



Terms of References (ToR)

Estimating Gap of the Social Safety Net Programmes in Bangladesh

Implementation
of
Primary Surveys
Focus Group Discussion (FGD)

Centre for Policy Dialogue





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1. Background

Majority of developing economies implement safety net programs in different forms in order to reduce poverty gap and improve the welfare of the low-income people and vulnerable sections of the society. In Bangladesh, provision of social security for citizens is embedded in the Article 15 (d) of the Constitution. Taking that into account, a wide spectrum of social safety net programmes has been implementing in the country.

The GoB formulated National Social Security Strategy (NSSS) in 2015 with a strong commitment to strengthen the social safety net programmes, and with the vision to build social safety measures for all deserving citizens, particularly the poor and vulnerable, to make the country free from hunger and poverty. The strategy broadens the scope of Social Security from a narrow safety net concept to include employment policies and social insurance to help lower income inequality and contribute to higher growth by strengthening human development. GoB has already implemented NSSS Action Plan 2016-21 under the NSSS 2015 and has recently started the implementation of the NSSS Action Plan 2021- 26.

Over the years, social safety net programmes have been expanding with a view to address the livelihood concerns of different categories of people. Besides, expansion of the programme is an important part of the government's economic recovery efforts to address the impact of the Covid-19 pandemic. Currently, social safety net-related activities cover a total of 143 different programs under nine categories, and a major share of social safety net programs are allocated for various allowances (36.8% in FY2022), followed by cash transfers (18.8%) and food security and employment creation (14.0%). According to the National Budget 2022-23 Speech, the allowances have been extended to all eligible senior citizens and widows of 112 Upazilas in FY2020-2021; and in FY2021-2022, it has been extended to another 150 Upazilas.

According to a World Bank estimation, as of 2019, only around one-third of the poor are covered by safety nets, primarily due to challenges in identifying vulnerable households, attesting to the lack of pro-poor targeting of social programs. According to the findings of another study published in 2020, about 70% of the poor people in Bangladesh still do not receive any safety net support, mainly due to targeting errors in both inclusion and exclusion, capacity and resource constraints, misuse of resources, and weak programme administration. Only a small share of workers with injuries are covered under relevant programmes, and practically workers are the least protected under the country's social protection system. There are recognised needs for expanding coverage of social safety net programmes.

In this backdrop, it is important to estimate the gaps in social safety net programmes under different categories. Most importantly, this estimate is needed to calculate the required amount of resources which could be generated both from the public and private sectors.

As part of this programme, under the above context, the CPD will conduct research based on primary information collected through field survey, and FGDs/ case studies and facilitate the integration of research evidence into policy. Hence, the CPD is seeking to recruit a survey implementation firm (henceforth the Consultancy firm) to implement the survey in Bangladesh.

2. Objectives of the Primary surveys, and FGDs and Case Studies

To collect relevant information and prepare a database on SSNP beneficiaries (existing and potential) for further expansion of the social safety net programs.

3.4 Survey Equipment and Software

As indicated earlier, the data will be electronically collected using tablet computers running on an Android platform and uploaded to a server daily, allowing for remote quality control and tracking study team. Hardware and software to be used by organisational convenient. We propose to use SurveyCTO (can suggest alternatives) for conducting this survey.

3.5 Implementation of training to the Survey Team

For survey implementation, training will be provided to the interviewers and field officers according to the questionnaire of the field survey, and FGD and case studies.

3.6 Focus Group Discussions (FGDs) and case studies

Five (5) Focus Group Discussions (FGDs) and case studies will be conducted in Rangpur, Khulna, Dhaka, Sylhet and Chattogram divisions with government officials from Department of Social Welfare, Directorate of Primary Education, Union Parishad Chairman and members, and existing and potential SSNP beneficiaries.

