

Data Collection Company

Terms of Reference (TOR)

Summary:

Job title	Data Collection Company
Project title	Empowered and Capable Girls: Equitable Education for all
Purpose	<ul style="list-style-type: none"> - To collect qualitative data. - To organize the operational proceedings of the generation of evidence.
Location	Beirut, Lebanon
Duration	40 working days
Start Date	22 August 2021
End Date	15 October 2021
Reporting to	Technical & Field Officer

Background:

In 2021, NCLW and UNICEF Lebanon signed an annual work plan for collaborations that aims at better understanding the barriers for access education for adolescent girls in the current multi-layered crisis that Lebanon is facing, and that might lead to higher risks child marriage among adolescent girls.

To prevent child marriage, UNICEF and NCLW will work with MEHE on building sustainable structures to tackle barriers of girls' safe access to safe education, including the work with DOPS staff on how to handle cases of adolescent girls at high risk of child marriage, while referring them to the needed services.

UNICEF and NCLW will develop a series of communication materials targeting the education team on the importance of compulsory and equitable education for all girls, the risks of child marriage, and expanding the gender norms on what girls can do and be.

NCLW and UNICEF Lebanon seek to conduct a study that aims at better understanding the impact of the COVID 19 and economic crisis on adolescent girls in Lebanon, with a focus on their access to education and other basic needs; while proactively promoting importance of prioritizing girls' education through media campaigns and addressing effectively challenges that might lead to girls' school drop out in the current situation through the work with the concerned department in MEHE. NCLW and UNICEF Lebanon seek to build sustainable



structures to tackle barriers of girls' safe access to education, with the aim to decrease and eliminate child marriage in Lebanon.

Consequently, NCLW and UNICEF require the services of a Data Collection Company to gather qualitative data on the impact of the multi-layered crisis on the adolescent girls' access to education through surveys, key informant interviews (KIIs) and focus groups discussions (FGDs) carried out with adolescent girls, schools' personnel and parents / caregivers as well as to perform a data analysis accordingly.

Objective:

NCLW and UNICEF are seeking a Data Collection Company to provide a study on the different challenges and societal barriers that adolescent girls might face due to the pandemic, remote schooling as well as other barriers, the possible opportunities of returning to school, and the social / gender norms related issues.

NCLW and UNICEF are seeking a Data Collection Company with an extensive expertise in a wide variety of data collection approaches in order to collect qualitative data and perform data analysis.

Specific tasks:

- Ensure successful rollout of data collection and ensure to contact each respondent selected and complete all interviews, focus groups and surveys.
- Draft weekly progress reports and submit them to the Technical & Field Officer to keep her/him updated on the data collection processes.
- Assist the Research Lead in the development of tools for focused group discussions (FGDs) and key informant interviews (KIIs) and for survey forms.
- Collect primary data by conducting at least 10 KIIs with adolescents' girls, pertaining to two different age groups / categories (10 to 13 years old; 14 to 18 years old), parents/caregivers and school personnel (teachers and school principals) across the 8 governorates in Lebanon (Akkar, Beirut, Bekaa, Baalbak-Hermel, Mount Lebanon, North Lebanon, Nabatiyeh and South Lebanon)¹.
- Collect primary data by conducting at least 20 FGDs across the 8 governorates in Lebanon, with an average number of 15 participants in each focus group².
- Collect sex-disaggregated data on school enrolment and drop outs levels / percentages.
- Compile a complete database of collected data.
- Review and validate results of KIIs, focus groups and surveys in close coordination with the Research Lead.

¹ Please note that the number of KIIs may vary as per the needs of the study / analysis and NCLW's request.

² Please note that the number of FGDs may vary as per the needs of the study / analysis and NCLW's request.

Expected deliverables:

- Final surveys and interviewing samples developed and validated by NCLW and UNICEF focal points.
- Weekly written data collection progress reports during the process of collection.
- Final data collection report for qualitative data collected and analyzed in a comparative perspective.

Required qualifications:

The selected company shall possess the following qualifications:

- A legal status recognized in Lebanon, with experience in conducting social science research, including large scale qualitative surveys.
- Demonstrated experience in conducting surveys of a scale and complexity.
- Extensive knowledge and experience with statistical data analysis, and competency in database development and analysis using statistical software.
- Experience working with sensitive populations is an advantage.
- Strong capacity and experience in planning and organizing surveys, KIIs and FGDs logistics.
- Strong experience in electronic data collection.
- Strong track record of quality data collection and report writing.
- Strong capacity in data management and statistics.
- Strong capacity in electronic data collection programs.
- Strong verbal and written communications skills in English and Arabic.
- Ability to network within national government partners, NGOs and the academic and development community is an advantage.

How to apply:

Interested companies must submit the following documents to demonstrate their qualifications:

- A detailed proposal outlining the methodology, tools and analysis plan. The proposal should be divided into two parts i.e., technical and financial.
- The technical submission will contain:
 - 1- a summary of proposed methodology;
 - 2- a suggested workplan & timeframe (including dates for submission of first draft and final report);
 - 3- a detailed CV of the principal staff member/s containing experience on and/or profile of the organization (in case of organization).
- The financial submission will describe the estimated cost for the consultancy in detail.



Prospective companies should apply to the email address info@nclw.gov.lb; no later than Wednesday 18 August 2021 at midnight (Beirut time), ensuring the subject line is denoted with the heading: NCLW / UNICEF Data Collection Company.

Incomplete submission will be a ground for disqualification.