

Terms of Reference for data collection for a return intention survey for refugees from Sudan and South Sudan living in Ethiopia (Gambella, Assosa and Urban)

1. Scope of Work

The firm will support the Return Intention Survey only on the data collection part. The sample size of the Return Intention is composed by 3,917 individuals located in refugee camps and refugee settlements in Gambella and Assosa region and urban refugees in Addis.

UNHCR will oversee all other aspects of the exercise: desk review, design of the data collection tools, calculation of the sample size, production of the sample lists of refugees to be interviewed, data processing, data analysis and reporting.

The survey questionnaire will assess the intention of, and impediments to refugees (in camps, settlements, urban locations) returning to their place of origin or habitual places or residence in the Country of Origin (CoO) and document push factors - conditions inside countries of asylum and pull factors - developments for the pendular movements of South Sudan refugees

The interviews will be administered by face-to-face interviews through the questionnaire designed by UNHCR and deployed in the devices (tablets/smartphones) of the firm.

The questionnaire is designed under Kobo and the devices used by the firm should be set to delete the data from the tablet/smartphone after synchronization to UNHCR Kobo server.

Each enumerator should be able to undertake at least 10 interviews per day.

The questionnaire will be anonymous and all data will be synchronized to UNHCR Kobo server.

In addition to the main quantitative data collection method in form of a questionnaire, a total of **2 focus group discussions and 2 key informant interviews** will be conducted.

2. Roles and Responsibilities

The consulting firm is responsible for planning, managing, and carrying out the logistics and fieldwork for the return intention survey. The consulting firm is expected to conduct the following activities:

- The consulting firm is responsible for ensuring that required steps and processes are taken to generate high quality data and to successfully implement the data collection exercise.
- **The consulting firm must be able to start the data collection in Gambella region no later than 72 hours after the signing of the agreement.**
- The consulting firm is responsible for the translation of the questionnaire in Nuer, Anuak and Arabic.
- The consulting firm is responsible for hiring, training and supervising enumerators, survey supervisors.
- The consulting firm is responsible for procuring and providing staff with all survey equipment and materials needed to conduct the survey, including tablets, extra batteries, protective cases, and bags as well as managing all logistics.
- The consulting firm is responsible for procuring and providing staff with visibility items (ID, t-shirts, caps....)
- The consulting firm will obtain all necessary approvals from the Refugees and Returnees Service (RRS, UNHCR government counterpart) to conduct the fieldwork. UNHCR can provide support letters.
- The consulting firm will pre-test the questionnaire before the training.
- The consulting firm will prepare training manuals, field guides and security protocols for supervisors and enumerators.
- The consulting firm will train all enumerators and supervisors before field work. The enumerators and supervisors need to be selected in such a way as to ensure enough of them speak the relevant languages (Nuer, Anuak and Arabic).
- The consulting firm will replace all enumerators and supervisors that do not show sufficient performance in an exam administered throughout the training.
- The consulting firm is responsible for daily monitoring of the fieldwork. Daily corrective actions must be implemented as needed. An Excel dashboard with outlined corrective actions (planned and taken) will be submitted daily to UNHCR during the survey.
- The consulting firm will take all necessary measures to enumerator performances during the data collection
- The consulting firm will ensure that enumerators collect high quality data
- The consulting firm is responsible to synchronize to UNHCR Kobo Server all data collected daily.
- The survey firm must ensure that all data all deleted from the tablets/smartphone after synchronization to UNHCR Kobo server.

3. Timeline

- The work period is scheduled for 3 weeks maximum. The data collection should start no later than 72 hours after the signing of the agreement between the parties. The selected firm will be paid upon timely submission of agreed deliverables of acceptable quality. The timeline in weeks indicated in the table above is tentative and will be adjusted based on agreements between the consulting firm and UNHCR team.

- The selected firm will report directly to UNHCR Senior Information Management Officer. The selected firm is obligated to submit to the UNHCR the deliverables as outlined in this Terms of Reference.

4. Firm qualifications and staffing

The survey firms must have the following qualification at the institutional and key staff levels

Firm qualifications

The firm must have demonstrated experience to run research projects that involve primary data collection in the past 5 years

- Must have demonstrated experience in conducting surveys in refugee camps Gambella and Assosa regions and urban Ethiopia (Addis Ababa).
- Must have demonstrated capabilities to quickly mobilize enumerators with short notice in Ethiopia and have the necessary infrastructure and equipment in place to run an efficient data collection, entry, and management process.
- Must have demonstrated successful collaboration United Nation Agencies included development sector (World Bank, UNDP)

Key staff qualifications

The survey firm is expected to share a staffing plan but must meet at least the following staff and qualification requirements below:

A: Project/Survey Manager

- At least a Master's degree in a social sciences or IT field.
- At least 3 years of experience managing large scale data collection efforts at the household or individual levels.
- At least 3 years proven experience with data quality assurance mechanisms (field work management, data entry programming, etc.) required.
- Proven ability to facilitate communication between different stakeholders, government, non-government is required.

B: Enumerators

- At least an upper-secondary school education is required.
- Has conducted at least one survey using mobile data collection (Kobo)
- Fluency in English and one of the ethnic languages spoken in the target areas of the survey is required (Nuer, Anuak, and Arabic).

5. Intellectual property and data protection

All the data and information collected or received for the purposes of this survey will be kept strictly confidential and will be used exclusively to execute the ToRs. The completed dataset will be the property of the UNHCR.

UNHCR exclusively owns all rights in and to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. The selected firm is not allowed

to post or publish (electronically or in print) any project-related information without the explicit permission of UNHCR.

Firms are expected to (i) provide information on how they will adhere to ethical standards; (ii) describe data privacy policies; and (iii) outline requirements for data protection to ensure confidentiality of personal data and how personal data will be handled. The firm is further expected to provide data protection rules in handling data privacy requirements and the type of monitoring procedures put in place to prevent data tampering, misuse, or leaks to third parties.

Locations	South Sudan Case load	Sudan Case load	Total	Responsible office	Location / camp	South Sudan Case load	South Sudan Case load
Addis Ababa	112	0	112	Addis Ababa	Addis Ababa	112	0
Assosa	722	1,041	1,763	South Omo	South-Omo	218	0
Gambella	1,824	0	1,824	Gambella	Akula	167	0
South Omo	218	0	218	Gambella	Jewi Camp	241	0
Total	2,876	1,041	3,917	Gambella	Kule Camp	240	0
				Gambella	Nguennyiel Camp	243	0
				Gambella	Okugo Camp	232	0
				Gambella	Pamdong Reception Center		0
				Gambella	PINYUDO 2 Camp	219	0
				Gambella	PINYUDO Camp	240	0
				Gambella	Tierkidi Camp	242	0
				Assosa	Bambasi Camp		232
				Assosa	Gure-Shembola Camp	223	153
				Assosa	Sherkole Camp	197	216
				Assosa	Tongo Camp	80	222
				Assosa	Tsore Camp	222	218
				Total		2,876	1,041

Figure 1. Sample size by location