

Terms of Reference

Engagement for Household Survey Data Collection and Data Cleaning in Barind Region of Bangladesh

1. Background

[Sustainable Agriculture Foundation Bangladesh \(SAF Bangladesh\)](#) has been supporting the preparation of the proposed **Barind Area Resilient and Innovative Development (BARIND) Project** under ADB Technical Assistance “TA-10772 BAN: Technology Demonstrations and Investment Opportunity Identification for Sustainable and Resilient Food Systems”. The project preparation process requires reliable primary data from the Barind region to inform the project team’s assessment and planning.

SAF Bangladesh intends to engage an experienced research firm to undertake field data collection and data cleaning for 800 completed interviews. The firm’s assignment is strictly limited to data collection and cleaning. Analysis, interpretation, report writing and preparation of findings are outside the scope of this engagement.

2. Assignment Objective

The objective of the assignment is to collect complete, accurate and ethically obtained primary Household Economic, Gender, and Poverty-related data from 800 respondents in 16 Districts of Barind region, and to submit a cleaned, quality-assured dataset to SAF Bangladesh within the agreed assignment period.

3. Scope of Work

The selected firm will be responsible for the following activities:

- Participate in an inception meeting with SAF Bangladesh to confirm the survey tool, sampling plan, field locations, respondent eligibility criteria, field protocol, submission format and quality-assurance arrangements.
- Recruit, brief and deploy an adequate number of qualified field enumerators and supervisors, including female enumerators where required by the study design and respondent preferences.
- Orient the field team on the final questionnaire, use of the designated data-collection platform or device, informed consent, confidentiality, safeguarding, gender-sensitive interviewing and referral/escalation procedures communicated by SAF Bangladesh.
- Collect 800 completed in-person one-to-one interviews in the agreed locations of the Barind region, following the approved sampling and fieldwork protocol.
- Conduct routine field supervision and daily quality checks, including review for completeness, logical consistency, duplicate records, outliers, skip-pattern errors and missing information.
- Promptly correct and, where required, revisit records that do not meet the agreed quality standard, subject to respondent availability and field protocol.

- Clean and submit the final dataset in the format specified by SAF Bangladesh, together with a concise data-collection and cleaning log documenting the number of completed interviews, data-quality checks undertaken, corrections made, and any unresolved data limitations.
- Securely transfer all datasets, field records, and other project-related materials to SAF Bangladesh and ensure that no project data are retained, shared, or used for any other purpose without prior written authorization from SAF Bangladesh.
- Collect data digitally using the paid version of KoboToolbox, give access of its dashboard and export the dataset in the formats required by SAF Bangladesh and/or the data analyst assigned by SAF Bangladesh, including SPSS and Excel.
- Ensure that all exported datasets have accurate variable names, coding, value labels, and measurement levels, and are ready for analysis without requiring further data restructuring.
- Maintain a complete audit trail of data edits and cleaning, with changes made to the raw dataset documented separately from the final cleaned dataset.

4. Expected Deliverables

Deliverable	Description	Indicative timing
Inception and field deployment plan	Submit the fieldwork approach, team composition, supervision arrangements, sample allocation, and deployment schedule in line with SAF Bangladesh's protocol.	13 October 2026
Digital questionnaire programmed in KoboToolbox	Program, test, and submit the approved questionnaire in KoboToolbox with appropriate coding, skip logic, validation, and survey settings.	15 October 2026
Enumerator training and field test	Conduct in-person enumerator training and field testing covering the questionnaire, ethical requirements, interview procedures, and KoboToolbox use.	18 October 2026
800 valid household interviews completed	Complete 800 valid household interviews using the approved sampling plan and KoboToolbox questionnaire, with required field-level quality control.	19 October–03 November 2026
Final cleaned and analysis-ready dataset	Submit cleaned and analysis-ready datasets in the required formats, with accurate coding, variable labels, measurement levels, and a concise data-cleaning log.	05 November 2026

5. Duration and Location

The assignment duration will be valid till **30 November 2026; however, it needs to be completed by the agreed deliverable dates**. Fieldwork will take place in agreed locations within the Barind region. The inception meeting will finalize the detailed location plan and daily schedule.

6. Roles of SAF Bangladesh

- Provide the approved questionnaire, data-collection protocol, sample/field plan, required data formats, and designated focal point.
- Provide orientation on project-specific requirements, including ethical, safeguarding, and gender considerations.
- Review and approve the programmed digital questionnaire and field-test version before full-scale data collection.
- Facilitate necessary coordination with relevant project stakeholders and provide reasonable support for field implementation, where applicable.
- Review progress updates and provide timely clarification on implementation issues.
- Review and accept deliverables subject to verification against the agreed scope and quality requirements.

7. Minimum Eligibility and Technical Requirements

Interested firms must demonstrate the following minimum qualifications:

- At least five years of demonstrated experience in conducting field research, household surveys, baseline studies, assessments or comparable primary data-collection assignments in Bangladesh.
- Substantial and verifiable experience conducting data collection in the Barind region, with demonstrated understanding of local context, agricultural livelihoods, travel conditions and field-level coordination requirements.
- Demonstrated experience in using KoboToolbox for data collection and administering questionnaires that include gender, women's participation, household decision-making, social inclusion, protection or other gender-sensitive topics.
- Proven capacity to recruit, train, supervise and deploy enumerators and field supervisors within a short timeframe.
- Demonstrated systems for digital data collection, daily monitoring, data quality assurance, data cleaning and secure data management.
- Availability of suitably qualified personnel, including a team lead/field coordinator, supervisors and enumerators with relevant language and contextual capacity.
- No record of serious ethical misconduct, data falsification, safeguarding violations or breach of confidentiality.

8. Gender Ethics, Safeguarding and Data Protection

The firm must ensure that all field personnel apply informed consent, voluntary participation, privacy, confidentiality and a do-no-harm approach. Interviews involving gender-related questions must be conducted in a respectful, non-judgmental and gender-sensitive manner, taking account of respondent privacy, safety and comfort. The firm must immediately report any safeguarding

concern, serious incident or suspected data breach to SAF Bangladesh's designated focal point and follow the instructions provided.

All data collected under this assignment remain the property of SAF Bangladesh. The firm may not disclose, reproduce, retain, publish or use any data, respondent information or project material for another purpose without prior written approval from SAF Bangladesh.

9. Proposal Submission Requirements

Interested firms should submit a technical and financial proposal by **5 October 2026** in digital form of PDF file to the following email address saf.bangladesh@susagfoundation.org with a copy to aminul.moven@susagfoundation.org

The following documents are expected to be included in the proposal:

- Company profile and legal registration documents;
- A concise technical approach and 15-day work plan, including proposed team structure and quality-control process;
- Evidence of relevant assignments, particularly research/data-collection work in the Barind region and work involving gender-related questions;
- CVs of the proposed team lead/field coordinator and key supervisory personnel;
- At least two client references for comparable assignments completed within the last five years;
- A financial proposal with a clear cost breakdown, inclusive of all taxes, personnel, travel, communication, devices, supervision, and any other costs necessary to complete the assignment; and
- A signed declaration confirming acceptance of the confidentiality, safeguarding and data-protection requirements stated in this ToR.

10. Reporting and Contract Management

The firm will report to the designated representative of SAF Bangladesh. Payment terms will be stipulated in the contract and will be linked to timely completion and acceptance of the agreed deliverables. SAF Bangladesh reserves the right to request reasonable corrections to the submitted dataset where quality requirements have not been met.