

# Terms of Reference (ToR)

*Data collection for “Anticipatory Climate Adaptation for Communities in Africa” project in Madagascar*

*6 February 2025*

## Background

The “Anticipatory Climate Adaptation for Communities in Africa” (ACACIA) project represents a multi-partner, interdisciplinary initiative aimed at addressing the critical challenges posed by climate change to vulnerable communities in Sub-Saharan Africa. Building on extensive collaboration among stakeholders, including international organizations, national meteorological services, and local communities, ACACIA seeks to enhance resilience against climate-induced risks such as floods and tropical cyclones.

Madagascar, with its high vulnerability to natural disasters, has been selected as a primary focus area due to its exposure to recurring cyclones and flooding, which severely impact local livelihoods, infrastructure, and food security. The ACACIA project is uniquely positioned to co-create climate services (CS) tailored to the needs of at-risk communities, drawing on participatory methods and a rigorous interdisciplinary framework.

A cornerstone of ACACIA's approach is the evaluation and enhancement of climate services through evidence-based methodologies, including randomized controlled trials (RCTs). This ensures that interventions are both impactful and scalable. The project integrates advanced climate science, co-production strategies, and locally relevant knowledge systems.

ACACIA pursues the following objectives:

1. Provide accurate and actionable climate information tailored to community needs
2. Strengthen the capacity of local populations to prepare for and cope with cyclones and flooding
3. Address systemic barriers to anticipatory and adaptive governance
4. Advance understanding of the changing nature of climate risks, incorporating indigenous and scientific knowledge

5. Generate robust evidence of the socioeconomic impacts of climate service interventions

CMI is now seeking a partner with strong experience and expertise in conducting large-scale data collection among households in Madagascar. The partner will be commissioned with the coordination and translation of the questionnaire, training of enumerators, as well as pre-testing and the collection/cleaning of the data. Under these Terms of Reference (TOR), CMI is looking for technical and financial proposals from institutions that can provide these services and expected outputs as specified herewith.

## Objective

The main objective of the assignment is to (1) collect multiple rounds of household data in Madagascar that meet international research standards, (2) to report the design and implementation of the data collection process by providing accurate technical documentation that will be used as foundation for the analyses of the RCT, (3) produce cleaned data in accordance with the data collection protocol and international research standards.

## Sampling, survey instrument, and data collection

The data collection process will be conducted in three stages: baseline, midline, and endline. Every survey will be carried out in person through face-to-face interviews. Although the specific villages for data collection are yet to be determined, the data collection will focus on the Sofia region and will include a target population of 200 villages. A list of the specific villages for data collection will be provided by CMI. In each village, 18 households will be randomly sampled, resulting in a total sample size of 3,600 households at baseline.

We invite interested parties to suggest suitable sampling strategies within villages and propose strategies to reduce attrition in the mid- and endline survey.

The survey instrument will include (but is not limited to) the following modules: 1) basic demographics, 2) food security/nutrition module, 3) agricultural module, 4) expenditure/consumption module, and 5) access/knowledge/use of climate information

services module. We expect that each interview will take approximately 45 minutes to one hour.

We expect the baseline to be conducted June/July 2025. The midline survey will take place approximately one year after the baseline, while the endline survey would take place approximately two years after the midline. Please note that these dates are tentative.

## Scope of Work and Deliverables

The assignment will be completed in five stages. Each stage comprises a scope of work and set of deliverables described below. Interested bidders should develop a technical proposal with a detailed and feasible plan for how to carry out the survey in line with the provisions of this ToR. All reports will be delivered to CMI in English:

SCOPE OF WORK	DELIVERABLE
<b>1: Administrative tasks</b>	
1.1 Obtain all necessary permits for implementing the data collection, including an ethics review, national and local permits, and permits for the use of proprietary materials where applicable (e.g., licenses for software).	Documentation of compliance
1.2 Adhere to local formalities and obtaining any required insurance, salary, and taxes for all enumerators and supervisors involved in the project.	Documentation of compliance
<b>2: Preparation of data collection (for each survey wave)</b>	
2.1 Iteratively provide feedback on the draft survey instrument prepared by CMI with respect to validity and feasibility in the concrete country context.	Comments and suggestions to CMI
2.2 Translation and back-translation (double-blind) of the questionnaires provided by CMI from English into local languages by certified translators.	Final survey instrument in local language(s)
2.3 Code the survey instrument in state-of-the-art survey software (preferably SurveyCTO)	Access to survey instrument in survey software

