

Terms of reference (ToR) for the procurement of services up to the value of EUR 8,000 – Assistance for data collection on child labour prevalence in Jimma zone

Terms of Reference for an Enumerator

Contents

1. Background and context	1
2. Tasks to be performed and deliverables	2
3. Contract Duration.....	2
4. Place of work	2
5. Inputs from the consultant.....	3
6. Data Protection	2
7. Tender requirements	2
8. Qualifications of proposed staff.....	3
9. Specification of inputs	3
10. Inputs of the project and of the contractor	3

1. Background and context

The *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH is a global service provider in international cooperation for sustainable development. As a not-for-profit organization and fully owned by the German government, GIZ supports the German government, particularly the German Federal Ministry of Economic Cooperation and Development (BMZ) in reaching its objectives in international cooperation.

On behalf of the BMZ, the GIZ is implementing the global programme “Sustainability and Value Added in Agricultural Supply Chains”. It aims to make the targeted supply chains fair, sustainable and free of deforestation. Therefore, the programme cooperates with market drivers in coffee, cotton, cocoa, natural rubber, palm oil and soy supply chains. Together with global companies, international standards organisations and national partners it implements project activities in eight partner countries (Ethiopia, Uzbekistan, India, Colombia, Brazil, Indonesia, Ethiopia, Cameroon and Burkina Faso).

In Ethiopia the global programme is implemented through the project “Sustainability and Value Added in Agricultural Supply Chains in Ethiopia (SUVASE)” which was launched on August 1st, 2020, with coffee as its lead commodity. The SUVASE project is implemented in the four districts (*woredas*) Didu, Alle, Becho and Nono Sale in the Illubabor Zone as well as in the Mana district in Jimma Zone in the Oromia Region. The target group of the activities are 8,000 coffee farmers organized in 38 supported cooperatives (in Illubabor) and 2,000 farmers of an outgrower scheme in Mana district. Among others, SUVASE aims to increase the coffee quality through improved post-harvest management practices and to create market linkages between local producers and international buyers. Additionally, objectives of the project are to increase the income of farmers and workers along the coffee supply chains, to protect natural resources and to prevent child labour in coffee production and processing.

In the area of child labour prevention, GIZ SUVASE works together with the International Cocoa Initiative (ICI). ICI is an NGO internationally recognized for its approaches for child labour prevention in the cocoa value chain.

To develop effective strategies for child labour prevention, accurate data on the prevalence of child labour needs to be collected and will be analysed by ICI.

2. Tasks to be performed and deliverables

The objective of the assignment is to collect baseline data on the prevalence of child labour from coffee-growing households of an outgrower scheme in the Jimma zone of Ethiopia. Under the supervision of two specialists from the ICI and GIZ experts, the data collectors will be responsible for collecting survey data about household characteristics and children's activities from selected coffee-producing households:

- Participate in training sessions in Jimma on the data collection methodology, interview questionnaire, child safeguarding and child labour
- Participate in the pilot survey as a field test
- Identify and locate pre-selected sample households
- Travel to selected localities and interview selected households, including their children
- Conduct a minimum of 48 household interviews (16 days, 3 interviews per day)
- Administer questionnaires and enter data on tablets, making every effort to ensure high quality data is collected and recorded
- Check and submit data collected to the server
- Participate in and provide inputs to debriefing sessions
- Adhere to the defined work plan and timeframe for data collection
- Maintain high ethical standards throughout the assignment: seek informed consent from adults and children prior to administering questionnaires; respect child safeguarding procedures; and act in the best interests of children, including referring any child identified in immediate danger for support

3. Contract Duration

GIZ shall hire the contractor for the anticipated contract term, from 01 March to 31 April 2023.

4. Place of work

Place of work will be Jimma town (for training) as well as the places of residence of the interviewees in the Mana district in the Jimma zone. The contractor shall be based in Jimma town or Jimma zone. For tasks to be fulfilled in Jimma zone no accommodation costs and for tasks in Jimma town no per diem allowances will be reimbursed.

5. Data Protection

The consultant will collect personal data (e.g. age, gender, living conditions). After retrieving information from the interviews, the data will be entered into the query tool by the data collector in a pseudonymized way. Data analysis will only be conducted with the pseudonymized data and a link between the data and a real person cannot be made. The consultant must not use the data for any other reason than specified in this Terms of Reference.

6. Tender requirements

The bidder is required to provide a CV to prove his/her qualification. The CVs should contain information relevant to this assignment and include a maximum of four (4) pages. Pages exceeding the maximum will be disregarded.

7. Qualifications of proposed staff

Expert 1: Enumerator

General qualifications:

- Education:
 - Completion of secondary education (minimum requirement); higher education or training is an asset
- Professional Experience:
 - Prior experience of collecting data and conducting surveys (e.g. census, sample survey, etc.), ideally working with coffee-growing households
 - Practical experience of using a tablet or smartphone to enter survey data
- Strong communication skills, ability to establish a rapport with adults and children and listen carefully
- Ability to work in a team and under pressure
- Willingness to uphold high ethical standards and respect child safeguarding procedures
- Language skills: fluency in Afaan Oromoo, English is an asset

8. Specification of inputs

Fee days	Number of experts	Number of days per expert	Comments
• Preparation	1	5	Training sessions and field test in Jimma zone
• Survey and data entering	1	16	Household interviews in Mana/Jimma zone
• Debriefing	1	1	Virtual debriefing session in Jimma
Total		22	
Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Per-diem allowance in country of assignment	1	16	During field survey

9. Inputs of GIZ

- Training on key concepts related to child labour, child safeguarding, the survey methodology and data collection procedures to measure child labour prevalence
- Tablet or smartphone for data collection, to be returned to GIZ SUVASE at the end of the assignment
- Technical supervision of ICI specialists and administrative supervision of GIZ SUVASE
- Support of the GIZ SUVASE staff based in the investigation areas.
- Transportation to the selected households in Jimma zone.

10. Covid Note:

If restrictions are introduced to combat coronavirus/COVID-19 (restrictions on air travel and travel in general, entry restrictions, quarantine measures, etc.), GIZ and the contractor are obliged to make adjustments to their contractual services to reflect the changed circumstances on the basis of good faith; this may involve changes to the service delivery period, the services to be delivered and, if necessary, to the remuneration.