

**LEGACY BASELINE Pre-bid meeting**

**February 1, 2016 15:00**

**Save the Children Office Big Meeting Room**

All meeting discussion points and answers to questions provided by Jihae Hong, Country Representative, IPA unless otherwise noted. Meeting notes prepared by Dr. Htwe Htwe Htet, Field Manager, IPA. Sample questionnaires for Group 1 and Group 3,4 were shared with the attendees.

1. **Details of Sharing Information**
	1. The meeting notes and answers to Consultant questions will be posted on IPA website. Specific URL was shared in the Invitation page of the RFP (<http://poverty-action.com/rfpmyanmar>)
	2. Consultants are instructed to check back on the website for updates and communications.
	3. Sample questionnaires will be shared on the RFP site along w/ Notes from the pre-bid meeting. The questionnaires are only an estimation of length and complexity and will change substantially prior to testing and piloting. Group 1 questionnaire will grow in length as new modules are added.
2. **Introduction of the Project and the Research**
	1. Introduction of IPA
	2. Introduction of LEGACY project (Andrea Menefee, Nutrition Advisor, Save the Children)
	3. Brief Description of Research Design
	4. Census & Randomization (5 minutes)
	5. Data Collection planned
3. **Description of the Baseline**
	1. Respondents
	2. Measurements that will be taken
	3. Geographic Spread
4. **Administering the Survey**
	1. Survey Instrument Development
	2. Survey Methodology
		1. SurveyCTO
		2. IPA will have direct access to data real-time
	3. Equipment
5. **Questions from prospective Consultants:**
6. **Clarification of Phase 1 and Phase 2. Does Phase 2 need to wait for Phase 1?**

Technically, no. Survey firm can conduct Phase 1 and Phase 2 at the same time if confident that Phase 1 data collection can finish before 2nd week of May. Phase 1 data collection must conclude before start of cash delivery in May 2016. Phase 2 data collection does not have to happen before May 2016 and that’s why we suggest collecting Phase 1 first before launching Phase 2. Phase 2 does not depend on information we collect in Phase 1 area.

1. **What does it mean by sample size 3,800 in Group 1 and 2?** The current sample sizes for each group are estimates and will change with data from the Census. The sample size refers to the women and not women plus child(ren). Anthropometric measurements of children are not included in the sample size. Not all women in Group 1 or 2 will have children under five so we expect the number of children who are measured for height and weight to be less than the sample of women.
2. **Do you want cost range given the variation in sample size ? What kind of pricing structure makes sense?** We understand that the pricing is very dependent on final sample size and also the number of villages. Consultants are welcome to suggest price range or provide different prices for different category of sample (i.e. X price for sample between 3000-3500, Y price for sample between 3500-4000, etc).
3. **The criteria of 1st group and 2ndgroup ?**

Group 1 will be all pregnant women between 3-9months of pregnancy. Group 2 will be random sub-sample of women in child-bearing age (with or without children).

* 1. In Myanmar, in rural areas, teenage pregnancies are common. Girls under 19 are married by the local norms and pregnant before 19. We suggest you consider 15-49 as child-bearing age. This would be more appropriate criteria for women. Yes, we would consider this and see if it would be more appropriate criteria.
1. **Have you considered the usability of the equipment, connection, downloading, etc? Connection and electricity are issues in Myanmar.**

Tablet can collect data in off-line mode and upload the data when there is connection. The survey firm must make arrangements to have back-up power, travel to areas with connection to upload the data on regular basis and have back-up plans for when the equipment malfunctions.

1. **We recommend testing the anthropometric tools before the data team receives it.**

Noted. We’ll test the scales and tapes before distribution. There are currently 43 sets of anthropometric tools available to be on loan

1. **What happens if the data team accidentally damages the equipment?**

We’ll check what LIFT’s loan policy would be for anthropometric tools. For tablets, the survey firm will compensate IPA for the lost or damaged tablets.

1. **Are the data forms going to be submitted daily ?**

We would like initial batch of data to be uploaded daily. When the team spreads out to more rural areas, we would like the data to be uploaded every 2-3 days (if daily is not possible)

1. **Is it offline interview or online ?**

Tablet data collection is off-line and the data is uploaded when there is internet connection, usually at the end of the day.

1. **The anthropometric measurement is really important and how would you manage for that ?**

IPA staff who have previously trained staff on anthropometric measurement will be training the field staff on anthropometric measurements. Getting accurate measurement with consistent adherence to protocol is very important as anthropometric measurements form the key outcome of this evaluation.

1. **Where is the training site ?**

Consultant will arrange for the training site.

1. **According to timeline , the final deliverables is on June ?**

The suggested timeline for final deliverable is in June. However, Consultant is free to suggest a timeline and payment schedule that works for the firm. The most pertinent deadline is second week of May deadline for Phase 1 data collection. The deadline for other associated deliverables are not as pressing as that deadline.

1. **How frequent is the data going to be downloaded ?**

We would like the Consultant to arrange the data to be uploaded as frequently as possible. At minimum every three days. IPA will have direct access to the data and will track the data as it comes in.

1. **Can the tablets show Myanmar words and are they readable ?**

The tablets can support Zaw-Gyi script. Enumerators can enter in Zaw-Gyi and read Zaw-Gyi.

1. **Typing Myanmar words is more difficult. ( Can the enumerators write down in hand writing and edit the form later back from the field )**

This option is possible. We would want all the data to be available as soon as possible so if the enumerators have to record certain answers by hand and input the data at the end of the day (either by enumerator or some other field staff), that is possible. Consultant should feel free to suggest solutions.

1. **What is the format of the dataset?**

We require Stata compatible dataset, but Stata can read data in multiple formats including .csv. The SurveyCTO data is stored as .csv

1. **How would we be able to correct wrong entry? How would field supervisors check and amend wrong answers?**

We’ll work with the selected Consultant to have a system in which we’ll be able to change the answer if it is determined that the enumerator made a mistake. We’ll run batch tests to flag obvious errors (outliers, wrong skip, etc) and we’ll send this information to the field team so that wrong answers can be corrected OR poor enumerator can be flagged. We may also be able to make the data available to the field supervisor so he/she can review the work of the enumerators.

1. **Can tablets record verbatim ? ( if the enumerators can use record function for others specify comments and open question )**

Not sure if this is a functionality that’s available for SurveyCTO; however, we might not be able to record respondent answers because that might require another level of permission from Institutional Review Board

1. **Types of programme and Skills of interviewers are important.**

Agreed, so we would be looking to see what kind of skilled enumerators that the Consultant can bring.

1. **What kind of authorization will be provided to arrange for household interviews?**

We’ll work with SCI and MNMA to inform the authorities about this data collection prior to the launch.

1. **Enumerator selection, is preference for female interviewers a hard requirement?**

We would prefer women interviewers since the questions covered are related to pregnancy and might be sensitive and uncomfortable for the women to answer. It may be difficult to recruit large number of female only interviewers so the entire group of interviewers do not need to be female but we want Consultant to consider how best to go about this.

1. **We might not be able to disclose earnings/financial information in the specified format.**

The purpose of the financial disclosure is to ensure that the firm has sufficient resources to implement the beginning part of the survey before the full payment is made. We do not want the data collection to stop because the firm says they do not have sufficient funds to continue the data collection before next installment of payment is due.

1. **Is census happening now ? How long it will take to finish collecting the data ?**

It’s currently being collected and we anticipate having village selection and better estimate of number of respondents by third week of February, at the latest, last week of February.

1. **How is the payment going to our bank ?**

The payment will be made from IPA HQ (located in US) to the consultant’s bank account.