TERMS OF REFERENCE

Field Coordinator for Liberia Youth Opportunities Program Impact Evaluation

January, 2017

The World Bank
Social Protection, Labor and Jobs (SPLJ)

1. Summary

Social Protection, Labor and Jobs Group of the World Bank Group is looking for a consultant who will work as a Field Coordinator for an impact evaluation on the Liberia Youth Opportunities Project in Monrovia the capital city. The consultant will work closely with the World Bank project team and the Ministry of Youth and Sports to support the rollout of the impact evaluation according to the agreed evaluation design and implementation protocols. The consultant will also provide hands-on assistance in planning, supervision, and management of quantitative survey data collection to be undertaken by a professional survey firm. This will include assisting in the survey tool design and programming in CAPI. On the major field coordination and supervision issues, the consultant is expected to work independently and to engage with internal and external counterparts with minimum guidance. Required qualifications for the position include at least a Master’s degree in economics, political science or related social disciplines; good knowledge of impact evaluation methods, field experience managing impact evaluation in developing countries and sufficient proficiency in English. Experience in Liberia is a plus.

2. Background

Liberia has a cohort of youth deeply affected by years of conflict. This is borne out of low levels of schooling attainment and high levels of unemployment and vulnerable employment. Only 6.2 percent of working youth find paid work – the rest are employed in unpaid family work or self-employed demonstrating a clear need to identify ways to improve their income-generating opportunities.¹ This is particularly the case for females, who suffer the lowest rates of educational attainment,² and transition into work at a younger age than males but earn the lowest incomes.³ This is reflective of the situation across Sub-Saharan Africa, where in total only about 16 percent of all working adults find employment in “wage jobs”.⁴ It is not possible to immediately create “wage jobs” for the masses of working age youth in Liberia, given the current level of private sector development. However, preliminary evidence from other Sub-Saharan African countries suggests there

² Over 50 percent of females above 25 years old have no schooling according to the Core Welfare Indicators Questionnaire, 2010.
is potential for increasing incomes from self-employment and entrepreneurship in the short term through the provision of capital.\textsuperscript{5}

This impact evaluation will further this evidence-base as it focuses on evaluating an intervention centered on the provision of start-up grants to help youth increase earnings in self-employment and through entrepreneurship in a post-conflict and fragile environment. It will make comparisons across several dimensions of the Youth Opportunities Project (YOP) being implemented by the Government of Liberia through the randomization of youth into different groups according to the impact evaluation design. Particular IE questions will include assessing the return to integrating skills training with start-up grants vs. the provision of start-up grants alone. Thus, the IE will address the basic, yet fundamental, question of how to promote self-employment and entrepreneurship cost-effectively and with greatest impact. Furthermore, this IE offers a unique opportunity to inform a nationwide program before scale-up.

3. Cope of Work/ Tasks and responsibilities

The Consultant will work under the supervision of the impact evaluation task team leader (IE TTL). He or she will oversee the day-to-day implementation of the impact evaluations and liaise with the survey firm, the implementing partner organization and the evaluation team. This will include dialogue with the Government and other stakeholders, supervision of data collection activities, analysis, and preparation of papers and reports. Specifically, the position of Field Coordinator will involve the following tasks:

Effective Cooperation

- Provide daily coordination between the impact evaluation team and local counterparts (including the data collection firm and project implementing partners), ensure that concerns are effectively communicated between parties, flag emerging issues that may be of potential concern to one or both parties, and ensure that effective and productive collaboration is maintained.
- Help ensure that targets are met on time, and that all activities are carried out in accordance with the study design.
- Cooperate effectively with all co-workers, as well as national, provincial, and local government officials, and any other stakeholders or external collaborators.
- Interact with the line ministry staff and partners on evaluation-related issues.
- Interact with local authorities on matters related to the impact evaluation.

Impact Evaluation Field Coordination and Supervision

- Work closely with the implementing organization to ensure compliance with randomization protocols and that treatment assignments are administered according to the agreed protocols and plans.
- Ensure that evaluation activities which need to take place prior rollout of interventions (e.g., data collection; randomization) are effectively carried out.

