Terms of Reference
Actions to Reduce Child Labor (ARCH) - Liberia Endline Survey

Consultancy Objective: Winrock International is seeking a consultancy firm, organization, or university to lead the design and implementation of an end-line survey on child labor in Liberia in Montserrado, Margibi, and Nimba Counties that will inform whether the Actions to Reduce Child Labor (ARCH) project strategies aimed at reducing exploitative child labor in the rubber producing areas had an impact and to what extent. The end-line survey will provide improved understanding of the outcomes of project activities, changes that occurred in the prevalence of child labor in project areas, and will assess possible impacts of the project interventions on the project’s direct beneficiaries.

The end-line survey, including but not limited to: plan finalization, field work and reporting, will be carried out between September 19 and November 2, 2016 (6.5 weeks) and Winrock International expects that 1,850 beneficiary households in 15 communities (out of ARCH current 25) will be surveyed to inform the study. The sample of households will be comprised of identified beneficiary households; therefore, the objectives below apply to the ARCH beneficiary households surveyed under the baseline and not a random sample of the population in rubber growing areas.

Rationale and Objectives
The specific objectives of the end-line study are:

- To provide an analysis of the prevalence of working children (both children involved in child labor from ages 5-15 and children involved in hazardous work from ages 16-17) including hidden forms of child labor in three counties where rubber production occurs in Liberia. Focus should be on rubber related labor, but should also include other types of child labor in the area. The report should detail the prevalence of children in child labor (CL), and worst forms of child labor (WFCL) including hazardous work in the counties where the project operated.

- To provide details on the causes and consequences of child labor in rubber producing areas in Liberia, including household earnings and debt, perceptions of parents/guardians/children, and the hazards and abuses faced by children at their place of work;

- To collect information on the characteristics of working children (both children involved in child labor from ages 5-15 and children involved in hazardous work from ages 16-17) and the other children in their households including but not limited to their demographic composition and details by age/sex/ethnicity/marital status/disability status/orphan hood/literacy and educational status/classification by type of work within the rubber industry or other work/earnings and weekly hours of work/reasons for not attending school/reasons for working/types of unpaid household services done and weekly hours performed;

- To identify the various forms of child labor prevailing in the districts, particularly in the rubber sector and on WFCL such as street children, children engaged in illicit activities, and forced work. A comprehensive list of activities done by children working in the targeted areas should be compiled from the baseline survey results and analyzed;

- To analyze the underlying factors leading to the persistence of child labor and characteristics that make households vulnerable to child labor in the rubber sector and the impact of HIV/AIDS, poverty, adult unemployment, access to social protection services (from
government and other sources), rubber company practices, cultural attitudes and lack of proper school facilities;

- To identify income generating opportunities created for older youth and adults that provide decent and safe work within the communities.
- To analyze the involvement of rubber companies and/or worker’s groups and trade unions in the target communities.
- Analyze how target households, rubber industry stakeholders and general public have changed their perceptions (awareness) toward child labor and if there is increased action and concern regarding child labor in target areas;
- To compare the baseline and end-line results and show the changes that have taken place in with regards to child labor

The ARCH end-line study will serve to gauge the impact and outcomes of the project to address the prevalence of child labor in the named counties. The end-line study will be used as a measure against the baseline that was conducted in 2013.

Organization and Project Background

Winrock International is a non-profit organization that works with people around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock strengthens the capacity of women, children, youth, and civil society organizations to actively participate in local and national development and to transform their societies. Winrock International has extensive experience working in West Africa.

ARCH (Actions to Reduce Child Labor in Liberia) is a four-year project designed to complement efforts by the government, employers, workers, and civil-society organizations in fighting child labor in the rubber-growing sector in Liberia. The project is funded by the U.S. Department of Labor and is implemented in Margibi, Montserrado and Nimba Counties in Liberia and in four districts (Todee, Kakata, Saclepea I and Saclepea II), by Winrock International in collaboration with African Network for Prevention and Protection Against Child Abuse (ANPPCAN), General Agricultural and Allied Workers Union of Liberia (GAAWUL), Firestone Agricultural Workers Union of Liberia (FAWUL), Nimba Rubber Incorporated (NRI), Morris-American Rubber Company (MARCO), and the Government of Liberia (GOL). ARCH seeks to prevent and withdraw children ages 5-17 from child labor and its worst forms in the rubber-growing sector. It also aims to protect legally working children—those between the ages of 15 and 17—in rubber-growing areas in the targeted communities. The project targeted children and head of households: 10,100 children who are engaged in or at-risk of entering exploitative child labor in Liberia; and 3,700 vulnerable households for sustainable livelihoods promotion.

