Terms of Reference (ToR)

For

Selection of the 3rd Party Quality Assurance (QA) Firm

Under the "Enhanced Single Registry"

June, 2021

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A. An Enhanced Single Registry

Background

The Government of Kenya (GoK) has made significant progress in strengthening its safety net system and establishing foundational delivery systems through the National Safety Net Program (NSNP). The NSNP (supported by the World Bank) seeks to reduce poverty and vulnerability of specific groups in Kenya by improving welfare and resilience. By creating a framework for the four main non-contributory social protection programs (CT-OVC, OPCT, PwSD and HSNP), the coordination and harmonization of the cash transfer programs can be improved. The NSNP currently provides cash assistance to over 1 million households, or nearly 5 million people. Through the NSNP, the GoK has established and strengthened (i) the Single Registry (SR) — a database of NSNP cash transfer beneficiaries linked to the Integrated Population Registry System (IPRS); (ii) a two-factor authentication payment system; and (iii) a Grievance and Case Management system (G&CM).

Currently in Kenya, each program in the NSNP performs its own registration which feeds into the SR. These programs may have overlapping activities and collect data from individuals already registered by another program. This can result in community fatigue, inefficient use of resources and a lack of standardized data. However, more recent efforts have focused on the development of a harmonized registration and targeting processes for persons in need of social protection through the Harmonized Targeting Methodology (HTM). The registration and targeting process aims to go beyond cash transfers and pilots the roll out of other social protection interventions. Through the Kenya Social and Economic Inclusion Project (KSEIP), which became effective in March 2019, the World Bank is supporting the GoK to: (i) enhance institutional capacity and Social Protection (SP) delivery systems, particularly the coverage and functionality of the Enhanced Single Registry (ESR), and further improve the efficiency of other delivery mechanisms; (ii) invest in the scale-up of the existing nutrition-sensitive safety net, as well as testing customized economic inclusion models as a complement to the regular cash transfers to improve human capital and self-sufficiency of poor and vulnerable households; and (iii) improve the shock responsiveness of the safety net system by expanding its coverage and strengthening financing arrangements for enhancing households' resilience and providing timely support to cope with recurrent climate induced droughts. It is anticipated that under the KSEIP, the State Department for Social Protection (SDSP) will gradually expand and enhance the functionality of the existing SR, through addition of a social registry module that will support bringing on board data on potential beneficiaries for social protection.

The rationale for the ESR is that as social protection coverage grows, integrating and harmonizing data collection efforts can achieve efficiency gains, particularly around targeting of core social protection programs. The objective of the ESR is to collect, update, link, and ensure quality of data on households and persons in poverty and with other vulnerabilities. Furthermore, the data hosted in the

ESR can be used to select beneficiaries and plan new interventions. The ESR can also contribute to overall shock-responsiveness by identifying geographic locations, such as flood or drought affected areas, for rapid response mechanisms based on specific triggers. The ESR has many potential users including existing cash transfer programmes with the MLSP, other government ministries, county governments, UN Agencies, NGOs (local and international) and the private sector.

Data Collection under the ESR

Data collection under the ESR is expected to last 3 years (2021 – 2023) in order to reach national coverage (i.e. household registration completed in all 345 Sub-Counties of Kenya). The 3-year data collection schedule is divided into 4 Priority Groups, categorized as Group 0 to 3. Categorization of priority groups to inform data collection under the ESR is informed by existing social protection programmes realities and poverty. In line with these, priority groups may be reviewed from time to time in alignment with the budgetary process to allow for planning. **Error! Reference source not found.** shows priority groups as currently proposed.

Table 1: Priority Grouping of Counties as at March 2021

	Number of Counties	% of Poor Households[1]	Counties
Priority 0 - HSNP and Expansion	8	15%	Turkana, Mandera, Marsabit, Wajir, Garissa, Isiolo, Samburu, Tana River.
Priority 1 – informed by client program needs	3	8%	Vihiga, Makueni, Kakamega.
Priority 2 – Rest of Economic Inclusion , NICHE & UHC	17	41%	Kilifi, Kitui, West Pokot, Muranga, Taita Taveta, Kisumu, Nakuru, Nairobi, Migori, Homabay, Meru, Siaya, Kisii, Baringo, Nyamira, Nyandarua, Elgeyo Marakwet.
Priority 3 – All other counties	19	37%	Bomet, Bungoma, Busia, Kirinyaga, Kericho, Kiambu Mombasa, Trans Nzoia, Uasin Gishu, Machakos, Nandi, Nyeri, Lamu, Kajiado, Laikipia, Kwale, Narok, Tharaka Nithi, Embu.

