Terms of Reference

**Principal Investigator**

# PURPOSE OF THIS CONSULTANCY

The purpose of this consultancy is to design and oversee all aspects of the implementation of a prospective, rigorous impact evaluation of XX.

# Project Background

Insert information on the objective and activities and learning aims of the project.

[Country] is seeking a Principal Investigator (PI) to lead the impact evaluation of XX. The PI will be responsible for the design, implementation, analysis and dissemination of results for the impact evaluation. The PI will collaborate with the Task Team Leader (TTL) and project team, and key country counterparts (e.g. Government and survey firm) to develop an impact evaluation design that measures the causal effects of the program.

# scope of work

The assignment includes the following tasks:

## Establish an Advisory Panel

The Principal Investigator will work with the TTL to establish an in-country advisory panel made up of key stakeholders: project design team members, government counterparts, local researchers, etc. This team will provide guidance to the impact evaluation team on the policy relevance, country context on other country specific issues for the impact evaluation, as well as generate buy-in from the relevant stake-holders on the impact evaluation design.

## Develop an Evaluation Design

The Principal Investigator will develop an impact evaluation design which isolates the causal impact of the intervention on key outcome indicators (XX), in consultation with XX.

S/he will propose a preliminary experimental (or quasi-experimental) design for the impact evaluation. The evaluation design will be developed with the project team and country counterparts. S/he will seek stakeholder feedback on the preliminary experimental design and revise design based on feedback.

S/he will develop a detailed Impact Evaluation Concept Note with the task team which details the agreed upon identification strategy, data collection and analysis plan, staffing, budget and time frame. The Impact Evaluation Concept Note will be integrated into the overall project implementation plan.

## Identify and Contract a Qualified Survey Firm(s)

The Principal Investigator will support the [Country] TTL to recruit and contract the survey firm(s) required to complete data collection and entry activities. This includes:

* Draft/Adapt TOR for survey firm
* Review technical and financial proposals
* Provide recommendations on preferred firm(s)
* Negotiate and recommend detailed survey firm budget(s)

## Oversee Questionnaire Development/Adaptation

Together with the project team, identify key outcomes indicators and other variables that will be measured as part of the impact evaluation. This will include individual, household, community, facility and programmatic indicators. It will also include defining the data sources and methods of collection and preferred measurement methods. This will include:

* Developing/adapting questionnaires
* Participating in questionnaire pretesting
* Review questionnaire with advisory panel
* Finalize questionnaire based on feedback from pilots and advisory panel

## Develop Research Protocol

The Principal Investigator will collaborate with the Survey Firm(s) to identify all requirements for ethical clearance of the impact evaluation activities. In addition, the Principal Investigator will lead development of the research protocol, which will include:

* Overview of methodology, data collection and analysis plan
* Overview of measures taken for the protection of human subjects, including informed consent and respondent confidentiality
* Assessment of respondent risks and benefits

## Develop a Sampling Strategy

The Principal Investigator will define the sample sizes required to estimate program impacts, as well as the sampling strategy. This will include:

* The outcome indicator(s) that are used to determine the sample size(s)
* The minimum impacts that the study should be designed to measure
* The number of individuals/communities in each of the control and treatment groups
* The number of households and individuals in each community; and (if relevant) the number of repeat visits before and after the interventions
* Definition of the sample inclusion criteria
* Definition of central or field-based sampling methodology in collaboration with the Survey Firm(s)

## Oversee Impact Evaluation Preparation and Implementation Activities

The Principal Investigator will oversee all activities related to preparation and implementation of the impact evaluation, including:

* Developing the Field Work Plan with the Survey Firm(s)
* Adaptation of survey training materials
* Interviewer recruiting and training
* Pilot testing with field team(s)
* Production of Survey Firm progress reports
* Collection and compilation of any required secondary data (e.g., XX)

The Principal Investigator is responsible for ensuring data quality assurance mechanisms are in place for data collection, entry and management.

## Validation of Evaluation Design

The Principal Investigator is responsible for initial analysis of the baseline data in order to validate the evaluation design (through baseline difference in means tests) and verify the quality of data produced.

## Manage Data Documentation and Storage

The Principal Investigator is responsible for ensuring proper, comprehensive documentation of the impact evaluation activities and ensuring all data and corresponding documentation is stored in XX.

# ESTIMATED LEVEL OF EFFORT

The level of effort required for these responsibilities is currently estimated at XX working days.

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| --- | --- | --- |
| **Deliverables** | **Expected Delivery Date** | **Days** |
| 1.1 Establish Advisory Panel |  |  |
| 2.1 IE Concept Note  2. 2 Gantt Chart |  |  |
| 3.1 Survey Firm TOR(s)  3.2 Comments on technical and financial proposals |  |  |
| 4.1 Final English Questionnaires with comments from pretest and advisory panel |  |  |
| 5.1 Research Protocol |  |  |
| 6.1 Sampling Plan   * Includes power calculations * Survey inclusion criteria * Central or field sampling plan   1. Assignment to treatment and control |  |  |
| * 1. Field work plan with survey firm   2. Final training materials   3. Summary of pilot test   4. Any required secondary data   7.5 Detailed description of quality control measures implemented and assessment of success |  |  |
| 8.1 Report on Validation of Evaluation Design   * Includes STATA do files, tables and descriptive report on baseline difference in means |  |  |
| 9.1 Final Baseline Data and Documentation uploaded on RBF for Health Data Catalog |  |  |
| **Total Days** | |  |

# REQUIRED SKILLS/ EXPERIENCE

* PhD in relevant field, preferably economics or health policy.
* Minimum 5 years of project impact evaluation experience
* Minimum 5 years experience in designing and implementing quantitative impact evaluations using randomized or otherwise controlled designs
* Relevant experience in measurement of health outcomes through household surveys
* Relevant experience designing and coordinating field work for large household surveys and health facility surveys
* Relevant experience analyzing quantitative data (household and facilities) using statistical analysis software (preferably STATA)
* Relevant experience in coordinating implementation of impact evaluation field work
* Excellent written English communication skills, with focus on research protocols, research papers and descriptive reports for diverse audience
* Ability to facilitate communication between various levels of management and work independently in order to meet deadlines
* Ideally, the country PI should have published evaluations in peer reviewed journals.

# Estimated Schedule

This consultancy will run from [Date] to [Date]

# Management and Logistical Support

The consultant will report directly to XX

# Payment

The assignment will be remunerated upon delivery of the agreed outputs, at the agreed fee rate and the agreed number of days of professional fess chargeable, as per the normal procedures of the World Bank.