It is estimated that 360,000 children between the age of 5 and 15(or 33% of children) work in Liberia, primarily in agriculture. A significant number of children are engaged in the production of rubber on smallholder farms and large-scale plantations. Many children involved in the rubber sector are unable to attend school and are engaged in dangerous working conditions. Major factors contributing to child labor in the Liberia rubber sector include household poverty, the existence of worker quota production systems, the high cost of adult labor, a lack of awareness, limited access to education, and limited inspection and enforcement of labor standards.

Winrock undertook a variety of interventions in the three counties and four districts and would want to see the impact and outcomes of these interventions.
Study Methodology
The study methodology will be primarily quantitative in nature, but will not exclude some qualitative data collection. Methodology may include, but is not limited to, mixed methods of both qualitative and quantitative research. The working methods for this study involve, but are not limited to, desk review, surveys, in-depth interviews. Consultants are expected to carry out household level surveys to 1,850 households of the total beneficiaries to respond to the objectives listed above (households must be the same ones surveyed under the baseline study).
ARCH staff, with support from Winrock HQ, will provide significant input on survey design and methodology for survey administration to ensure best practices for measuring prevalence of child labor.

Secondary data should be gathered to the extent possible from various sources, including the appropriate government ministries, and other studies. The consultancy firm or consultant team should propose appropriate research methods as part of their proposal.

Schedule
The end-line survey will be carried out for six or seven weeks as follows. The timeline can be adjusted after mutual agreement between the consultancy firm and Winrock International.

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<td>Preparation</td>
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<td>Developing TORs</td>
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<td>Communicate with Winrock on methodology</td>
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<td>Submission of proposal</td>
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<td>Selected end-line contractor</td>
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<td>Proposal design with Winrock</td>
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<td>End-line Contract agreement</td>
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<td>Sampling Methods, Interview Guideline, Sample Size</td>
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<td>Questionaire Design</td>
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<td>Pre-test, Questionaire Revision</td>
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<td>Training on Field Team (enumerators and supervisors)</td>
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<td>Field data collection</td>
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Deliverables
The following deliverables are required by Winrock International/ARCH Liberia. Deadlines for each deliverable should be included within the proposal and will be reviewed and finalized by Winrock at the beginning of assignment. The deliverables include:
1. Final survey tools, instruments, and protocols used during the end-line assessment;
2. Field manual with protocol and implementation plan for survey team, enumerators/data collectors, and supervisors;
3. Training of required number of enumerators, supervisors, and data entry staff;
4. Electronic and hard files with all raw data – two copies – in SPSS or other format;
5. Log of analyses carried out during data analysis and report writing phase;
6. Facilitate a 1 day learning workshop/debriefing session to present the draft findings of the review to the ARCH Staff and other stakeholders and to gather feedback needed to finalize the report.
7. Two printed and two electronic copies of the final report in English which must include, but is not limited to the following sections:
   a. Summary
   b. Background
   c. Objectives
   d. Survey Methodology(to include project/survey locations, sampling design and sample size; questionnaire design and development; training; field work; data entry and processing; data analysis; limitations to the study)
   e. Results presented in narrative and tables/graphs
   f. Recommendations
   g. Annexes (to include references, questionnaire, etc)