Error! Reference source not found. shows proposed months scheduled for data collection in each group. Data collection for each group will take place independently of other groups, and therefore may overlap.[2]

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[1] Derived from the KIBHS 2015/2016
[2] Timelines are indicative and would be finalized in consultation with the MLSP and QA firm during each Financial Year.

Figure 1: Data Collection Calendar by Group

	2021												2022												2023											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
				Group 0																																
		Group 1																																		
				Group 2																																
																				Group 3																

Process for data collection under the ESR

The ESR database will be populated through data collection undertaken using the digitalized Harmonized Targeting tool (HTT), by prioritizing households that self-identify as poor or vulnerable, and those that are current beneficiaries of social protection programmes such as those under the NSNP. The data collection process will be coordinated at the national level by the ESR Unit, which sits at the National Social Protection Secretariat (NSPS) in the MLSP, and will use the MLSP staff at the county & sub-county levels, among other stakeholders. The process will ensure robust planning, training, communication, and coordination for quality data collection.

Data collection will take place in all sub-counties of Kenya. Prior to data collection a public awareness campaign will take place to ensure households are aware of the planned data collection process. Within each location the data collection approach to be applied will be either through census, mass registration or on demand registration. The approaches for data collection are determined by the proportion of the population in the location that is considered poor, using the Kenya National Bureau of Statistics (KNBS) 2015/2016 latest small area estimates (SAE) on poverty statistics.[3] **Error! Reference source not found.** elaborates on which data collection approach will be used dependent on the location poverty rate.

Table 2: ESR Data Collection Approaches

Registration Approach	Location Poverty Rate	Basic Stages of Data Collection
Census	50% +	i. Household Registration (Door-to-Door)
Mass Registration (MR)	30% - 50%	i. Household Listing
On-Demand (OD)	0% - 30%	ii. Household registration (Household Visit)

The Census approach will be used in locations with a poverty rate above 50 percent with the objective of collecting data from all households residing in the location. This will involve the entire location undergoing data collection and enumerator teams going door to door.

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[3] Currently, 2015/2016 KIHBS presents the latest data on small area estimates (SAE) on poverty statistics and this be updated once there is more recent SAE data available.

For locations with poverty rate below 50 percent the mass registration or on demand data collection registration approach will be used. Under these registration approaches, it is expected that an initial household listing developed through community participation will be used to identify households that are poor and vulnerable and should therefore undergo the household registration. Households will be mobilized through a public information campaign, in which households are informed on the upcoming ESR household registration and the necessary documents they need to present. Following the public awareness campaign, a household listing process will be undertaken at listing centres (determined for each location). Under the MR approach, household listing will take place at listing sites including the MLSP local level offices, while in the OD registration approach location listing sites will be limited to the MLSP sub-county offices or through any other forums organized by the sub county officials. Basic data on household details will be collected as part of the household registration process. The data includes the following:

i. Household Representative First/Middle/Last Name
ii. Nicknames
iii. Relationship to the Household Head
iv. Identification Type
v. ID Number
vi. Phone Number
vii. Alternate Phone Number
viii. Owner of Alternate Phone Number
ix. Location
x. Sub-Location Village
xi. Landmark
xii. First and Last Name of village elder to help locate household dwelling

Household registration (door to door data collection) will then be carried out for households identified during household listing, existing NSNP beneficiaries and any other lists of information on the vulnerable households that can fulfil the information needs of listing for ESR. The household registration teams will consist of coordinators, supervisors, and enumerators formed at the sub-county level, guided by the number of household to be registered in each area. A supervisor will be expected to supervise at least 10 enumerators.

Data Quality Assurance

The ESR will be an important database which can inform important decisions for social protection and other sectors of the country. It is essential, therefore, to ensure that the data collection process is carried out to a high standard of quality. In line with this, quality assurance measures will be undertaken internally using the ESR MIS and externally using a 3rd party QA firm(s) as elaborated below.

1. **MIS data validation of the household registration** - Automatic data validation checks inbuilt into the MIS will boost the quality of the data collection process. These checks will

include logical checks, IPRS validation of National ID numbers, and the requirement for double data entry of 3 to 5 random fields from a pre-selected pool of key fields on the digitized tool.[4]

2. **Supervisor Shadowing** - Supervisors will shadow enumerators to assess their performance against an electronic shadowing checklist that includes indicators of adherence to enumerator guidelines in areas such as professionalism, data completeness and accuracy. During the supervisor shadowing, validation officers will accompany the supervisors and will do random data recollection in up to 10% of in select households further ensure that data collected is accurate.