2.4 Prepare for possibly including an incentivized behavioral outcome question, e.g. a public goods game or dictator game. This may involve distribution of airtime and subsequent donation. Details would be provided by CMI.	Documentation of plan to implement incentivized behavioral outcome question.
2.5 Prepare a sampling process based on a list of villages/communities provided by CMI and interview households within these villages.	Sampling plan
2.6 Prepare a survey implementation plan that considers the seasonality within the country and other contextual constraints.	Survey implementation plan
2.7 Design and implement provisions for keeping attrition rates across survey waves as low as possible (e.g. material incentives for respondents, pre-interview arrangements in second and third wave, test of respondents' commitment to participate in follow-up interviews).	Attrition minimization plan
2.8 Design and implement quality assurance procedures in the data collection and cleaning process (e.g. random audio recordings, time stamps, GPS locations, and follow-up by supervisors).	Quality assurance procedures
2.9 Prepare data management plan to ensure that data are maintained and stored in a manner that is fully confidential and follows the European Union's General Data Protection Regulation (GDPR, <a href="https://gdpr.eu/">https://gdpr.eu/</a> )	Data management plan
2.10 Recruit and supervise qualified enumerators with at least a bachelor's degree in a relevant academic discipline.	Recruitment report
2.11 Develop materials and plan enumerator training	Training materials and training plan to CMI for review
2.12 Organize enumerator training workshop in coordination with CMI (at least 5 days)	Brief enumerator training report
2.13 Administer a formal test in response to the training to select only qualified and attentive enumerators	Submission of test results to CMI

2.14 Organize and execute a cognitive pre-test with 10 respondents and pilot with a minimum of 100 respondents (not included in actual sample) and advise CMI with respect to revisions of the survey instrument.	Dataset of pre-test surveys in standard format. Recommendations for adaptations to questionnaire and survey plan reported to CMI; Appraisal of efficacy of treatment of experiment.
2.15 Refine and finalize survey methodology, sampling, and data collection approaches to ensure reliability, accuracy, and quality of the outputs	Submission of final survey plan to CMI; participation in one-day workshop in Bergen, Norway or online for discussion and finalization of sampling and data collection plan.
2.16 Identify and share potential risks to the survey data collection (e.g., access to villages, data quality, security)	Submission of a risk assessment
<b>3: Implementation of data collection (for each survey round)</b>	
3.1 Collection of survey data in line with the validated survey instrument, survey implementation plan, sampling plan, attrition minimization plan, and quality assurance procedures	Provide access to raw data on a daily basis. Timely reporting on any irregularities or challenges and how these have been addressed.
3.2 Organize and provide all necessary logistic, financial, and administration support (transport, per-diem, etc.) to enumerators and supervisors during training workshops and data collection.	None
3.3 Monitor enumerators' security and well-being and provide support in case of need.	None
3.4 Implement automated and personal monitoring routines for data quality during data collection in line with quality assurance procedures	Quality assurance report
3.5 Have routines in place to make changes to the survey during the data collection if necessary. This would involve updating routines on enumerator devices and briefings by field supervisors	None
<b>4: Preparation of dataset and reports (for each survey round)</b>	
4.1 Clean survey data	Annotated cleaning code

	Report on data cleaning procedures
4.2 Investigate and resolve any concerns regarding data quality or errors in the data collection process.	Report on concerns or data quality issues for review by CMI
4.2 Finalize survey wave dataset	Cleaned dataset compatible with a statistical package (STATA with meaningful variable names and labels, CSV, etc.)
4.3 Write brief (max 5 pages) technical report including all key features of the respective survey wave, description of all variables, and detailed data cleaning procedures.	Draft technical report sent to CMI for feedback and approval
4.4 Revise technical report in line with comments provided by CMI	Final technical report
<b>5: Preparation of final dataset and report</b>	
5.1 Merge data from all survey rounds	Final dataset, which includes a uniqueID to join the three survey waves. Variable names in each wave (apart from uniqueID) should be labeled with suffixes (_w1, _w2, _w3)
5.2 Prepare technical report on the organization of the panel data.	Draft technical report sent to CMI for feedback and approval
5.3 Revise technical report in line with comments provided by CMI	Final technical report

## Timeframe

The timeframe of the assignment will be approximately three years starting in the third quarter of 2025. It will be planned in line with the implementation stages of the research (see above) and the timeline suggested below. Dates provided in the timeline provide for indicative deadlines for the completion of the respective stages. The timeframe will be revised and finalized with the successful bidder as part of the contract negotiations.