Proposal requirements
- All documents related to this assignment should be in English;
- Proposals must be submitted electronically, with all pieces of the proposal labeled clearly;
- The maximum length for the proposal is 20 pages, single spaced. The technical portion of the proposal should not exceed 10 pages. Suggested breakdown is as follows:
  o Cover page = 1 page;
  o Organizational profile, institutional capacity=4 pages. The applicant must present in narrative format a description of: (a) company/individual profile (supplemental material could be placed in the annex), (b) the organizational/individual capacity to conduct the scope of work, (c) the organization’s/individual’s knowledge of child labor in the Liberia context, (d) previous experience conducting similar work, (e) training capacity, and (f) letters of support or reference (placed in the annex).
  o Technical proposal = 10 pages. The applicant should describe in the technical proposal their approach and methodology for the study. Narrative describing the consultant’s plan for the questionnaire design and implementation; training for enumerators and supervisors; field work; data processing;data analysis, and final report.
• Cost/budget narrative = 5 pages. The applicant must present a detailed financial proposal that covers the following items and includes a narrative on the assumptions behind the estimates:
  o Salaries. Includes personnel for technical assistance, data collection, data entry, and analysis, e.g. staff, interviewers, supervisors, drivers, etc;
  o Per diem and Travel. Includes daily costs for lodging and meals and incidental expenses during training and during field work; mode of transportation; vehicle rental; gas;
  o Printing. Includes survey questionnaires, interview guides, final reports;
  o Equipment. Includes any equipment the contractor may need to purchase (though this should be minimal at best if they already have the capacity to do the work);
  o Communications. Includes telephone, email, computer, mobile phone etc;
  o Supplies. Includes paper, pens, bags, other materials for field work;
  o Training costs;
  o Other relevant costs.

Winrock International/ARCH Liberia will evaluate the proposals received on their technical merit and estimated costs. Each proposal will be evaluated using the following criteria: Institutional Capacity/Institutional Credentials (30%), Technical Proposal (30%), Comprehensiveness – demonstrates a complete understanding of the SOW and all aspects of the technical design (10%) and Cost estimate (30%) – assessment of cost estimate against implementation plan.

Key Responsibilities
The company, organization, or university will be required to perform the following tasks, but will not be limited to these tasks:
• Work with the Winrock International-ARCH Project M&E Specialist and Winrock HQ M&E and Program Officers to develop final work plan and methodology prior to field visits to include proposed work plans, interviewee list, sampling methods and logistics etc;
• The consultant along with the M&E Specialist will recruit and train enumerators and supervisors;
• Review all relevant project documentation including project proposal, interim and final reports, previous baselines done by Winrock on child labor, workshop reports, and minutes as appropriate, country context documents;
• Design appropriate research tools for data collection and verification in communities and with key stakeholders using the appropriate quantitative and qualitative methods;
• Consolidate and analyze ARCH data, related to objectives, results and indicators outlined in the logical framework of the project document;
• Assess whether the planned project initiatives are appropriate and in line with the needs and realities illuminated in the baseline study, training and technical support as outlined in project document.
• Hold meetings with key staff, project beneficiaries and other relevant stakeholders within the operating areas of the ARCH as well as Government officials at National, County, and District levels.
• Meet with community structures which have been established to manage/monitor child labor issue (Child Welfare Committee, Community Advocate etc) to assess capacity for managing resources in the absence of external support.
• Complete a draft of end-line report, Winrock International/ARCH Liberia will review and provide feedback. After revising the report to include Winrock/ARCH Liberia’s feedback, the draft will be sent to USDOL for feedback and then approval.
• Facilitate a 1 day learning workshop/debriefing session to present the draft findings of the review to the ARCH Staff and other stakeholders, to gather feedback on the findings and build consensus on recommendations, to develop action-oriented workshop statements on lessons learned and proposed improvements for the future.
• Complete the final report 3 days after this workshop – by November 2, 2016.

Consultant Profile
• Masters Degree in economic, social sciences, child labor, development studies or related field;
• Strong background in economics and analytical skills;
• Knowledge and experience of working in Liberia especially Montserrado, Margibi, and Nimba Counties, with strong understanding of small holder agriculture and rubber production areas;
• Extensive knowledge and work experience of child labor programs and of the Liberian context;
• Thorough knowledge of and experience in quantitative data analysis as it relates to child labor;
• Experience with using participatory approaches;
• Experience in conducting field research using qualitative and quantitative methods;
• Experience in consolidating and analyzing data, writing reports and in making recommendations;
• Ability to analyze and present complex data in a clear and understandable format;
• Excellent communication skills;
• Ability to manage the available time and resources and to work to tight deadlines;
• Available for the whole period of the endline;
• Thorough knowledge of issues related to child labor, income and non-income shocks on the rural poor.

For questions about the TOR and to submit your application or proposal, send to: jyekeh@field.winrock.org AND nbirch@winrock.org

Closing date of applications: September 12, 2016