3. **Performance Tracking -** This will be undertaken weekly through an MIS performance tracker module that allows for real-time tracking of progress against planned targets and performance in terms of speed/progress and quality of household registration data entered.

4. **3rd-party Quality Assurance (QA)** – A 3rd-party firm will be engaged to carry out sample-based quality assurance of the data collected by enumerators during the household survey. The QA firm re-conducts a sample of the household registration in selected areas following data collection by enumerators. Based on the QA results, areas with unsatisfactory data quality will be repeated by the household data collection teams. In addition to assessment on the accuracy of data collected, the 3rd-party firm will also undertake an assessment of the data collection processes, including sensitization, mobilization, listing and registration.

The MLSP intends to hire the services of the 3rd party QA firm through an open and competitive bidding process. The firm should have demonstrated experience in quality assurance of socioeconomic surveys.

The following sections describe the objectives, scope of work, methodology, team composition, and the deliverables of the 3rd-party firm.

B. Objectives

The 3rd-party QA firm plays a key role in ensuring that data collected is accurate and that it reflects and represents the unique realities of target households. 3rd Party QA thereby flags instances where this may not be the case.

The main objective of the 3rd-party QA exercise therefore is to:

i.   Undertake an overall assessment of the planning and sensitization processes.

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[4] Logic checks will consist of ID numbers containing sufficient numeric digits, logical relationship to household head e.g. cannot be a 'father/mother' or 'grandparent' if age is less than the age of the household head, logical highest education level reached compared to an individual's age, among others.

ii.   Undertake an overall assessment of the household mobilization, listing, and registration processes.

iii. Undertake the recollection of household data for 10% of the total number of households registered in a location using the harmonized targeting tool for purposes of data comparison with data collected by the MLSP to establish the accuracy of data.

The assessment of the planning, sensitization, household mobilization, listing, and registration processes will be done through interviews of staff, key stakeholders, community members and registered households. Field officers engaged by the 3rd-party firm will be required to conduct key informant interviews with staff and other stakeholders to gain insight into the sensitization, household mobilization and listing as well as data collection processes and identify areas of improvement. The firm will come up with a sample size of up to 20 percent of staff and purposively selected stakeholders to be interviewed as a post assessment of the data collection processes. It is expected that the firm will provide recommendations (with supporting evidence) on how the process could be improved to ensure that guidelines as per the ESR Operations Manual are followed and are done in an inclusive manner.

The majority of the QA firm's work will involve recollecting the data of a random sample of households registered by MLSP, which will then be compared for variations in selected variables. Recollection of data using the HTT will be done from a random sample of households registered by the MLSP. Data collection by the firm needs to be timely and accurate and therefore should be done within four weeks of the completion of data collection by the MLSP. To the largest extent possible, the firm should ensure that data collected reflects an accurate status of the sampled households. The recollected data will then be compared for variations along selected variables for accuracy to assess quality and enable appropriate decisions to be taken. Locations with over 10 percent of households having less than 90 percent accuracy on key variables will require a repeat of HH registration.[5]

C. Scope of Work

Stages of 3rd Party Quality Assurance

Planning

Once on board, the 3rd party firm will meet with the ESR unit and other relevant SDSP committees on contract management to agree on the modalities of their engagement. In order for the 3rd party QA firm to generate the required 10% sample size for data recollection, the firm will thereafter be defined as users of the ESR MIS. The MIS will automatically generate a 10 percent random sample of households registered in a location. This will be visible to the 3rd Party QA Officers when logging into

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[5] An accuracy score is created for each household comparing key time-invariant variables such as household size, education level, construction materials and the sources of water, lighting, and cooking fuel etc.

the 3rd party MIS module. Once the sample has been generated, the ESR unit and the 3rd party QA firm will develop a fieldwork plan. The fieldwork plan would list the area, the sample size by location and the contact details for county & sub-county officials who will support the process. This plan may be updated in subsequent meetings based on the realities in the field.

The 3rd party QA team will also meet with the MLSP County & Sub-County Officials to develop location based work plan. The firm will thereafter be introduced to the area chiefs, assistant chiefs and elders who will help the teams to locate the households for data recollection purposes. Upon logging into the 3rd party QA module of the MIS, the 3rd party QA officer will be able to view the locations and randomly selected households that have been assigned to them. The 3rd party QA firm is responsible for its own team supervision structure and logistics.

All other necessary documents such as field registration plans drawn by the MLSP at the point of data collection will be availed to the firm as necessary.

