

## ANNEX B – 9183017 Terms of Reference (TOR)

### 1. BACKGROUND/ RATIONALE

The Ministry of Women, Early Childhood and Community Development (KPWK) of Sarawak and UNICEF Malaysia have agreed to design a Sarawak Child Wellbeing Index (SCWI), that will complement the existing Sarawak Wellbeing Index that has been designed by KPWK. The SCWI aims to define what child wellbeing means for Sarawak, and through its measurement provide clear evidence on the possible areas of deprivation of children in the State. The index recognizes that poverty and wellbeing are multidimensional as well as context specific and these considerations will guide the design of the index throughout. Moreover, the SCWI will be designed in such a way that it can be then combined with the existing Sarawak Wellbeing Index to ensure sustainability of measurement of wellbeing of children over time.

The COVID-19 pandemic shocked the world and made it clear that the situation of wellbeing and poverty of households can have abrupt changes. East Asia saw poverty increase for the first time in 20 years, with families who had never been in poverty becoming poor for the first time. Multiple assessments were attempted to understand how households were being affected by the pandemic. However, many of these studies were not representative of the country/region of interest and had to make do with what was available at the moment to draw conclusions. In an attempt to prepare for future shocks, and with an interest in empowering communities at the local level, this consultancy also aims to pilot a dynamic wellbeing measurement approach, which includes community members as data collectors, as opposed to external enumerators. This will allow for almost real time data collection which can be triggered when and as needed to see how the situation of families and children is changing over time or responding to shocks.

### 2. OBJECTIVES

#### 2.1. The main objectives of this consultancy are as follows:

- i. Measure child wellbeing and multidimensional poverty of children in Sarawak.
- ii. Analyse child wellbeing and child deprivations in Sarawak.
- iii. Develop actionable policy recommendations to address child wellbeing in Sarawak.
- iv. Design and test a methodology for continuous follow up on a few key areas of wellbeing and poverty in Sarawak which are dynamic in nature, to allow for almost real time understanding of changes in the situation of children stemming from shocks or other major events.

### 3. SCOPE OF WORK

#### 3.1. The above-mentioned objectives will be met through the following activities:

- i. Phase 1: Planning and designing

Design a multi-dimensional Sarawak Child Wellbeing Index, that captures the situation and context of children in Sarawak and which can later complement the existing Sarawak Wellbeing Index. The index will need to include indicators of two types: those that relate with multi-dimensional poverty and others that go beyond poverty and reflect wellbeing. A consultative and participatory process to identify those areas that represent child wellbeing in Sarawak and translate these into indicators. Use of international good practices should

also be used as benchmark to guide the design of the indicators, while keeping the Sarawak context in mind. The design work will include choosing the right dimensions and indicators, assigning weights to each dimension and indicator of the index and defining thresholds of deprivation for each indicator. Once the design is done, the draft indicator will be presented and discussed with key actors who work closely with children and children themselves. These validation exercises will increase the validity of the indicator. Additional considerations will be: ensuring that the indicator captures the situation of children throughout the child's life cycle as well as ensuring that the indicators can work for both urban, peri-urban and rural areas in Sarawak.

Develop all questionnaires and support documents for data collection, including enumerator training materials, data quality assurance checks, etc. Ideally data will be collected using tablets or phones (CAPI) to minimize errors in the data collection stage.

An inception report will be the first deliverable, where the plan for the whole consultancy will be laid out. It will include the design of the indicators with all details as mentioned above, as well as all the necessary data collection tools and training materials, as well as an analysis plan. The inception report will need to receive ethical clearance from an ethical review board, which ideally is well versed with data collection involving children. For ethical clearance the inception report will need to include clear guidelines on protection of children that participate in the study, including interaction with children, what to do in cases where abuse is identified, use of identity, pictures, etc.

### ii. Phase 2: Data collection

Conduct data collection to measure all indicators captured in the SCWI. In addition to indicators in the index, make sure to also collect information that will be important when analysing data. For example, some household and community characteristics that will be important to consider when understanding child deprivations in Sarawak. For this reason, an analysis plan should be developed before data collection to ensure all necessary variables are included in the survey questionnaires.