\textsuperscript{5} Uganda (Blattman, Fiala, Martinez 2014), Ghana (de Mel, McKenzie, Woodruff 2008), Ethiopia (Fafchamps and Quinn, 2015).
• Visit as many study communities as possible to ensure that they have the assigned program status and gather general information about the implementation process.
• Attend training sessions (as relevant); take notes on discussions/participation.
• Monitor implementation activities so that the evaluation team understands and has documented the details of implementation across study areas.
• As requested, gather observational data on key contextual factors (e.g., data on other development organizations operating in study communities).
• Take notes on problems with implementation issues and challenges that deviate from the study protocols and alert the evaluation team as soon as possible.

Quantitative Baseline and/or Follow-up Survey Design and Data Collection Management
• Assist in the design and revision of quantitative survey questionnaires for baseline and follow-up data collection as well as survey manuals; and liaise with technical support staff for survey software as necessary.
• Participate in training and sensitizing of enumerators and field-testing of questionnaires.
• Run pilot survey exercises, provide feedback on field operations and survey instruments, and make and monitor improvements.
• Conduct daily monitoring and supervision of the firm contracted to carry out data collection, helping to ensure that sampling strategies are implemented adequately and that activities are carried out in a timely manner per the TOR.
• Assist the survey firm to prepare weekly progress reports of field work.
• Assist the survey firm in setting up data entry.
• Verify that data entry is following a double-entry protocol and provide data quality control—conduct spot-checks, household re-visits, and cleaning of data.
• Ensure data quality, integrity of analysis, and adherence to budget throughout the fieldwork and data entry phases.
• As requested, conduct data analysis of the baselines and support drafting of the baseline reports.
• As requested, clean collected data with accompanying Stata do-files and documentation and contribute to reports, academic papers, and policy briefs.
• Work with the M&E team and other government agencies (e.g., the statistical office) to identify and collect available administrative data that could be used for baseline purposes.

Qualitative Survey Design and Data Collection Management
• Provide logistical support for qualitative research, including recruitment of qualitative research assistants and arranging for travel to field sites. If a local research firm is engaged to manage the research logistics, monitor and supervise the firm’s activities.
• Contribute to the design of qualitative data collection tools and training of the qualitative research assistants.
Supervise the qualitative data collection: ensure proper identification of selected respondents, gathering of high-quality data, tracking of fieldwork progress, secure management of data, and respect for the confidentiality of respondents.

Participate in analysis of the qualitative data and translate findings of the qualitative research into recommendations regarding the design and analysis of the follow-up quantitative survey.

Data analysis and report writing
- Keep the impact evaluation team and relevant members of the project implementation team routinely updated on activities, concerns, and decisions that need to be made.
- Prepare written reports on findings from qualitative research.
- Prepare written reports with feedback and analysis regarding the progress of program implementation.
- Prepare written reports with feedback and analysis on the piloting and fielding of survey instruments.
- Assist in the analysis of the survey data, and the writing of project reports and policy memos.

4. Requirements

The consultant should meet the following minimum requirements:

**Required:**
- Master’s degree in economics or a related field, including training in econometrics, microeconomics, and development economics.
- Strong oral and written communication skills in English.
- Work experience managing impact evaluations of aid and development interventions in low income countries.
- Ability to work independently and as part of a team.
- Ability to work in a, including organizing own transportation and field lodging in Liberia.
- Well organized, detail-oriented, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Experience in providing research assistance and record of strong performance.
- Demonstrated ability to coordinate multiple teams of people, organizations and activities concurrently.
- Experience in the analysis of quantitative survey data and strong Stata skills.
- Willingness to undertake regular and extended field visits and interact with different stakeholders.

**Preferred:**
- At least two years of relevant work experience in the field.
- Previous experience with:
- Designing original data collection protocols and large multi-topic survey instruments.
- Panel survey data collection.
- Paper and/or electronic data collection management.
- Electronic data collection software.
- Geo-spatial data collection.
- Randomized impact evaluations.

- Work experience in Liberia and/or other countries in the region.

5. Terms of contract and time allocation

The field coordinator will work as a World Bank Short-Term Consultant (STC) for approximately 90 days, from January 2017 to June 2017, with an expectation to extend based on satisfactory performance. Specific time allocation will be discussed with the selected candidate. The STC is expected to use his/her own laptop and cellphone, and to be responsible for any equipment damage incurred over the contract period. The World Bank will not be responsible for any loss or damage to STC owned equipment.

The Consultant will report directly to Laura Ralston, Impact Evaluation Task Team Leader.

Interested applicants must send a CV and cover letter describing qualifications and experience for the position to: Laura Ralston (lralston@worldbank.org).

Applications must be received by February 28, 2017 to be considered.