Maximum 2-page profile highlighting related assignment completed with client name, contact person and contact details

ii. CV of the Lead Consultant's (who will lead the assignment); maximum 2 page highlighting related assignment completed, role in the completed assignment

iii. For other team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role

iv. For a firm: Registration certificate, e-TIN and VAT registration certificate; for individual consultant: e-TIN

v. Technical proposal (maximum three to four pages) according to the TOR along with a GANTT CHART, which should the tasks to be accomplished as well as a draft on survey and FGD design and plan including the districts to be surveyed

vi. Financial proposal with cost estimates for services rendered including daily consultancy fees excluding accommodation and living costs; transport cost, stationeries, and supplies needed for data collection etc. and all applicable taxes

vii. A detailed plan for health safety measures in view of COVID-19 will need to be submitted by the Consultant.

Interested individual consultant/firm, may submit their application to the following email address: procurement@cpd.org.bd.

Hard copies can also be sent to CPD office.

Address:
Centre for Policy Dialogue (CPD)
House-40/C, Road-11 (new),
Dhanmondi, Dhaka-1209, Bangladesh

Application closing date: 7 December 2020, 11:59 pm.