World Renew Sustainable Livelihood Development Project
Terms of Reference for
CSPro Data Processing System Developer (Short Term)

I. Purpose of Consultancy

The consultant will **develop** a data entry system using Census and Survey Processing System (CSPro) for both Computer Assisted Personal Interviewing System (CAPI) and paper-based mid-term evaluation household data collection. The final deliverable is a **ready-to-use, fully documented Data Entry and Management System in CSPro** that will minimize data error, ensure data integrity, and protect respondent privacy with practical methods.

Key Deliverables

- **Develop** and support CSPro system for data entry and processing for paper-based evaluation surveys in countries not using CAPI
- **Develop** and support tablet and laptop based computer-aided interviewing systems in CSPro
- **Develop** a CSPro data archiving system and provide technical support for users
- Provide guidance and support to the country-level survey teams as needed, to ensure sufficient training and high quality implementation of the data entry system
- Provide country-specific data entry program and user manuals

II. Background

The specific objective of the *Sustainable Livelihood Development through Supporting Food Security and Economic Growth* program is to promote sustainable livelihood development through supporting food security and economic growth initiatives in identified communities within Bangladesh, Honduras, Mali, Mozambique, and Tanzania. To achieve this outcome, the program is designed with key intermediate outcomes as outlined below:

- Increase application of sustainable agriculture methods by small-scale farmers, especially women
- Increase engagement of household members, especially women, in profitable small-scale enterprises
- Improve governance among local community groups

The expected immediate outcomes of the project include the following:

- Increase knowledge of men and women farmers to implement sustainable agricultural methods
- Improve household access to quality seed and crop varieties (including those resistant to high moisture stress)
- Increase knowledge of participants (m/f) about animal husbandry practices
- Increase access to land and security of land tenure for small-scale farmers, especially women and other marginalized groups
- Increase knowledge among participants, especially women, about how to manage profitable small-scale enterprises

The purpose of the mid-term evaluation is:

- To assess progress towards expected Life of Project targets to determine the likelihood of which intermediate results will be achieved and which ones will not by the end of the project

- To document successes, challenges, and lessons learned during the course of implementation up to mid-term
- To assess the effectiveness of program's funding arrangements
- Provide recommendations for how the project can successfully overcome challenges to meet its objectives and targets by project end

To support this activity, World Renew seeks a data processing consultant to develop a data entry and management system to be used during household surveys in five countries where the livelihoods project is implemented. The data entry and management system should support both CAPI and entry of paper based survey data for non-CAPI countries.

III. Scope of Work

The data processing consultant will ensure that the data management system contains the following features to ensure robust data quality and integrity:

- Range-checking of numerical and alpha-based questions
- Consistency checks among questions during data entry
- In-depth consistency checks of the data files made post-entry, run in batch mode
- Skip pattern checks to ensure consistency with the data entered at the point of the skip request to the skip location requested
- Visually agreeable screens that mirror the questionnaire layout
- Summary reports (executed in the office on data keyed to that point) which flag quality control issues encountered during field collection
- Data organized by respondent, in American Standard Code for Information Interchange (ASCII) format, allowing for easy exportation to other data formats
- Frequency and summary tabulations of each country's dataset
- Country-specific source code and supporting documentation
- To ensure adequate existence and/or recommend procedures for primary data handling while survey teams are in the field to secure against unauthorized access or data loss
- To ensure adequate existence and/or recommend formats and procedures for field data reporting requirements, data transmission schedules, and recommended data backups
- Ensure compliance with data handling and security requirements
- Provide country-specific data entry program and user manuals
- Provide system user manuals and training support as needed
- Be available to identify and quickly resolve software bugs with local survey teams
- Advise on the set up of the data processing system, during data entry clerk training (for non-CAPI), and the first few days of fieldwork as necessary.
- Establish a back-up system and automate creation of an integrated global dataset from the country-level data streams

IV. Expected Deliverables and Timeline

This consultancy will be for two weeks during the months of August and September 2015, with the option for additional support during the evaluation fieldwork. Specific tasks are outlined in the key deliverables and scope of work sections.

The consultant will use his or her own computer, phone, e-mail accounts, etc. and will work from his or her own work location to complete the deliverables in the scope of work.

The below deliverables are expected by the deadline date of **September 10, 2015**:
1. A ready-to-use, fully documented Data Entry and Management System in CSPro
2. Documentation and test results exhibiting the system's compliance with the ToR
3. Full source code, user training manuals and any documentation developed

Payment will be after satisfactory submission of all the above deliverables by **September 10, 2015.**

V. Consultancy Requirements:
The consultant needs to provide proof of experience or ability to provide the outlined services and references above. The independent consultant should have knowledge of CSPro and statistical packages, such as Stata, Statistical Package for the Social Sciences (SPSS), or Statistical Analysis System (SAS). Experience with program evaluation methodology and quantitative data collection methods is a definite asset.

Proposals should include demonstration of the required qualifications and skills, work plan, CV, and overall cost of the consultancy. Please send proposals to sshaheen@worldrenew.net and dhoogvliets@worldrenew.net. Please copy all in your response.