



TERMS OF REFERENCE
QUALITATIVE RESEARCH CONSULTANT
JANUARY 2017 - OCTOBER 2020

- Location:** Thyolo and Phalombe Districts in Malawi
- Time Period:** Up to 60 Days between January 2017 and October 2020
- Apply to:** <http://icrw.applicantstack.com/x/detail/a25z2g19xawq>
- Application Deadline:** December 16, 2016

About ICRW:

The International Center for Research on Women (ICRW) has been the premier applied research institute focused on women and girls for the last four decades. ICRW works with partners to conduct empirical research, build capacity, and advocate for evidence-based practical solutions to change policies and programs. Headquartered in Washington, D.C., and with regional offices in South Asia and Africa, ICRW conducts research to inform policies and programs seeking to alleviate poverty, promote gender equality and protect the rights of women and girls. Corporations, foundations, governments and civil society organizations partner with ICRW to discover through rigorous research how to dismantle barriers and help women and girls achieve their full potential. ICRW's focal areas include gender-based violence, healthy transitions to adulthood, economic empowerment, HIV/AIDS, and sexual and reproductive health and rights.

At ICRW, we believe that research can and should be a process of social development, and we employ participatory methods when appropriate. Further, ICRW pursues intersectional research to the greatest extent possible. All research we undertake serves to advance ICRW's mission of improving the status of women and girls, promoting gender equality, and eradicating poverty.

Project Description:

This consultancy supports ICRW's formative and baseline research for the Enabling Girls to Advance Gender Equity (ENGAGE) project, which is funded by the Gates Foundation. ICRW is working in coordination with Rise Up, Let Girls Lead (LGL) initiative and the Girls' Empowerment Network (GENET) of Malawi for this project.

The ENGAGE project is designed to empower adolescent girls (ages 15-17) and civil society organizations (CSOs) to reduce the incidence of child marriage, thereby improving girls' access to education, reducing adolescent pregnancy, and impacting the social norms and practices that



negatively impact girls. ENGAGE will empower girls and civil society leaders and organizations to engage traditional and religious leaders, male authority figures, and other community gatekeepers to reduce the prevalence of child marriage and related harmful traditional practices, thereby contributing to improved outcomes in the areas of girls' education, sexual and reproductive health (SRH), family planning, and gender equity in Southern Malawi.

ICRW is leading the evaluation of this project. The study is currently planned as four-arm design, with three intervention arms and one comparison arm.

ICRW seeks a contractor to support the planning, implementation and analysis of the formative, baseline, midline and endline research, which will utilize quantitative and qualitative research methods. The contract will be for a duration of four years, which includes all phases of research. The formative and baseline will be the first two phases, with approximately four weeks of fieldwork in Thyolo and Phalombe districts. We will engage the contractor in this phase from approximately January to July of 2017. ICRW will hire the contractor for the entire four years but reserves the right to cancel the contract if the formative and baseline phases are not done to the satisfaction of ICRW.

Task Description:

ICRW seeks a contractor who has significant, demonstrated experience in conducting quantitative and qualitative research, especially larger-scale research projects. The selected contractor will be responsible for five major research activities: contributing to and submitting the study protocol and tools for local ethical review; conducting the formative research; conducting the baseline research (quantitative and qualitative data collection); conducting the midline qualitative research; and conducting endline research (quantitative and qualitative data collection). Below, we describe the first three activities that will happen in the first year of the project in detail:

Development of protocol and submission to local ethical review committee (Year 1, January and February 2017): The contractor will work closely with the ICRW researcher before in-country activities begin to review the research plan and prepare for the in-country activities. The consultant will liaise between the ICRW researcher and local IRB. Once the ICRW researcher arrives in Malawi, the team will continue to plan and prepare by reviewing research objectives and the data collection instruments, and refining and adapting those instruments as needed.

Formative and baseline research phases (Year 1, February through April 2017): The primary goal of the formative research phase is to inform the baseline data collection procedures, finalize the baseline data collection tools, and inform the intervention. The nature of the formative research is still being determined. During these phases, ICRW will work with the contractor to enumerate households in all villages to be included in the study. This process will



entail a mapping of homes in each study area, as well as a description for each home of the household occupants, their relationship to each other, who is considered the head of the household, and who is involved in decision-making for girls in the household and family.

The baseline data collection has two parts—quantitative and qualitative data collection. From the formative phase, ICRW and the consultant will have a list of households from which they will generate a random list of households and begin recruitment for the quantitative survey. Then, the contractor will conduct a household quantitative survey with approximately 300 community members per village (four areas total).

The contractor will also conduct a combination of IDIs, FGDs, PFGDs, and KIs with various community members, ranging from young girls who will participate in the program, to district-level administrators and village chiefs. The consultant and the ICRW researcher will work with a note taker to ensure comprehensive collection of data from the IDIs, FGDs, PFGDs, and KIs. The contractor will also be responsible for debriefing after each data collection event with the ICRW staff. Debriefing will include processing the event, interpreting notes, and discussing emerging themes. The consultant will also be involved in drafting the final report.