4. Survey Fieldwork

The survey firm is responsible for writing, getting approval of, and sending letters and/or e-mails, making phone calls, setting appointments, visiting in-person, and otherwise making attempts to secure high levels of participation. Fieldwork is needed to complete the survey responses. Substantial effort and resources should be allocated to the preparation and logistics before the fieldwork begins. The survey firm will be required to work with local government officials or Union Parishad officials to ensure participation in the survey, access the targeted regions, and maximise participation and response rates to each question. The CPD can help provide support, such as official letters from CPD if required. The survey firm is expected to collect and verify the phone number, and addresses of all respondents whenever available. GPS coordinates of the interviewed respondent's addresses need to be collected.

5. Survey completion

This is determined by the CPD study team by taking into consideration the number of completed interviews and the quality and comprehensiveness of the data gathered from these interviews. For a survey to be completed, relevant information must be obtained and entered into the data base. No questions should be left blank except the ones skipped due to correctly applied skip patterns. The integrity and accuracy of the data are vital. The Consultant will establish procedures to check the quality of the interviews. At least ten percent (10%) of the completed interviews will be back checked by telephone by the Consultant; the proportion of callbacks will also depend on the quality control feedback provided by CPD. Managers of the survey will randomly check enumerators and accompany interviewers on some interviews. Representatives of CPD may accompany survey teams to monitor effectiveness, ensure quality and check for progress in the field.

6. Data Entry, Format and Sharing

The survey firm will also provide the collected data at five predefined stages during the data gathering/entry process for consistency check and quality control. The first set will be delivered after ten percent (10%) of the total number of interviews have been completed and entered into a data base. The second set will be delivered after twenty-five percent (25%) of the total number of interviews has been completed. The third set will be delivered after fifty percent (50%) of the total number of interviews has been completed. The fourth set will be delivered after seventy-



five percent (75%) of the total number of interviews has been completed. The final set will be delivered after completion of one hundred percent (100%) of the interviews. The survey data will be delivered to the CPD in Microsoft excel (including codebook) and STATA electronic format.

7. Data Quality and Non-Participation

In order to ensure data quality and consistency, a survey data quality control procedure is in place. The first checking of the data will be completed and documented by the Consultant

- There are no errors in variables codes, questionnaire flow, skip patterns, number of missing values, etc.
- There is no “double counting
- Monitoring of collected data
- Flagging implausible data
- There are no errors in data’s logical consistency or outliers
- Checking for straight-line answers, etc.

8. Deliverables

The selected applicant will deliver all activities related to the primary survey, FGDs and case studies including data cleaning and processing and preparing a synopsis report of the surveys, FGDs and case studies.

Specific deliverables will be as follows:

- Undertaking the primary survey, FGDs and case studies in collaboration with the CPD study team;
- Provide the finalised codebook and translated questionnaire manual
- Engage qualified enumerators for conducting the primary surveys, FGDs and case studies.
- Conduct training of the enumerators based on the questionnaires prepared by CPD;
- Supervise and monitor enumerators in order to ensure quality and standard of data to be collected by the enumerators;
- Conduct pilot survey on 1-2 Upazilla prior to launching the surveys.
- Provide daily Data Quality and Non-Participation and Progress Reports that include summary of data quality, response rates differentiating between refusals and problems with the sampling frame in a format
- Provide the survey data to the CPD in appropriate format as per data sharing mentioned above
- Undertake repeat survey by the enumerators if necessary, in order to ensure accuracy and authenticity of data to be collected by the enumerators;
- Provide regular Staffing Reports noting any changes in staffing
- Design the structure of data entry by using appropriate software as suggested by the CPD study team;
- Compile and do the entry of the survey data as per the design frame and software suggested by the CPD study team;
- Undertake coding and cleaning of the data after data entry.
- Take necessary measures to ensure the accuracy of data entries and apply appropriate scrutiny tools for corrections of data as required;
- Provide the CPD with a clean labelled database comprised of a total of all completed interviews in separate database files for each individuals from a household is surveyed. The database will be in the Microsoft excel and STATA electronic database format. The database



will contain all variables included in the questionnaires, following the codes included in them. Each respondent should have a unique numeric identifier including the location information of each interviewee: name, address, GPS coordinates of home location, phone number.