The data collection portion of the work will also include developing the sampling framework and ensuring that the sample will be representative of the whole State of Sarawak, ideally up to the division level, and that analysis can be done for boys and girls, children with disabilities, by race, ethnicity, urban/rural and different age groups. The proposed sample will be presented to both KPWK and UNICEF for validation. We estimate a sample size of around 2000 households to be representative of the State of Sarawak and allow necessary sub-group analysis for: boys and girls, children in urban and rural areas, children with disabilities, and across the different age groups. Sample size needs might vary depending on the indicators selected. The consultant will be responsible for advising on the correct sample size, keeping in mind the need for efficiency in data collection while responding to the need to undertake sub-group analysis.

It is expected that data collection will be undertaken face to face. The consultant will need to ensure enumerators can undertake the surveys using local language. Pre-testing the questionnaire in Bahasa Malaysia and local languages will be important. KPWK and UNICEF will be present in the pre-testing exercises to provide feedback.

### iii. Phase 3: Data analysis.

First, the indicators must be built using the data collected according to the indicator designed agreed upon. The first part of the analysis is on the indicators and index itself, identifying areas of deprivation. The second part of the analysis breaks down the index and its components and sees which types of children are experiencing more and deeper deprivations. Here, multi-variable analysis will come in.

The report will include the detailed analysis of the indicators and its components, and will also be preceded by a succinct executive summary that is able to communicate main findings. A power point presentation with key findings will be prepared and presented to KPWK, UNICEF, EPU, and all other key stakeholders that relate to children. The validation should include children themselves as well, who will have dedicated child validation sessions. These sessions will not only validate findings but be a moment to co-create recommendations to each of the key deprivations found. The process of co-creating the recommendations with stakeholders and children will increase the take up and buy in from key actors for taking action.

Concurrent with other phases: Methodology for dynamic measurement of wellbeing and poverty

From the SCWI questionnaire a sub-set of key questions will be selected. Ideally questions that are indicative of wellbeing dimensions and deprivations and which might be dynamic and change over time. The idea is that someone in the community is identified to be trained as a locally based enumerator, who could be tasked with undertaking this survey with around 10 households in his/her community when the need arises. Those community members identified will receive training on how to implement a survey and importantly, how to select households in a way that follows probabilistic random selection, so that the sample that emerges from the exercise is representative of Sarawak. The total length of this sub-questionnaire should not be more than 10 minutes to maximize quality of the data. Once data collection commences, two people from each community will be identified as locally based enumerators and they will each try out the tool with 3 households each. The households should not be the ones that were selected for the SCWI survey. Households will be selected using a random walk technique (or other technique proposed by the consultant firm) which is easy to be explained and done by locally based enumerators in the future. The locally based enumerators will also receive training on how to use their phones for future data collection activities, and will be trained on how to upload a new questionnaire in whatever platform selected which can support CAPI on smartphones. Last but not least, guidance will be provided to locally based enumerators on ethical data collection with children.

Analysis will be done to check whether the patterns and averages found in the SCWI survey are similar to those in the short questionnaire, as the questions of the short survey are taken from the larger one. This will allow to make quality checks and see how reliable data collected through locally based enumerators is.

The outcome of this exercise is to have people within communities that is able to quickly report, real time, on the situation of women and children in communities. Short surveys

can be shared with them over time to capture changes in the situation of people over time or in response to a shock.

## 4. DELIVERABLES

The following deliverables are expected to come from this consultancy:

