



INTERNATIONAL LABOUR ORGANIZATION

THE OFFICE OF THE ILO LIAISON OFFICER

Call for Expression of Interest ILO/YGN/18/08

06 March 2018

Title:	Implementation of the Direct Beneficiaries Monitoring and Reporting (DBMR) in Dagon (Myothit) Seikkan Township, Yangon
Organization:	International Labour Organization (ILO) "Myanmar Programme on the Elimination of Child Labour (My-PEC) Project"
Location:	Dagon (Myothit) Seikkan Township, Yangon: <ul style="list-style-type: none">• Ward 87• Ward 93• Ward 168
No. of Agency:	One
Contract Type/ Level:	Implementation Agreement
Anticipated timeline:	01 May 2018 – 30 April 2019
Closing Date:	23 March 2018
Applications Details:	<p>Applications to: National M&E Officer (My-PEC) 01 2336538, 2336539 Ext: 222 ILO No. 1(A), Kanbae Road, Yankin Township Yangon – Myanmar. or via email to haymar@ilo.org</p> <p>Only short listed agencies/ organizations will be contacted for further consultation process.</p>

Background

1. ILO's Myanmar Programme on the Elimination of Child Labour (My-PEC) endeavours to establish a comprehensive, inclusive and efficient multi-stakeholder response to reducing child labour by: (i) expanding the knowledge base on child labour in Myanmar, (ii) increasing awareness and knowledge about the issue, (iii) improving legislation and strengthened national and local capacity to address child labour in line with international standards, (iv) improving capacity of national and local stakeholders to network and advocate on the issues and (v) reducing child labour in target communities through direct interventions.
2. While the government of Myanmar ratified ILO Convention 182 in 2013, it lacks a model of direct interventions for child labourers, their households and their communities. The last component of My-PEC on direct services aims at developing, implementing and documenting replicable models of interventions in three selected communities of Myanmar.
3. The pilot direct services, implementing at village tract/ward level starting 2016, aim to increase the participation of child labourers and at risk children in quality education, increase access of children above minimum age for employment to safe work, and reduce vulnerability of target households to child labour.
4. My-PEC is aiming at providing direct services to a total of 3,600 children or 1,200 children each from Dagon (Myothit) Seikkan Township, Yangon Region; Labutta Township, Ayeyarwady Region; and Ye Township, Mon State since 2016. These services must be able to remove 1,440 from the worst forms of child labour and to successfully prevent 2,160 who are at high risk of becoming child labourers. All these have been accomplished in 2016 – 2017 and will have to continue within the timeframe of two years (2018-2019).
5. Through the community-based baseline surveys that have been conducted on March-May 2016, direct beneficiaries and their communities have been profiled prior to intervention to get their baseline situations in terms of education, work, parent livelihoods and social services for households. The end-line¹ surveys will be conducted on March-April 2019 with contracted implementing agencies.
6. DBMR is the system that ILO/My-PEC will use to track the status of its direct beneficiaries. Direct beneficiaries refer to: (1) child labourers; or (2) children at high risk of becoming child labourer (CAHR) who will be provided with direct services by the project. While the focus is on child beneficiaries, household situation for these children may also be included.
7. The project has determined the need for service provider/s to implement the DBMR in the three pilot areas. Due to geographical socio-cultural differences, one implementing agency per pilot area will be required. This TOR is specifically for the implementation of DBMR in ***Dagon (Myothit) Seikkan Township, Yangon.***

¹ Endline – The data collection for the end-line survey will be conducted by the contracted DBMR implementing agency while the data analysis and reporting will be with other external collaborator.

Objectives

8. The aim of this Contract is to provide reliable monitoring and accurate reporting of the work and education status of direct beneficiaries and to provide quality data that can be used for assessing and improving the implementation of direct services in the pilot areas.

Scope of work

9. The implementing agency shall be responsible for the following tasks:
 - a. Hire competent DBMR Focal Person (will serve as the Project Coordinator herself/himself not a separate position), Senior Enumerators, Junior Enumerators and Encoders² who at the minimum will perform the following roles:

DBMR focal person:

- Manage overall data collection process at community level from planning to implementation
- Train and coach other DBMR staffs
- Provide technical assistance to the whole team
- Communicate with Enumerators and Encoders as often as needed during monitoring and data entry to ensure that quality standards and field protocols are met and issues are immediately resolved
- Spot check during data collection
- Verify samples of monitoring forms after encoding/before reporting to My-PEC
- Prepare e-copy of DBMR aggregate reports and submit them to My-PEC M&E along with a copy of the updated DBMR Database
- Take direct responsibility for the security and back-up of the DBMR system
- Disseminate and discuss the results and analysis of the DBMR data to implementing partners and other key stakeholders at the community-level.
- If there are profiling that needs to be done in case baseline data are insufficient or for replacement of the beneficiaries, the DBMR focal person will collect this data within the duration of her/his contract.