Midline and Endline Phases: The midline phase, which includes only qualitative data collection, will occur approximately one year after implementation (end of Year 2, approximately September 2018), and endline data collection—which includes both qualitative and quantitative methods—will occur at the beginning of year four (2020).

Responsibilities of Consultant/Sub-contractor:

- ICRW will provide the protocol guides for all categories of respondents. The ability of the Contractor to contribute to the protocol and tools, including the translation of the tools and modifications based on local knowledge, is highly desirable.
- Help ensure appropriate wording and translation of the quantitative survey and associated tools, including screening materials.
- Hire/identify field staff: The Contractor will develop job descriptions for all categories of field staff and receive prior approval from ICRW regarding the core qualifications required before advertising the positions. Field staff will include sufficient female and male quantitative and qualitative interviewers to complete data collection within an appropriate period of time, and with the required linguistic abilities to work in the target regions. The contractor should suggest the most appropriate team structure to achieve these targets while maintaining a high standard of quality. There should be a local Principal Investigator involved who has substantive experience in the field and holds at least a Master's degree.
- The contractor will facilitate submission of all relevant materials for local ethical approval.



- The contractor will be responsible for all costs associated with the field team activities, including but not limited to salaries, recruitment and training costs, per diems, transport, materials and equipment, insurance and any applicable fees or taxes. In addition to adequate time for data collection, the contractor will include time prior to the start of data collection for training of the field teams (with technical support and participation from ICRW) and pretesting of the tools.
- Lead or co-lead the training of data collection teams, to include developing relevant training materials, facilitating the training sessions (rental of facilities, etc.), and pretesting the tools.
- Implement formative research and baseline data collection (quantitative and qualitative methods) and liaise with ICRW team. ICRW's primary involvement will be to oversee training of data collectors and to provide strategic input in the early stages of data collection. The Contractor will be responsible for all other activities and costs related to quality data collection. Specifically, the Contractor will supervise fieldwork, data collection, and data management and assume responsibility for quality control. The Contractor will provide regular feedback to ICRW during the data collection process, including:
 - Frequent (daily or every other day, as agreed upon prior) email or Skype updates reporting the number of IDIs and/or PFGDs completed during data collection in the field.
 - Notifying ICRW of any problems occurring during data collection including problems of tracking down respondents, high numbers of refusal to respond, as well as any difficulties implementing certain questions.
 - A weekly update consisting of a synthesis of daily briefings.
 - Data cleaning, including developing with ICRW key data checks, identification and documentation of errors, missing data, and inconsistencies, and the correction of these issues where possible.
 - Record and transcribe all qualitative data collection events, and translate into English.
 - Perform administrative tasks in English – particularly contracting and financial reporting. If no staff are able to conduct these tasks in English, then translation costs should be included in the budget.
 - Contribute to analysis and the writing of final deliverables.

Anticipated reporting requirements and deliverables to submit to ICRW after each relevant phase is completed:

- Local IRB submission and approval.
- Field report in English describing the training, field-testing and data collection process and basic characteristics of the sample/data collected; and the revised/final data collection tools back-translated in English.
- The raw and cleaned quantitative data set in STATA.
- Verbatim transcripts in English of all IDIs, FGDs, PFGDs, and KIIs.



- Input into the analyses of findings from the fieldwork.
- Input into the final written reports.

Interested organizations are asked to submit a proposal that includes:

- A technical narrative no longer than 4 pages describing how they will accomplish the tasks described above.
- A detailed budget with budget notes
- CVs of key personnel who will be engaged in the data collection. Data collection firms/organizations must also submit an institutional capacity statement.
- Brief paragraph summaries of 3-4 examples of similar data collection work conducted with the past two (2) years. The summaries should include descriptions of the past efforts, covering the scale of data collection, the methods used, experience with digital data collection tools, field strategy (including interviewer/researcher recruitment, team structure, quality control systems, etc.), data management approach, quality control systems, etc.
- A brief description of your relationship and experience with the local ethical review committees in Malawi. Provide information on timeline and budget challenges and how you have dealt with these in the past.
- 2-3 references that can be contacted regarding the quality of the organization's work

Required Skills:

- Master's degree in a related field (sociology, gender, international development or other social science) required for the local PI.
- Contractors must demonstrate significant experience (at least 5 years) with both quantitative and qualitative research design, implementation, analysis and reporting.
- Significant facilitation and interviewing skills.
- Significant experience in large scale surveys.
- Demonstrated experience conducting research on sensitive topic areas related to health, such as sexual health, reproductive health, child marriage, violence, etc.
- Fluency in English and Chichewa.