Training

In order to ensure similar content and quality of training, the 3rd party firm will be required to identify a team of trainers from among their personnel who can be trained as trainer of trainers (ToTs) by the ESR team of ToTs. The training will be similar to the training provided to personnel under the MLSP and will be on the data collection processes and the actual process of registration. The QA firm's ToTs will then train the QA firm's field officers. In addition, the 3rd Party firm training will be monitored by the ESR ToTs to ensure similar content and quality of delivery.

Implementation

Equipment

The 3rd party QA firm is expected to provide the QA officers and supervisors with equipment for use in household data recollection that are of similar specifications as those provided to the MLSP enumerators. This will ensure that the data collection process is not in any way altered. The required equipment is listed in *Box 1*.

Box 1: Household Registration Kits

Each individual Enumerator and Supervisor is provided with a kit containing:

- 1 Hard Copy of ESR Data Collection Enumerator and/or supervisor Field Guidelines, for reference in the field (also available electronically in MIS)
- 1 Hard Copy of Key Messages and Q&A
- 1 Laptop/Tablet/Phone with charger
- 1 Power bank
- 1 Extra Battery as applicable

- 1 Identification Badge

- 2 Washable Facemasks per person

- A bottle of sanitizer

- Airtime

- Sim-card

In addition, to enable proper assessment of the mobilization and listing processes in the location each 3rd-party field officer should have a checklist on the required equipment to enable them conduct key informant interviews, such as a list of key questions, and a device for recording answers.

Field Process Assessment

The QA officers will conduct interviews with county/sub-county officials and local stakeholders to gain information on the mobilization, household listing and the data collection processes. This will take place on data collection is completed within a sub-county. This can be coupled with access to the grievance redress mechanism, the review of field plans and an understanding of the local context, especially knowledge on locations or populations that are at risk of exclusion. The combination of these sources of information should provide the basis to make an assessment of the mobilization and listing process and recommendations for improvements.

Household Interviews

The 3rd party QA officer will approach sampled households allocated to them and follow the same steps for data collection as the enumerators. The 3rd party QA officer will fill in electronically the same form (HTT) as done by the enumerators. On average it is assumed that the 3rd party QA firm officers will conduct 5 household registrations per day, as data collection teams may cover longer distances between sampled households and will need to spend more time with households Once the household data re-collection has been completed by the 3rd party QA officer, the ESR team will log into the MIS 3rd party QA module to view the results. The MIS will automatically flag each location that has more than 10% of households with an accuracy of less than 90% in selected key household level variables between the data entered by the 3rd party QA officers and the MLSP enumerators.[6] The variables recommended for comparison are those which are expected to be relatively time-invariant. For each flagged location, the ESR team will change the status of all households in that location back to pending data collection. Thereafter, the 3rd Party firm will submit a comprehensive report to the ESR team that presents findings backed by supporting evidence on the field assessment of the data collection processes. The report should contain clear actionable recommendations for improvements and the data accuracy. The ESR team will review the report and present it to the

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[6] The key variables include the ID number and date of birth of the household head and spouse, household size, household member names, education levels of the head, spouse and the maximum education level, any disabled or orphaned members, relationships to the household head, number of main rooms, construction materials, source of water and lighting, toilet type and cooking fuel.

respective county/sub-county teams for validation and concurrence. The team will then develop a common roadmap to implement the recommendations of the 3rd Party QA firm.

Timelines

This is a lump-sum contract that will be implemented in phases with potential to run for the remaining 3 years of the project. **The 3rd Party Quality Assurance Firm will be contracted for the first phase of the assignment**. The scope of work will cover the KSEIP expansion counties of Garissa, Isiolo, Samburu and Tana River under the Hunger Safety Net Programme (HSNP) as part of *Group 0* and Makueni and Vihiga Counties as part of *Group 1* under the SDSP.

Works on *Group 0* will be based on 10% of the households in locations where data collection has been completed and data captured in the Hunger Safety Net Programme Management Information System (HSNP –MIS) and derived from the ESR-MIS (using linkage to the HSNP-MIS). Works on *Group 1* will be based on 10% of the households where data collection has been completed in the counties of Makueni and Vihiga as derived from the ESR-MIS. Upon satisfactory performance the assignment/contract can be extended to cover other counties as will be defined and based on SDSP`s further need.

Role and Key Responsibilities of the SDSP

The implementation of the 3rd party QA will require the following support from the SDSP:

- Keep the 3rd party QA firm up to date on the ESR fieldwork plan and implementation through regular communication and meetings.
- Share all ESR policy and operational documents and updates.
- Introduce the 3rd party QA firm to the ESR MIS data collection module and ensure timely support is available should the firm encounter any issues.
- Provide a ToT to train the 3rd Party QA firm's ToT and ensure the 3rd party QA firm's training sessions are attended by the SDSP ToT to verify consistency.
- Ensure the county and sub-county officers are aware of their role in supporting the 3rd party QA firm's activities in the field.
- Timely review of submitted reports regarding the progress of the 3rd party QA work.