- i. **Inception report.** First, an inception report that includes the details of how the whole consultancy will be undertaken. It should include the proposed process for the design of the index, the data collection tools, data analysis plan and suggestion for the dynamic community measurement of wellbeing. It should also include details on the different validation activities that will be done earlier in the process to validate the index as well as later in the process to validate the key findings. The inception report will have all the necessary information on how the work will be carried out, the timeline and resources that will be used in each phase. This inception report will also need to be cleared by an ethical review board to ensure no harm will come to participants of this survey and in particular, children respondents.
- ii. **Sarawak Child Wellbeing Index design.** The second deliverable is the index itself, with accompanying information on how its built, how its measured, and details of threshold definition, etc. It will also include a short section summarizing the validation efforts undertaking and highlighting the key comments and feedback received during the process that led to the index itself. Clear weights, thresholds and measurement guidance need to be included in this deliverable.
- iii. **Data collection report.** After data is collected, a report summarizing the whole data collection process needs to be produced. It should include actual sample coverage, if large losses were experienced how households were replaced to keep the sample representative, as well as include interesting stories from the experience of enumerators who were in the field and their first hand impressions of the situation of children in Sarawak. Pictures collected during data collection should be included in this report.
- iv. **Sarawak Child Wellbeing Index report.** This report should include a short (5 page) executive summary and a detailed analysis of the index. It will make sure to do the analysis by age groups, gender, disability, division and any other household or child characteristics identified at the onset in the data analysis plan. The report should also include recommendations stemming from the validation and recommendation co-creation workshops. These workshops will be part of the validation phase of the report and will feed into the final version of the report.
- v. **SCWI report ppt and infographic.** Once the report is cleared, dissemination materials will be developed. This include a presentation of key findings as well as an infographic summary for non-technical audience that highlights the key findings around wellbeing and deprivations of children in Sarawak.
- vi. **Dynamic community lead wellbeing and poverty measurement report.** This report should include: a) the adjusted short questionnaire used for locally based enumerators; b) summary of process used to identify and select locally based enumerators; c) training materials used in the locally based enumerator training; d) analysis of data reliability; e) list of trained locally based enumerators and contact details. It is important that every locally based enumerator accepts to be contacted in the future for data collection exercises and agrees to support these as needs arise.

The following table summarizes the deliverables and the time expected for each:

Deliverable	Deadline
	End of week
1. Inception report	8
2. SCWI design	16
3. Data collection report	34
4. SCWI Report	42
5. SCWI Report ppt and infographic	46
6. Dynamic community lead wellbeing and poverty measurement report	48

## 5. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

### Team leader

- Expertise designing large scale surveys of international development projects, preferably related to poverty, and socio-economic wellbeing, ideally with a focus on children;
- Ten (10) years of relevant work experience, ideally in Sarawak;
- Experience with design and development of multi-dimensional indexes;
- Strong data collection tool development, data analysis, methods (quantitative and qualitative), Key Informant Interviews, and writing success stories and/or case studies;
- Experience writing and producing reports and presentations for key stakeholders;
- Excellent oral and written communication skills in English;
- Education: Minimum master's degree

### Quantitative analyst

- Master degree in statistics, economics or closely related field
- Expertise in survey data analysis
- Ideally, experience in survey data analysis in Sarawak
- Excellent oral and written communication skills in English;

### Statistician

- Minimum bachelor degree in statistics, mathematics or closely related field
- Proven experience in survey sample design
- Ideally, experience in Sarawak based data collection exercises and surveys

### Survey manager

- Have a university degree or the equivalent, with a specific competency in socio economic development.
- Have significant experience in undertaking surveys (design and methodologies, staff recruitment and training, sample size calculations and sampling, field supervision and data analysis/write up).
- Be fluent in English with excellent writing and presentation skills
- Ideally:
  - Proficient in IT and able to adapt to new technologies with ease.
  - Familiar with the use of the smartphones and Open Data Kit Collect (ODK) or similar before data collection begins (extra time may be required during preparation for familiarization).

## Enumerators

- Bachelors degree as minimum
- Expertise in collecting quantitative and qualitative data in Sarawak
- Expertise in using smartphones or tablets for data collection
- Proficient in any of the languages spoken in Sarawak

## 6. DURATION OF CONTRACT

The work is expected to have a duration of 12 months.

## 7. TRAVEL REQUIREMENTS

Most of the work is expected to take place in Sarawak. As the team is based in Sarawak, the only expected travel is for validation workshops in different places in Sarawak and for the actual data collection. No travel is expected outside of Sarawak.