- Prepare a synopsis report based on the primary surveys, FGDs and case studies conducted as per the outline provided by CPD and provide quality control feedback.
- Prepare a technical report, in English, on the data describing all codes, sampling biases introduced in the survey implementation and other pertinent information for researchers. The report will cover observations/experiences arising from the survey and the methodology employed. Any data changed or removed in the “cleaning” process other than through clarification with the responding establishment will also be reported.

9. Confidentiality and Data Ownership

The survey firm will ensure security and confidentiality of the completed questionnaires and safeguard the confidentiality and privacy of the collected information. The survey firm will protect the confidentiality of individuals participating in the survey at all stages. All data is confidential and the property of the CPD.

10. Timeline

The timeline for completing the aforementioned deliverables will be from 1st January 2023 to 15th January 2022.

11. Eligibility (For Office Check)

The applicant will have:

- At least 10 years of professional experience in academic, development and action research, analysis;
- At least 6 years’ experience in conducting similar types of surveys applying similar methods;
- The applicant needs to have clear understanding on the issues of the research and communication ability with the participants of the survey;
- The applicant needs to have adequate number of qualified human resources;
- The applicant needs to have adequate number of Tablets or Smart Phones in order to collect accurate information;
- The applicant requires to declare that he/ she/ the firm does not have any conflicting interest/ affiliation with CPD or CPD employees in any means;
- The applicant should have competence in drafting reports in English.

12. Application requirement (For Office Check)

The applicant must submit the following documents alongside a Technical Proposal along with the survey implementation strategy and a GANTT CHART and Financial Proposal (including VAT and TAX) separately:

- Maximum 2-page profile highlighting primary survey, FGDs and case studies and related assignment along with client name, contract person and contact details;
- CV of the Lead Consultant (who will lead the assignment) – Maximum 2 page highlighting related assignment completed, role in the completed assignment;
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role;
- Technical Proposal (maximum three to four pages) according to the ToR, task to be accomplished as well as draft survey design and plan;



The following financial documents are required —

- Trade License
- TIN certificate
- Acknowledgment receipt for the last annual TAX return
- BIN Certificate
- Bank Account details

Financial Proposal: (For Office Check) The financial proposal should provide as per following format for services rendered.

13. Finance-related special notes (For Office Check)

All payments for the vendor will be made through Account Payee Cheques in favour of the vendor.

- CPD will deduct TDS from the billed amount as per Section 52AA, Income Tax Ordinance 1984.
- The vendor will need to provide CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 149/20.
- CPD will deduct 15% VAT from the billed amount.
- The vendor will need to produce original invoices/bills for each delivery made under ToR within this contract period.

14. Health measures (For Office Check)

The following information should be shared along with the proposal from potential applicants:

- The organisation's health policy;
- Specify if the applying organisation has a group health insurance or not. If yes, please share the relevant documents;
- Each individual affiliated with the applicant firm/individual in conducting these primary surveys should have a minimum coverage of BDT 2 lac group or personal life insurance;
- In case of individual applicant for the task, health insurance will be needed along with the application;
- If the individual applicant engages other human resources for the primary survey, health insurance of those human resources will also be needed;
- Outline the health protocol that will be observed during travelling of the consultant(s) and also for participants travelling to survey venues.
- Elaboration of how these health guidelines will be implemented;
- CPD will not be liable for any health hazard and/or accident of the primary surveys' consultants and/or participants.

15. Submission and Contact details

Please send your proposal to procurement@cpd.org.bd.

Hard copies of the proposal can be sent to CPD office to the following address:

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

Contact:



For further official information on ToR:

Mr S M Khalid
Programme Associate (Communication)
Centre for Policy Dialogue (CPD)
Tel: +8801680903566

Application closing date: 28 December 2022