The SDSP county and sub-county officers will also be key through providing the following support:

- Cooperating with the 3rd party firm's field staff as necessary, for example, sharing contacts of local administrative staff to facilitate the tracking of households.
- Participating in key informant interviews to help assess the mobilization, listing, and data collection process.

QA Reports

The 3rd Party QA Firm is expected to submit an initial inception report prior to the start of the work. The inception report should include the work plan covering the procurement of required equipment for training and data collection, design and approach for undertaking the data collection process assessment tools, methodology, implementation strategy/approach. The inception report should also cover plans for procurement/logistics, capacity building, risk management, project management, internal M&E, a rollout plan, and proposed templates for reporting, all based upon the firm's interaction with the MLSP.

Brief periodic progress reports containing information on the current progress against the QA sampled households in each data re-collection area should be shared with the MLSP counterparts, which will be agreed upon at inception. The progress reports can also operate as an opportunity for feedback to the MLSP on any relevant findings from the QA officers. These periodic progress reports should also contain information regarding the on-going assessment of mobilization and listing, the MLSP data collection process and QA process, as well as any challenges the QA teams have encountered and the solutions used to resolve such issues.

Furthermore, upon the completion of each re-collection area the 3rd party QA firm should provide a draft county specific priority group report summarising the QA work in that specific county. This should cover disaggregated performance in each sub-county and location, including the response rate of the selected households. The draft report should contain a more complete assessment of the mobilization, listing and data collection process, including issues such as the exclusion of households or locations and potential recommendations to these issues. The draft report will be presented to the county teams for validation and concurrence. Finally, a final report shall be prepared by the 3rd Party Firm and submitted to MLSP after the completion of each priority group. The final report should be submitted within 30 days of the completion of the priority group.

Templates for the brief periodic progress reports and final reports will be agreed upon between the MLSP and the 3rd party QA firm.

Deliverables Linked to Payments for Phase 1

The MLSP will closely monitor the performance of the 3rd party QA firm to ensure they remain on track to avoid any undue delays. The release of payments will be linked to milestones on the proposed works. The works are based on percentage of households reached by the third party QA firm from the total number of households expected to be covered under the first phase comprising *Group 0* and *Group 1* counties as indicated in Table 2. Below

Table 2: Schedule of Payments under Phase 1

	Schedule of Payment as per Achievement
1)	Ten (10%) of the contract sum shall be paid upon submission and acceptance of the finalized inception report that also contains a finalized field work plan
2)	Forty (40%) of the contract sum shall be paid upon recollection of data of up to 75% of target households in *Group 0* and *Group 1* counties and evidence available in the ESR-MIS and the HSNP MIS linked to the ESR-MIS.
3)	Fifty (50%) of the contract sum shall be paid upon completion of the assignment in *Group 1* counties and in completed locations in *Group 0* counties and submission of a final report.

Payment conditions:

a) **MLSP will sign a lump sum contract for the first *phase* with the 3rd party QA firm.**
b) Payments will be made on the basis of the achievements of the deliverables listed in the payment schedule.
c) Payments will be subject to acceptance of MLSP on the basis of data received to the ESR MIS from the 3rd party QA firm

Team experience and Composition

The consultant will be a firm or a consortium of firms with extensive experience in the implementation of operational monitoring and evaluations in social protection domain with particular emphasis on high-quality data collection and developing operational/management recommendations. The firm or consortium of firms should have at least 10 years combined experience in carrying out similar work and in particular in social assistance programmes beneficiary identification and registration processes. It would also be advantageous to demonstrate experience in conducting successful quantitative research in rural and urban areas, as well as hard to reach areas of Kenya.

The composition of the team should also possess the following:

- Capacity to organize logistics in urban, rural and hard to reach areas of Kenya
- Experience in the use of digital platforms for data collection.
- Experience in data collection and report writing. The reports should be of sufficiently high quality, well-written and structured, simple and accessible to the MLSP.
- Experience and capacity to conduct research among diverse communities with diverse cultural backgrounds.
- Experience in conducting operational monitoring.
- Experience in social assistance programmes .in particular beneficiary identification and registration processes;

- A team of staff that has been working in the firm or a data bank of staff available to be recruited in the firm with the expertise and skill mix appropriate for the assignment.
- Demonstrate that it is a legal entity and professionally authorized to carry out its functions in consultancy (Registration certificate).
- Provide a list of the qualifications and experience of core team members / key personnel expected to perform different duties and responsibilities during the proposed contract period.
- Experience in successful collaboration with local authorities, within Kenya is preferable.