Award of contract; contract signed	March/April 2025
Phase 1: Administrative tasks	April 2025

Phase 2: Preparation of data collection (baseline)	April/May 2025
Phase 3: Implementation of data collection (baseline)	July/August 2025
Phase 4: Preparation of dataset and reports (baseline)	September 2025
Phase 2-4, subsequent rounds: - Midline - Endline	July/August 2026 July/August 2027
Phase 5: Final dataset and technical report	September 2027

## Conditionality

The contract between CMI and the survey providing organization will span the implementation of all three survey waves. However, the planning and implementation—and thereby the payment for expenses—of the mid- and endline survey is conditional on CMI’s positive review of the base- and midline survey, respectively.

## Roles and Responsibilities

The data collection partner will:

- Collaborate and communicate efficiently with CMI to understand, discuss, and agree on task requirements and working methodologies.
- Execute all data collection activities, ensuring the data is high-quality, and the collection is timely and efficient.
- Oversee the recruitment, training, and supervision of qualified enumerators.
- Manage the logistics and security of fieldwork, ensuring the safety and well-being of all involved parties.
- Submit drafts of TOR-required deliverables to CMI for discussion and comment.
- Deliver cleaned datasets and comprehensive technical reports in alignment with the agreed timelines and standards.
- cooperate closely with members of the CMI research team who will accompany parts of the surveys (i.e. training, sample interviews).

CMI will:

- Provide clear guidance and direction on the task requirements and working methodologies.

- Actively participate in the enumerator training workshop, contributing to the training material and methodology.
- Continuously monitor the data collection process, assisting with troubleshooting and problem-solving as needed.
- Review and approve all deliverables, providing timely feedback to ensure the smooth progress of the project.
- Foster effective communication and collaboration among all parties involved in the project.
- Disburse installments to the data collection partners in accordance with the agreement.

## Proposals

The submission deadline for proposals is the 28 February at 23.59pm. All proposals should be submitted electronically as one PDF (budget should be attached as a MS Excel file), and all pieces of the proposal must be labeled clearly. The proposal should include a signed cover page. All documents related to this tender should be in English and all costs should be expressed in Euro. Proposals should contain the following elements:

1. **Institutional Capacity** (1-4 pages): The applicant must present in narrative format a description of: (a) institutional profile, (b) the organizational capacity to conduct the scope of work, (c) previous experience conducting similar work including references from previous clients, and (d) the profile of the lead personnel involved in this project.
2. **Technical Proposal** (2-4 pages): The applicant should describe in the technical proposal their approach for data collection, addressing all the elements listed under “Scope of work and deliverables” above.
3. **Budget:** The applicant should include a detailed budget in excel format. The applicant may use any budget template of their choosing, but it should be broken out by year and include the following details:
  - a. Salaries broken down by personnel and tasks
  - b. Per diem and travel
  - c. Equipment, printing, supplies
  - d. Training costs.
  - e. Overhead costs.
  - f. Research permit and ethics review costs.
  - g. Any other relevant costs



In addition to the budget based on the information outlined in this ToR, it should also include two alternative budgets (as separate tabs) for the following scenarios:

1. Longer survey: each survey takes 20% more time than indicated.
  2. Higher sample-size: covering 20% more communities than indicated, but with same number of households per community.
4. **Financial Narrative** (1-2 pages): The applicant must present a detailed financial narrative to accompany the budget. This should include a brief narrative on the assumptions and rationale behind the estimates.

CMI will evaluate the proposals received on its technical merit and cost estimates. The review will consider the following general criteria: Institutional Capacity/Institutional Credentials (30%), Technical Proposal (40%), and Cost estimate (30%).

Award of a proposal does not imply acceptance of its terms and conditions. CMI reserves the option to negotiate the final cost and scope of work. Upon failure to reach agreement on the contents of the contract as stipulated in this document, CMI has the right to terminate the negotiations and invite proposals from other providers.

Proposals shall be sent to [tender@cmi.no](mailto:tender@cmi.no).