

TERMS OF REFERENCE

Impact Evaluation Field Coordinator: Jordan Municipal Services and Social Resilience Project

May 2019

The World Bank Social, Urban, Rural, and Resilience Global Practice (GSURR) Development Impact Evaluation Unit (DIME)

1. Summary

The World Bank is looking for a consultant who will work as a Field Coordinator for an impact evaluation in Jordan. Working in collaboration with various partners, the consultant's work will primarily consist of supervision and management of the rollout of randomized project activities as well as the planning and supervision of quantitative data collection to be carried out by a professional survey firm. The Consultant will also supervise qualitative fieldwork and report on implementation progress to the research team. The Consultant will be responsible for ensuring that every part of the impact evaluation is carried out according to the study design and protocols. On the major 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 degree in economics, political science or related social disciplines; good knowledge of impact evaluation methods, field experience managing impact evaluation in developing countries.

2. Background

The Syrian conflict has created one of the worst humanitarian crises of our time. Over half of the country's pre-war population - more than 12 million people - have been killed or forced to flee their homes, mostly to its neighboring country, Jordan. Responding to the request of the Government of Jordan (GOJ) to address the impact of the large influx of Syrian refugees on Jordanian host communities, the World Bank launched the Emergency Services and Social Resilience Project (ESSRP) in 2013 with the objective of helping Jordanian municipalities and host communities address the immediate service delivery impacts of Syrian refugee inflows and strengthen municipal capacity to support local economic development. To continue meeting the commitments under the Jordan Compact and Jordan Response Plan and to scale up ESSRP project activities, the World Bank approved the Municipal Services and Social Resilience Project (MSSRP) in December 2017. The primary objective is to Support Jordanian municipalities affected by the influx of Syrian refugees in delivering services and employment opportunities for Jordanians and Syrians. As such, MSSRP will help further achieve the project's objectives while also supporting the Government's commitment towards 'turning the Syrian crisis into a development opportunity' and 'rebuilding Jordanian host communities'.

The MSSRP project is benefitting from an impact evaluation with support from the World Bank [Development Impact Evaluation \(DIME\)](#) Fragility, Conflict and Violence team. The Impact Evaluation will leverage the project's Cash-for-Work (CFW) component in the context of large-scale forced displacement. The world Bank is looking to hire a Field Coordinator to support this work on the ground. The position will be based in Amman, Jordan.

3. Scope of Work

The consultant will work under the supervision of the World Bank's MSSRP task team leader (TTL) impact evaluation task team leader (IE TTL) as well as the Principal Investigator and Co-Investigators. He or she will oversee the day-to-day implementation of the impact evaluation and liaise with the survey firm, the implementing partner organization, and the evaluation team. This will include dialogue with the governments and other stakeholders, supervision of data collection activities, analysis, contributions to fundraising applications, and preparation of dissemination materials, papers, and reports. Specifically, the position of Field coordinator will involve the following elements:

Effective Cooperation

- Provide daily coordination between the impact evaluation team and local counterparts (including the data collection firm and project implementing partners), ensuring that concerns are effectively communicated between parties, flagging emerging issues that may be of potential concern to one or both parties, and ensuring 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 other 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, treatment assignment, and other elements of the study design.
- Ensure that evaluation activities that need to take place prior rollout of interventions (e.g., baseline data collection; randomization) are effectively carried out.
- 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 and communicate key information, decisions, and questions to the rest of the team.
- Monitor implementation activities so that the evaluation team understands and has documented the details of implementation across study areas.

- 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 immediately alert the broader team.

Quantitative Survey Design and Data Collection Supervision

- 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 and other technical issues 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.
- Contribute to data quality processes, including running independent field and data-based checks and supervising/supporting the survey firm's quality control processes.
- As requested, conduct data analysis of the baselines and support drafting of reports and other documents.
- As requested, clean collected data with accompanying Stata do-files and documentation and contribute to reports, academic papers, and policy briefs.

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 investigations as needed.
- Prepare written reports with feedback and analysis of how 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.

Project Specific Tasks

Provide guidance on the overall monitoring and evaluation framework of MSSRP including the following specific activities:

- Monitoring and Evaluation Plan (PMU): provide guidance and input on the M&E plan data collection tools other than the project baseline
- Results Framework: Provide guidance in updating the results framework and monitor progress and data collection

- Youth Monitoring: Develop guidelines and review progress and implementation of the Youth Monitoring activity including coordination and collaboration with the ILO
- Independent Monitoring: Develop guidelines (ToR), monitor progress (once launched) and ensure coordination among stakeholders during implementation

Innovation Fund: Review Guidelines, Progress and Implementation of the Innovation Fund activities, provide guidance on training, evaluation processes and related material/announcements

4. Qualifications

Required:

- Master's degree in economics or a related field, including training in econometrics, microeconomics, and/or development economics.
- Strong oral and written communication skills in English and Arabic
- Work experience on managing impact evaluations of aid and development interventions in the Middle East.
- Ability to work independently and as part of a team.
- Ability to work in challenging settings, including organizing own transportation and field lodging in remote rural areas.
- Well-organized, detail-oriented, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Experience in providing research assistance.
- Demonstrated experience in coordinating across people, teams, and organizations simultaneously.
- Experience in the analysis of quantitative survey data.
- Experience using Stata.
- Willingness to undertake regular and extended field visits and interact with different stakeholders.

Preferred:

- At least two years of relevant impact evaluation (and not only M&E) 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.
- Work experience in developing countries

5. Terms of contract and Intellectual Property

- Position type: World Bank Short Term Consultant (STC) contract
- Expected start data: July 1st, 2019
- Contract period: 150 days over 12 months, conditional on performance
- Duty Station: Amman, Jordan

The STC will report to the MSSRP TTL and the MSSRP IE TTL.

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 World Bank shall, solely and exclusively, own all rights in and to any work created in connection with this agreement, including all data, documents, information, copyrights, patents, trademarks, trade secrets or other proprietary rights in and to the work. The consultant is not allowed to post or publish (electronically or in print) any project-related information without the explicit permission of the Impact Evaluation Team.

6. Applications

Qualified candidates should send their resume and a brief (maximum 300 words) statement of interest to Chloë Fernandez (cfernandez2@worldbank.org), Nausheen Khan (nkhan8@worldbank.org), and Tabea Dietrich (tdietrich@worldbank.org). Please send your application with “Application Jordan Field Coordinator” in the subject line by 5pm EST on June 3rd, 2019. Only successful candidates will be contacted and applications will be considered on a rolling basis.

The World Bank Group is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are equally encouraged to apply. All applications will be treated in the strictest confidence.