Individual Team Members

It is recommended that the QA officers and supervisors are recruited from the respective counties. Therefore, preference should be given to hiring local residents due to their contextual understanding of local realities such as geography, local languages and the demographics of the population. Furthermore, sufficient supervision of QA officers is required to ensure data collected remains at the highest quality.

It is suggested that the core team consists of a team leader, operations expert, field supervisors and field monitors. The recommended qualifications of these core team are below:

Table 3: Core Team and Qualifications

Key Position	Key Responsibilities	Area of Expertise Required	Minimum Qualification and Experience Required
Team Leader	• Lead all planning, coordination, design and implementation of the QA exercise. • Supervise and oversee the overall data collection process. • Staff Management. • Ensure regular engagement and communication with the relevant stakeholders. • Provide regular feedback to the MLSP counterparts.	• Project Management. • M&E system development and implementation. • Large scale survey implementation and logistics. • Stakeholder engagement.	• Ph.D. (preferably) or post-graduate university degree in economics or development studies or social sciences. • 10 years of M&E related experience. • Experience of leading on survey design, implementation, and data analysis. • Preferably experience working within Kenya.
Operations Expert	• Setting-up and administration	• M&E system development and	• University degree in economics or

	• procedures and policies associated with data collection teams. • Looking after procurements and maintaining assets. • Internal M&E. • Stakeholder engagement and communication. • Monitoring the implementation of the fieldwork plan and coordination of logistics.	• implementation. • Large scale survey implementation and logistics. • Procurement.	• development studies or social sciences. • At least 5 years of experience managing operations related to large-scale household surveys. • Preferably experience working within Kenya.
Field Supervisors	• Supervisor data collection by QA officers including shadowing interviews and providing regular feedback to ensure enumerator guidelines are adhered to. • Provide regular feedback to the operations expert and team leader. • Local stakeholder engagement and communication. • Data collection associated with the mobilization and listing approaches.	• Large scale survey implementation and logistics. • Fieldwork supervision. • Local stakeholder engagement. • Quantitative and qualitative data collection.	• University degree in economics or development studies or social sciences. • At least 5 years of demonstrated experience related to household survey data collection. • At least 2 years experience supervising enumerator data collection. • Experience undertaking spot checks or process evaluation.
QA Officers	• Collect data from listed households on a daily basis. • Ensure confidentiality of the monitoring data	• Large scale survey data collection. • Quantitative and qualitative data collection.	• University degree in economics or development studies or social sciences. • At least 5 years of

	collected from the field and synchronise it with the MIS survey on a daily basis.		demonstrated experience related to household survey data collection.
14			• Experience undertaking spot checks or process evaluation.

Shortlisted firms are expected to provide reasonable human resource deployment plans based on estimates of the composition of the data collection teams. Effort will be needed to retain staff and avoid frequent drop-outs. Given the duration of the project, repeated recruitment and replacement will provide a large inconvenience to the progress of the 3rd party QA.

Appendix 1 – Population by County and Sub-County

Below is the sub-county population data from the 2019 census.

Sub-County	Population
Mombasa	**1,208,333**
Changamwe	131,882
Jomvu	163,415
Kisauni	291,930
Likoni	250,358
Mvita	154,171
Nyali	216,577
Kwale	**866,820**
Kinango	94,220
Lungalunga	198,423
Matuga	194,252
Msambweni	177,690
Samburu-Kwale	202,235
Kilifi	**1,453,787**
Chonyi	62,335
Ganze	143,906
Kaloleni	193,682
Kauma	22,638
Kilifi North	178,824
Kilifi South	206,753
Magarini	191,610
Malindi	333,226
Rabai	120,813
Tana River	**315,943**
Tana North	110,640
Tana Delta	116,757
Tana River	88,546
Lamu	**143,920**
Lamu East	22,258
Lamu West	121,662
Taita/Taveta	**340,671**
Mwatate	81,659
Taita/Taveta	55,959
Taveta	91,222
Voi	111,831
Garissa	**841,353**
Balambala	32,257
Dadaab	185,252
Fafi	134,040
Garissa	163,914
Hulugho	133,984
Ijara	141,591