## 8. GUIDELINES ON PROPOSALS SUBMISSION

### TECHNICAL PROPOSAL

Technical proposal should be prepared according to the following specifications:

#### **Technical specifications:**

- Initial approach on how the SCWI could be designed and the considerations to be made in its design, drawing from international best practices and contextualized to Sarawak
- Sample size determination and description of sampling framework to be used
- Considerations for data collection, detailing steps including quality assurance activities that will be implemented
- Ethical considerations
- Risks and limitations with how to address these
- Initial approach to data analysis
- Initial approach to community enumerators and community based data collection

#### **Workplan:**

- Proposal should include a proposed timeline that is realistic and can be committed to by the consultant

#### **Team members:**

- including CV and accompanying documents that proof expertise where available

**Organizational capacity to undertake the assignment should also be provided.**

*The Technical Proposal shall also include a clear breakdown detailing the types of resources/ roles proposed and the number of days required based upon the requirements and work methodology proposed.*

**Note:** No **financial information** should be included in the technical proposal

### FINANCIAL PROPOSAL

Financial proposal should be prepared according to the followings:

1. The currency of the Proposal shall be in **Malaysian Ringgit MYR**. UNICEF will reject any proposals submitted in another currency.



2. Based on requirements in the Terms of Reference, proposer(s) are expected to submit the financial proposal based on the derivation of resources type and man-days effort as recommended in the Technical Proposal. The pricing tabulation shall be clearly itemized and inclusive of all fees incurred (e.g. service tax, if applicable) as per the following:

**For Service Requisition:**

Name	Resource Type	Rate per Hour/ Day (MYR)	Hours/ Days Required	Total (MYR)
<b>SST (6%) – if applicable</b>				
<b>Total (Inclusive of tax)</b>				

This proposal shall also include payment schedule linked to clearly defined milestones as per recommended in the Technical Proposal

## 9. PROPOSED PAYMENT SCHEDULE

The payments will be made upon successful completion of deliverables. Successful completion requires clearing from UNICEF and KPWK.

Proposed Payment Schedule	Contractual Amount
1. upon completion of deliverable 1	20%
2. upon completion of deliverable 2	15%
3. upon completion of deliverable 3	20%
4. upon completion of deliverables 4 and 5	30%
5. upon completion of deliverable 6	15%

## 10. EVALUATION OF PROPOSALS

In making the final decision, UNICEF considers both technical and financial aspects. The evaluation team first reviews the technical aspect (including by reference to its legal requirements (i.e General Terms and Conditions and other relevant provisional terms) of the offer followed by the review of the financial offer of the technically compliant proposer(s). Up to 50 points will be awarded according to the quality of the technical proposal while up to 50 points will be awarded for the price component. In making the final decision, UNICEF considers both technical and financial aspects. UNICEF will award the contract to the proposer(s) that provides the best value-for-money offering.

## **TECHNICAL PROPOSAL**

The technical proposal should address all aspects and criteria outlined in this Terms of Reference. The proposals will be evaluated against the following:

Criteria for Selection	Points Allocated
All technical criteria mentioned in section 8 are touched upon with enough detail and quality	40
Team members have the experience as per requirements in section 5	40
Timeline presented is reasonable	10
Organization/firm has adequate capacity to undertake the assignment in a satisfactory manner	10

Only proposers that score at least **60 points** shall proceed to financial evaluation stage. Financial proposals from proposer(s) that do not meet the minimum technical threshold will not be opened.

## **FINANCIAL PROPOSAL**

The financial proposals will be evaluated against the following:

The maximum number of points will be allotted to the lowest price proposal that is opened and compared amongst the proposers that obtained the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

$$\text{Score for price proposal X} = \frac{\text{Max. score for price proposal X} \times \text{price of lowest priced proposal}}{\text{Price of proposal X}}$$

## **11. CONTRACT MANAGEMENT**

Juanita Vasquez Escallon, Chief Social Policy will manage the contract.

## **12. UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE**

In the case of unsatisfactory performance, this would be highlighted in the progress meeting and the contractor must ensure steps would be taken to improve productivity. Continuance of the unsatisfactory performance may result in with-holding of payments until quality deliverables are met. If the contractor is unable to complete the assignment, the contract will be terminated by notification letter sent 30 days prior to the termination date.

## **13. CONDITIONS AND ADMINISTRATIVE ISSUES**

- The contractor shall utilize his own resources, materials and facilities, including but not limited to its own computer(s) in the execution of work. The contractor's fee shall therefore be inclusive of all office administrative costs
- The contractor's focal point appointed to manage the work required shall be reachable during office hours
- All persons engaged under UNICEF institutional contract shall be subject to the UN Supplier Code of Conduct: <https://www.ungm.org/Public/CodeOfConduct>