



Terms of References (ToR)

Lights Out, Stress In: Assessing Stress Amidst Energy and Power Challenges in Bangladesh

Implementation
of
Primary Surveys

Centre for Policy Dialogue





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1. Background

“Lights Out, Stress In: Assessing Stress Amidst Energy and Power Challenges in Bangladesh” is a comprehensive study aimed at gathering accurate and up-to-date perception of the population of Bangladesh on the on-going energy and power crisis within households. The ToR outlines the objectives, scope, methodology, and key considerations for conducting the survey. This document provides a background explaining the rationale behind the study and highlights the importance of understanding the perception, measured as stress of the households for micro-level policy designing.

As the global population continues to grow, the demand for energy escalates, leading to increased pressure on energy resources and environmental sustainability. Amidst the country-wide shortage in power and energy, the perception of the individuals in Bangladesh is supposed to change and the stress level caused by the power and energy crisis is a reflection of the suffering people have been going through due to inadequate power and energy supply in Bangladesh. On top of that, issues like fuel oils of low quality, corruption in distribution points, weak management etc. are deepening the crisis further. Understanding the perceptions of household is crucial for policymakers, researchers, and energy providers to develop effective strategies for energy conservation, demand management, and the promotion of sustainable energy sources.

The household sector represents a significant portion of total energy consumption in most countries. By examining the perception of households and the crucial contributing factors in the stress level, policymakers can design targeted interventions to optimize energy usage and reduce carbon footprints on a priority basis. Additionally, accurate data on household’s stress level and perception of energy and power crisis provides a foundation for energy planning, policy formulation, and the implementation of energy-efficient initiatives.

Under the above context, the CPD will conduct research based on primary information collected through field survey, 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

The primary objectives of this survey are as follows:

1. **Assess Energy Consumption Patterns:** The survey aims to gather data on the types of energy sources used, the quantity of energy consumed, and the distribution of energy usage across different household activities.
2. **Identify Factors Influencing the Stress Level of the Households:** By investigating socio-economic factors, household demographics, technological aspects and psychological stress level, the survey seeks to identify the key determinants shaping stress level within households affected by the energy and power crisis.
3. **Evaluate Energy Efficiency Measures:** The survey will determine the micro-level incidents consumers face while availing energy and power in Bangladesh. It will provide insights into the adoption and effectiveness of energy-efficient practices, appliances, and technologies within households, highlighting areas for improvement and potential interventions.
4. **Analyze Regional and Socio-economic Disparities:** The survey will examine regional variations and socio-economic disparities in energy perception, aiding in the identification of vulnerable populations and the development of targeted policies and programs.

3. Field Survey, and FGDs/ case studies: Survey, Technique and Coverage

3.1 Scope of Work

The selected applicant will collect primary information through field surveys using a structured questionnaire from 36 Upazillas under 8 divisions of Bangladesh. The selected applicant will deliver all activities related to the primary survey including data cleaning and processing and preparing a synopsis report of the surveys as per the following survey plan, technique and coverage.

3.2 Target population

The targeted people of the survey are households of rural, urban and peri-urban region. The survey should be conducted in a way that all kinds of household based on income generation is covered. The pre-requisite of a respondent is that the household must have access to electricity, gas and fuel oils.

3.3 Sampling frame, Sampling and Stratification

A total of 500 individuals will be surveyed at household level from 36 Upazillas under 8 divisions. The survey distribution and sample framing is represented in the tables below:

Table 1 Sample size for each division and sample distribution

Division Name	Upazilla Name	Number of Samples
Barishal	Talhati (23.9)	13
	Banaripara (21.7)	13
	Bhola Sadar (15)	14
	Mathbaria (28.6)	14
Total		54
Chattogram	Halishahar (8.7)	37
	Chandpur Sadar (21.6)	37
	Bijoy nagar (12.4)	37
	Muradnagar (26.2)	37
	Companiganj (23.1)	36
Total		184
Dhaka	Khilgaon (18.6)	40
	Kapasias (13.6)	41
	Madaripur Sadar (3.2)	40
	Royপুরা (15.9)	41
	Ghatail (20.5)	41
	Adabor (28.6)	40
	Belabo (13.2)	41
Total		284
Khulna	Kachua (22.5)	28
	Kalia (16.5)	28
	Khulna Sadar (28.6)	27
	Kaliganj (14)	27
Total		110

Mymensingh	Mymensingh Sadar (27.4)	19
	Bhaluka (15.5)	18
	Nakla (35.3)	18
	Jamalpur Sadar (49.3)	19
Total		74
Rajshahi	Kahaloo (17.1)	33
	Kalai (21.5)	32
	Matihar (17.4)	33
	Sirajganj Sadar	32
Total		130
Rangpur	Dinajpur Sadar (64.1)	28
	Kaliganj (36.9)	27
	Debiganj (17.8)	28
	Taraganj (38.1)	27
Total		110
Sylhet	Jagannathpur (22.6)	14
	Nabiganj (16.9)	13
	Barlekha (10.4)	14
	Fenchuganj (19)	13
Total		54
Total Sample		1000

3.4 Survey Equipment and Software

Data will be collected based on the fixed questionnaire. Responses of each household should be updated on the preferred software on daily basis.

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.

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 five percent (5%) 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.
- The codes applied in the survey questionnaire have to be maintained strictly.
- 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 and processing and preparing a synopsis report of the surveys.

Specific deliverables will be as follows:

- Undertaking the primary survey in collaboration with the CPD study team;
- Provide the finalised codebook (initial codebook will be provided along the questionnaire from CPD) and translated questionnaire manual
- Engage qualified enumerators for conducting the primary surveys.
- Conduct training of the enumerators based on the questionnaires prepared by CPD.
- The enumerators who have previous experience in conducting psychological surveys are preferred, but not a requirement.
- 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 Upazillas 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 30th September 2023 to 30th November 2023.

11. Eligibility (For Office Check)

The applicant will have:

- At least 2 years of professional experience in academic, development and action research, analysis;
- At least 1 year 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 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 Income Tax Act 2023.
- 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 have to submit original signed invoice. The payment will be made through Account Payee Cheque / Bank Transfer.

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;
- In the case of an individual applicant for the task, health insurance will be needed along with the application;



- Outline the health protocol that will be observed during the traveling of the consultant(s) and also for participants traveling 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. Disclaimers

- CPD reserves the right to select or reject any vendor who will drop the proposal for providing the service.
- Any attempt to unlawfully acquire and/or persuade to get the assignment will lead to immediate rejection of the respective service provider, and CPD may also take legal actions if required.
- Failure to deliver according to the terms of the TOR shall subject the vendor to penalties as will be stipulated in the final contract.
- If the seller breaches any term or condition of this TOR (part or all), or the conditions set out in any given Purchase Order/Contract, including, but not limited to quality of the Goods/Services, Price and Delivery requirements, the buyer shall be entitled to immediately purchases goods/services from any other sources/Suppliers, in addition to any remedy available in law or equity.

16. Submission and Contact details

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

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

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Application closing date: 30 September 2023