Senior enumerators (maximum of 3):

- Participate in DBMR training
- Serve as leader of the group of at least 6 enumerators
- Disseminate information from DBMR focal person to Junior Enumerators and vice versa
- Provide immediate assistance to Junior Enumerators in case there are problems in collecting monitoring data.

Important: Decisions that affect the compliance to standards set in the DBMR guidelines must be referred to the DBMR focal person who has to check with My-PEC M&E for guidance.
- Collect the DBMR monitoring data in adherence to quality standards and field protocols discussed during DBMR trainings and coaching, using the adapted DBMR tool. Enumerators will be collecting data from at least three respondents per child (ex. parent, teacher and child).

² Selection should be coordinated with My-PEC, who will approve the qualifications of the Senior Enumerators, Junior Enumerators and Encoders.

- Collect and conduct initial review of accomplished forms and provide feedback to Junior Enumerators as necessary.

Junior enumerators:

- Participate in DBMR training;
- Collect the DBMR monitoring data in adherence to quality standards and field protocols discussed during DBMR trainings and coaching, using the adapted DBMR tool. Enumerators will be collecting data from at least three respondents per child.

Encoder (maximum of 3):

- Attend DBMR orientation and data entry training
 - Notify DBMR focal person of data errors or unclear information in hard copies of questionnaires
 - Conduct data entry of DBMR data with highest degree of meticulousness, and for possible spot check by the DBMR focal person
 - Ensure that the entered data are backed up on an hourly basis during data entry.
 - Provide the DBMR focal person with a daily copy of the database with encoding outputs
- Train the enumerators based on the guidelines provided by My-PEC. ILO will provide training for DBMR focal persons and will support the latter in training the DBMR enumerators and encoders³;
 - Develop context-specific field protocols for data collection and reporting of DBMR;
 - Provide the DBMR team with necessary resources to undertake their responsibilities effectively;
 - With ILO technical assistance, ensure that beneficiaries' profiles from the baseline survey⁴ are systematically stored in the DBMR database⁵ and reports are generated for the direct services' implementing partners;
 - Ensure that DBMR monitoring and end-line data collection are conducted in compliance with the ILO standards based on the DBMR guidelines. Spot checking and verification has to be conducted during monitoring period and necessary corrective actions are implemented immediately;
 - Consolidate, review and encode the monitoring data into the DBMR system. Quality check must also be done during encoding process;
 - Ensure the confidentiality of DBMR database – it must not be shared to other agencies except with prior approval of My-PEC;
 - Ensure that the DBMR database backup is done and that the database is kept secure from unauthorized access;
 - Generate and submit aggregate reports as required by ILO;
 - Provide timely feedback or reports to ILO My-PEC about issues/concerns on the DBMR implementation or critical issues related to direct services implementation found during the DBMR field work. This is to enable My-PEC to respond on a timely manner as well.
 - Coordinate the whole DBMR field work, including liaising with necessary local authorities and logistical preparations.

³ Please note that the DBMR database will be developed by ILO My-PEC and must not therefore be included in the cost proposal.

⁴ to be conducted by a separate contractor

⁵ the DBMR database allows the project to track and verify data on child beneficiaries through the Child Beneficiary Profile Form (generated from baseline survey conducted by a separate contractor), Monitoring Form and Aggregate List, as well as the Implementing Agency Data Verification Form and Aggregate Report

Outputs

10. The major outputs of this contract are the following:
 - 10.1 Approximately 1,200 beneficiaries are monitored by every six months and end-line data collection was conducted.
 - 10.2 15% of total number of beneficiaries was verified by DBMR focal person
 - 10.3 Aggregate reports and replacement list are submitted to My-PEC
 - 10.4 Updated DBMR database submitted 2-3 weeks after the completion of monitoring
 - 10.5 Documentation report on dissemination of aggregate reports and analysis to the implementing partners for direct services

