

TERMS OF REFERENCE

C002: Proxy Means Test Process Specialist for Improving poverty targeting (National Consultant, 6 person-months)

1. Objective/Purpose of the Assignment

One of the purposes of Second Shock-Responsive Social Protection Project, implemented by Ministry of Labor and Social Protection (MLSP), is to update the poverty targeting system and the Integrated Household Database (IHD) with more accurate data to be better able to reach those in need through support for the next round of the proxy means test survey based on a new methodology.

MLSP is seeking to recruit a qualified national consultant who will provide support for data collection process management and analysis and assessment.

2. Scope of Work

The national consultant shall organize and support a nationwide survey in accordance with the updated method of determining the living standard of households by PMT methodology, provide methodological advice, provide support for updating and establishing a database of target households and development of draft regulations of the integrated database, develop proposals, perform analysis on the data of the newly created household database in collaboration with the international consultant, and submit the results to the MLSP. The consultant will:

- (i) Help review the specification of the proposed proxy means test in terms of performance and inclusion of variables from the HSES. Propose any needed revisions.
- (ii) Help ensure incorporation of variables from the proxy means test in a manner consistent with the HSES in the proxy means test survey instrument.
- (iii) Help pretest draft survey instruments and ensure performance under field conditions.
- (iv) Program computer assisted interviewing software to reflect finalized questionnaires.
- (v) Develop a general plan and recommendations for organizing household living standards survey in accordance with the updated methodology in collaboration with an international consultant and submit it to the MLSP;
- (vi) Develop, in collaboration with the international consultant, guidelines for organizing the survey, guidelines for media promotion strategies, the list of households and creating geographical locations of households on map, training curriculum, modules, training manuals and related materials, always ensuring consistency with the HSES;
- (vii) Develop documents and materials to exchange and verify data with other state databases;
- (viii) Develop high frequency check, back check, and spot check protocols.
- (ix) Provide step-by-step training for the GOLWS and its affiliates, members of the data collection team, and stakeholders on the methodology of determining the households living standard through PMT, the data collection process, its organization, and other necessary capacity building;
- (x) Make general arrangements for the organization of research, and provide professional and methodological support to provincial/district research experts;
- (xi) Collaborate with IT consultants to develop policy assignments related to database analysis, reports, tables, dashboards, and methodology programming;

- (xii) Cooperate with other consultants to develop procedures for the management and use of the integrated household database;
- (xiii) Verify that the collected PMT data have distributions consistent with the HSES.
- (xiv) Evaluate the predictions and classification performance of the PMT model using the collected data.
- (xv) Calculate and analyze research results in collaboration with an international consultant, develop a methodology for determining thresholds point for the household involved in welfare and other programs, determine program thresholds point in the updated database and report.
- (xvi) Collaborate with consultants on day-to-day operations and deliverables.

3. Outputs/Reporting Requirements

a. Expected deliverables

- (i) Analysis of the PMT, recommended improvements, and draft survey instruments reflecting the final PMT
- (ii) In collaboration with the international consultant, guidelines for organizing the survey, guidelines for media promotion strategies, the list of households and creating geographical locations of households on map, training curriculum, modules, training manuals and related materials
- (iii) Programmed survey questionnaires
- (iv) High frequency check, back check, and spot check protocols
- (v) Guidelines to manage and use the updated household database
- (vi) A report analyzing the results of the survey
- (vii) Data analysis scripts
- (viii) Final report

b. Reporting

The consultant will report to the GOLWS. The consultant shall give and introduce information on the progress of the assignment to relevant officials, and at relevant meetings, if required. The consultant will be engaged under a lump sum contract on an intermittent basis and paid upon the client's acceptance of the deliverables.

4. Minimum Qualification Requirements

- Master's degree in economics, international development, social policy, or similar;
- 10 years of experience in developing social protection programs and conducting social surveys, prior experience in conducting poverty targeting level surveys and surveys to determine household livelihood level using PMT methodology would be an advantage; and
- work experience on projects funded by ADB or other international development organizations and fluency in English are required.