



SCOPE OF WORK (SOW) FOR DATA COLLECTION

Program: CLEAR

Anticipated Level of Effort (LOE): 30 days

Period of Performance: 3 months (March-May 2021)

Background and Objective:

The USAID/Cooperative Leadership Engagement Advocacy and Research (CLEAR) program is implemented by Global Communities and seeks to improve Cooperative Business Performance of cooperative business enterprises (CBEs) in both housing and worker/service industries. To achieve this objective, CLEAR will administer a Cooperative Performance Index (CPI) survey to allow the CBEs to assess their strengths and weaknesses in five cooperative dimensions namely; membership, governance, management, production and marketing. The CPI survey will be administered to members of the CBEs that are supported by the CLEAR program. The survey will be in two phases first to the board members and then to the other members of the cooperative through phone interviews. By collecting data from members and board members alike, the survey will allow for comparison between perceptions of members and leaders. In order to have a representative sample, the CPI will be administered to the entire population of cooperative members.

Therefore, the objective of this engagement is to recruit two enumerators who will conduct mobile phone data collection using tablets that will be assigned to them on CommCare. Enumerators will be trained by the M&E Specialist (remotely) on procedures for calling and use of the data collection system, CommCare. The data collection exercise is planned to start on Monday the 8th March 2021 and run through May 31st 2021. The enumerators will be responsible for calling the board and other members of 6 cooperatives and keying the responses to the assigned tablets using CommCare software and data synching the data in the system. This exercise is anticipated to take a maximum of 30 days (per enumerator) but will be paid on the actual number of days worked.

Enumerators will be provided with necessary tablet to collect the data. CLEAR will also cover costs of data for the tablet and phone minutes to make calls. Enumerators are responsible for keeping safe any CLEAR materials and must ONLY use CLEAR provided data/minutes for completing the assignment.

The data collection exercise will be supported by the cooperative development officer and the M&E specialist. The collected data will be validated by the M&E specialist who will be responsible for the overall supervision of the exercise

Tasks:

- Attend training administered by M&E Specialist on enumerator protocols and CommCare use.
- Collect CPI data from the members of six cooperatives supported by the CLEAR program using CommCare via phone interviews.
- Conduct surveys with professionalism and respect for the Cooperatives and their members. Some interviews may require coaching to help participants understand the questions.
- Upload data to the cloud daily using CommCare system.

Timeline:

Month	Cooperatives to be interviewed
March 2021	Kirgo & Mount Kenya Climbers
April 2021	WISE & Chipukizi
May 2021	Funditech & Uprising

Deliverables:

- Call the board and other members of the cooperative and schedule for the appropriate time for survey administration
- Administer survey through phone interviews to the members of the four cooperatives supported by the CLEAR program using CommCare.
- Uploaded data in CommCare system.