Methodology

11. Before the start of direct services, children's profile will be collected by a separate Contractor as part of the baseline survey. These data will be used by the DBMR Focal Person to identify the final list of child beneficiaries.
12. Monitoring will be conducted every six (6) months and to check status of child beneficiaries using the adapted DBMR monitoring tool and end-line will be conducted with separate questionnaires. The monitoring data will then be encoded in the DBMR database. Quality control through random spot checks has to be done by the implementing agency during the data collection and the encoding.
13. Verification will be done to check for accuracy, correctness and completeness of reported children who are no longer child labourers or CAHR. Random sampling will be done by the DBMR Focal Person to select the data that will be verified. Second-level verification will be done by My-PEC.
14. The DBMR data will be analysed and reports will be generated from the database after every monitoring period. Data will be sex-disaggregated to the extent possible and gender will be mainstreamed in the analysis. Disaggregation will also be done per village, age group, intervention type, and schooling status.
15. Aside from their apparent monitoring purposes, the DBMR reports are essentially planning tools. These reports and analyses will be shared with other My-PEC implementing agencies in the pilot area. Community leaders and other relevant local stakeholders may also be involved in data analysis. At the community-level, DBMR reports should be useful for implementing agencies in improving their services.

Tentative Schedule

16. This contract covers the duration from 1 May 2018 – 30 April 2019.
17. The timeframe below is indicative only and is subject to changes⁶:

Schedule (2018)	Milestone
1 May 2018	Start of contract – DBMR Focal Person already on board

⁶ A Comprehensive Monitoring and Evaluation Plan Workshop on December 2015 will discuss the specifics of DBMR implementation and some changes to the monitoring schedule may be introduced.

7 – 10 May 2018	Selection of enumerators and encoders ⁷
14 - 16 May 2018	Training for DBMR focal persons from 3 pilot communities (to be provided by ILO)
15 May 2018	sharing of list of direct beneficiaries by My-PEC ⁸
24 - 25 May 2018	Training of enumerators and encoders ⁹
Last week of May 2018 Last week of November 2018 Last week of February 2019	Logistical preparation prior to data collection
1 June 2018	“Community Orientation about MyPEC and child labour”
June 2018 December 2018 March 2019	Data Collection (Monitoring), verification/spot-check and data entry End-line data collection
June 2018 December 2018	Data analysis and reporting
June 2018 December 2018	Final report

Budget

18. The budget for this project will cover professional fees, travel costs, one 2-day training for Enumerators and Encoders, mobilization expenses, supply costs, and management/admin fees of the implementing agency.
19. Payments will be made when the ILO quality standards are met.
20. It is important to note that should there be any problem in the delivery of outputs pertaining quality and schedule, the Contractor is expected to make the necessary corrective actions without affecting the overall project delivery deadline dates. This will be at no additional cost to ILO.

⁷ Since training of enumerators is best done close to the actual monitoring, their recruitment could be done at least a month before the training to minimize risk of attrition and also to give the implementing agency ample time to look for qualified team members.

⁸ My-PEC will share the final list of beneficiaries to other relevant implementing agencies

⁹ As a lesson learned in past studies conducted by My-PEC, there is better retention of knowledge and skills taught to enumerators the closer the enumerators' training is done to the actual data collection.

Requirements

21. **In the technical proposal**, the contractor must provide: (1) organization profile with information about other projects in the past particularly those involving beneficiaries' monitoring, (2) at least two references on relevant experiences, (3) curriculum vitae of the DBMR focal person with certification signed by this person that he/she will be available and willing to take such role if the implementing agency is selected, and (4) a narrative explaining how the implementing agency understands the requirements in this TOR and how they fit with their organization's technical capacity.
22. Minimum qualifications for DBMR focal person:
 - a) Must be a graduate of at least any university degree
 - b) Skilled in MS Office especially MS Excel, but preferably MS Access and analysis skill
 - c) Previous experience in using or managing database is an advantage
 - d) Familiar the local context in **Dagon (Myothit) Seikkan Township**
 - e) Previous experience conducting trainings
 - f) Excellent management and people skills
 - g) Has supervised team of data collectors in the past
 - h) Good oral and written communication skills
 - i) Experience in the field of Monitoring and Evaluation an advantage

The qualification of the DBMR focal person will be a major criteria for selection of the implementing agency. The CV must therefore be detailed and clearly state the nature and duration of the employment history of the staff. At least one character reference has to be provided from previous job relevant to this TOR.

23. A commercial proposal has to be submitted with **detailed** breakdown and computation of the expenses for:
 - Salary of DBMR Focal Persons
 - Salary of DBMR Senior and Junior Enumerators
 - Salary of DBMR Encoder
 - Workshop/training costs
 - Travel and communication expenses
 - Supplies
 - Equipment (laptop for DBMR focal person)
 - Rental of equipment (laptops for encoders)
 - Other expenses related to delivery of outputs

Deadline for submission of technical and commercial proposal is **23rd March 2018 (17:00PM)**.