TERMS OF REFERENCE
Digitization of Survey

Idara-e-Taleem-o-Aagahi (ITA) is currently seeking partners to digitize its survey instruments for an early childhood research survey for children aged 3-7. Firms are invited to submit a tender to undertake the digitization process.

The survey is to be conducted in a total of sixteen districts from the two provinces. There are two rounds of data collection:

i. The first round will be initiated from March 2020 and is expected to collect data from 3840 households, 144 schools, and 5760 children (240 households/12 schools/360 children per district).

ii. The second round will be initiated in June and is expected to cover 384 households and 576 children.

The sixteen districts to be covered are as follows:

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<thead>
<tr>
<th>Punjab</th>
<th>Sindh</th>
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<tbody>
<tr>
<td>Bahawalnagar</td>
<td>Badin</td>
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<tr>
<td>Chakwal</td>
<td>Karachi Malir-Rural</td>
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<td>Chiniot</td>
<td>Kashmore</td>
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<td>Faisalabad</td>
<td>Khairpur</td>
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<td>Kasur</td>
<td>Larkana</td>
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<td>Lodhran</td>
<td>Shaheed Benazirabad</td>
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<td>Multan</td>
<td>Sukkur</td>
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<td>Sargodha</td>
<td>Tando Allah Yar</td>
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The three survey instruments are to be digitized are comprised of:

i. Child Learning & Development Outcomes
ii. Household Information
iii. Child Functioning
Applicants are expected to demonstrate that they possess:

- established digital data collection platform which ITA can use to conduct surveys
- understanding of digital survey processes and standard operating procedures
- clearly defined data protocols and risk management strategies for data collection, retrieval and security

Proposal format:

- Technical proposal should include:
  - organizational profile
  - previous relevant experience
  - digitization process plan
  - in what form will the gathered data on the platform be available (excel, google sheets etc.)
  - platform options (geolocation tracking, validity checks etc.)
  - data protocols and risk mitigation strategy to ensure security of data
  - potential timeline for all activities
- The financial proposal/quotation should include clearly defined costs for all of these activities

All interested parties should send their proposals to ihsan.hashmi@itacec.org. For more information, please contact Mr. Ihsan Hashmi, Manager Administration, at (+92) (42) 35711107-9 or 0301 8451925 and hamza.sarfraz@itacec.org. To view details about ITA, please visit http://itacec.org/.