Lagdera	50,315
Wajir	**781,263**
Buna	49,886
Eldas	88,509
Habaswein	174,134
Tarbaj	57,232
Wajir East	110,654
Wajir North	62,206
Wajir South	116,814
Wajir West	121,828
Mandera	**867,457**
Mandera West	98,300
Banisa	152,598
Kutulo	72,394
Lafey	83,457
Mandera Central	157,220
Mandera East	159,638
Mandera North	143,850
Marsabit	**459,785**
Loiyangalani	35,713
Marsabit Central	79,181
Marsabit North	54,297
Marsabit South	65,376
Moyale	108,949
North Horr	71,447
Sololo	44,822
Isiolo	**268,002**
Garbatulla	99,730
Isiolo	121,066
Merti	47,206
Meru	**1,545,714**
Buuri East	76,598
Buuri West	80,762
Igembe Central	221,412
Igembe North	169,317
Igembe South	161,646
Imenti North	177,567
Imenti South	206,506
Meru Central	133,818
Tigania Central	104,730
Tigania East	72,549
Tigania West	139,961
Meru National Park*	385
Mt Kenya Forest*	463
Tharaka-Nithi	**393,177**
Igambang'ombe	53,210

Maara	114,894
Meru South	91,080
Tharaka North	58,345
Tharaka South	75,250
Mt Kenya Forest*	398
Embu	**608,599**
Embu East	129,564
Embu North	79,556
Embu West	127,100
Mbeere South	163,476
Mbeere North	108,881
Mt Kenya Forest*	22
Kitui	**1,136,187**
Ikutha	82,964
Katulani	47,108
Kisasi	46,142
Kitui Central	105,991
Kitui West	70,871
Kyuso	76,867
Lower Yatta	63,329
Matinyani	47,811
Migwani	79,255
Mumoni	29,344
Mutitu	55,287
Mutitu North	21,215
Mutomo	113,356
Mwingi Central	108,713
Mwingi East	85,139
Nzambani	46,788
Thagicu	15,136
Tseikuru	40,871
Machakos	**1,421,932**
Athi River	322,499
Kalama	54,462
Kangundo	97,917
Kathiani	111,890
Machakos	170,606
Masinga	148,522
Matungulu	161,557
Mwala	181,896
Yatta	172,583
Makueni	**987,653**
Kathonzweni	79,780
Kibwezi	197,000
Kilungu	60,952
Makindu	84,946

Makueni	130,375
Mbooni East	97,756
Mbooni West	102,594
Mukaa	107,549
Nzaui	126,701
Nyandarua	**638,289**
Kinangop	111,410
Nyandarua South	93,870
Mirangine	67,214
Kipipiri	93,855
Nyandarua Central	75,262
Nyandarua West	97,965
Nyandarua North	98,698
Aberdare National Park*	15
Nyeri	**759,164**
Tetu	80,453
Kieni East	110,376
Kieni West	88,525
Mathira East	99,065
Mathira West	59,895
Nyeri South	91,081
Mukurwe-ini	89,137
Nyeri Central	140,338
Mt Kenya Forest*	188
Aberdare Forest*	106
Kirinyaga	**610,411**
Kirinyaga Central	122,740
Kirinyaga East	135,559
Kirinyaga West	114,660
Mwea East	132,554
Mwea West	104,828
Mt Kenya Forest*	70
Murang'a	**1,056,640**
Murang'a East	110,311
Kangema	80,447
Mathioya	92,814
Kahuro	88,193
Murang'a South	184,824
Gatanga	187,989
Kigumo	136,921
Kandara	175,098
Aberdare Forest*	43
Kiambu	**2,417,735**
Gatundu North	109,870
Gatundu South	122,103
Githunguri	165,232

Juja	300,948
Kabete	199,653
Kiambaa	236,400
Kiambu	145,903
Kikuyu	187,122
Lari	135,303
Limuru	159,314
Ruiru	371,111
Thika East	38,956
Thika West	245,820
Turkana	**926,976**
Kibish	36,769
Loima	107,795
Turkana Central	185,305
Turkana East	138,526
Turkana North	65,218
Turkana South	153,736
Turkana West	239,627
West Pokot	**621,241**
Kipkomo	102,633
Pokot Central	119,016
Pokot North	134,485
Pokot South	80,661
West Pokot	184,446
Samburu	**310,327**
Samburu Central	164,942
Samburu East	77,994
Samburu North	67,391
Trans Nzoia	**990,341**
Trans Nzoia West	202,377
Trans Nzoia East	229,538
Kwanza	203,821
Endebess	111,782
Kiminini	242,823
Uasin Gishu	**1,163,186**
Ainabkoi	138,184
Kapseret	198,499
Kesses	148,798
Moiben	181,338
Soy	229,094
Turbo	267,273
Elgeyo/Marakwet	**454,480**
Keiyo North	99,176
Keiyo South	120,750
Marakwet East	97,041
Marakwet West	137,513

Nandi	**885,711**
Chesumei	164,133
Nandi Central	147,553
Nandi East	119,173
Nandi North	166,171
Nandi South	172,750
Tinderet	115,931
Baringo	**666,763**
Baringo Central	96,951
Baringo North	104,871
East Pokot	79,923
Koibatek	129,535
Marigat	90,955
Mogotio	91,104
Tiaty East	73,424
Laikipia	**518,560**
Laikipia Central	95,594
Laikipia East	102,815
Laikipia North	36,184
Laikipia West	129,263
Nyahururu	154,704
Nakuru	**2,162,202**
Gilgil	185,209
Kuresoi North	175,074
Kuresoi South	155,324
Molo	156,732
Naivasha	355,383
Nakuru East	193,926
Nakuru North	218,050
Nakuru West	198,661
Njoro	238,773
Rongai	199,906
Subukia	85,164
Narok	**1,157,873**
Narok East	115,323
Narok North	251,862
Narok South	238,472
Narok West	195,287
Trans Mara East	111,183
Trans Mara West	245,714
Mau Forest*	32
Kajiado	**1,117,840**
Isinya	210,473
Kajiado Central	161,862
Kajiado North	306,596
Kajiado West	182,849

Loitokitok	191,846
Mashuuru	64,214
Kericho	**901,777**
Belgut	145,072
Bureti	199,470
Kericho East	170,625
Kipkelion	122,530
Londiani	137,580
Soin Sigowet	126,500
Bomet	**875,689**
Bomet East	144,275
Chepalungu	164,837
Konoin	163,507
Sotik	227,855
Bomet Central	175,215
Kakamega	**1,867,579**
Butere	154,100
Kakamega Central	188,212
Kakamega East	167,641
Kakamega North	238,330
Kakamega South	111,743
Khwisero	113,476
Likuyani	152,055
Lugari	122,728
Matete	66,172
Matungu	166,940
Mumias East	116,851
Mumias West	115,354
Navakholo	153,977
Vihiga	**590,013**
Emuhaya	97,141
Vihiga	95,292
Sabatia	131,628
Luanda	106,694
Hamisi	159,241
Kakamega Forest*	17
Bungoma	**1,670,570**
Bumula	215,892
Bungoma Central	177,748
Bungoma East	114,548
Bungoma North	121,317
Bungoma South	287,765
Cheptais	136,035
Kimilili-Bungoma	162,038
Mt Elgon	78,873
Bungoma West	119,875

Tongaren	100,343
Webuye West	152,515
Mt Elgon Forest*	3,621
Busia	**893,681**
Bunyala	85,977
Busia	142,408
Butula	140,334
Nambale	111,636
Samia	107,176
Teso North	138,034
Teso South	168,116
Siaya	**993,183**
Siaya	224,343
Gem	179,792
Ugenya	134,354
Ugunja	104,241
Bondo	197,883
Rarieda	152,570
Kisumu	**1,155,574**
Kisumu East	220,997
Kisumu Central	174,145
Kisumu West	172,821
Seme	121,667
Muhoroni	154,116
Nyando	161,508
Nyakach	150,320
Homa Bay	**1,131,950**
Homa Bay	117,439
Ndhiwa	218,136
Rachuonyo North	178,686
Rachuonyo East	121,822
Rachuonyo South	130,814
Rangwe	117,732
Suba North	124,938
Suba South	122,383
Migori	**1,116,436**
Awendo	117,290
Kuria East	96,872
Kuria West	208,513
Nyatike	176,162
Rongo	124,587
Suna East	122,674
Suna West	128,890
Uriri	141,448
Kisii	**1,266,860**
Etago	83,787

Gucha	83,740
Gucha South	83,623
Kenyenya	131,740
Kisii Central	166,906
Kisii South	135,134
Kitutu Central	154,175
Marani	107,464
Masaba South	122,396
Nyamache	130,898
Sameta	66,997
Nyamira	**605,576**
Borabu	73,167
Manga	94,209
Masaba North	111,860
Nyamira North	167,267
Nyamira South	159,073
Nairobi City	**4,397,073**
Dagoretti	434,208
Embakasi	988,808
Kamukunji	268,276
Kasarani	780,656
Kibra	185,777
Lang'ata	197,489
Makadara	189,536
Mathare	206,564
Njiru	626,482
Starehe	210,423
Westlands	308,854