

# Terms of Reference: Field Coordinator for DIME-WFP Impact Evaluation in Haiti

*September 2022*

## 1. Summary

The Development Impact Evaluation (DIME) department of the World Bank in collaboration with the World Food Programme (WFP) is looking for a field coordinator (FC) for an impact evaluation (IE) in Haiti. Working in collaboration with various partners, the work of the FC will consist of coordinating the implementation of the impact evaluation, working closely with the project implementation team; preparing and supervising all data collection activities; and delivering training to the clients as needed. (S)he will be responsible for ensuring that each part of the impact evaluation is carried out in accordance with the study design and protocols.

The consultant is expected to work independently and engage with internal and external counterparts with minimal supervision. The qualifications required for the position include at least a master's degree in economics, political science, or similar social disciplines; good knowledge of impact evaluation methods, field experience in terms of managing impact evaluation in a developing country context and knowledge of gender equality issues. Experience in gender sensitive evaluation would be an asset. The consultant will be based in Port-au-Prince with regular field trips and will be responsible for coordinating with WFP staff the design of the impact evaluation and the preparation of baseline data collection. He or she will have excellent French communication skills and at least an intermediate level in English. Preference will be given to candidates with a good command of Haitian Creole.

## 2. Development Impact Evaluation (DIME)

A department of the World Bank's Development Economics Vice-Presidency, DIME's purpose is to increase the use of impact evaluation (IE) in the design and implementation of public policy and to develop institutional capacity and motivation for evidence-based policy.

DIME's work focuses on:

- Evaluating programs at scale to answer policy-relevant questions;
- Developing innovative data systems and data analytics tools for real-time decisions;
- Using causal inference analysis to identify mechanisms to improve results;
- Building capacity to strengthen country institutions for evidence-based policymaking.

DIME aims to overcome the challenge to identify true cause-and-effect relations in policy programs. By linking researchers to policymakers and feeding results back into policies, DIME fosters systematic use of evidence, which informs adoption, mid-course corrections, and scale-up of policies. Through workshops and clinics with operational staff and government clients, joint research teams, active field coordination, as well as research products such as seminars, papers, and policy briefs, DIME builds capacity while forming a wider community of practice. DIME accompanies impact evaluations during their entire life-cycle. It starts with assessing demand, identifying research questions, as well as supporting project implementation, high quality data collection, analysis, and dissemination of results.

### 3. Context and objectives

As part of the project “*Expansion of Safety Nets for vulnerable populations affected by the socio-economic consequences of the coronavirus*”, WFP plans to produce the following products in the Departments of Grande-Anse, Nippes, and North-West in Haiti: 1) Unconditional cash transfers; 2) Support for strengthening the information system of the Ministry of Social Affairs and Labor (SIMAST); and 3) cash transfers conditional on participation in “cash for work” projects carried out for the creation, restoration and maintenance of environmental community assets.

The impact evaluation seeks to measure the causal impacts of the resilience component (output 3) above. This evaluation will be implemented with oversight from WFP's Office of Evaluation (OEV) in Rome, and in partnership with DIME.

### 4. Roles and Responsibilities

Responsibilities include (but are not limited to) the following:

- Liaise between research team members, local state partners, and other locally hired field staff to promote understanding and support for impact assessment.
- Contribute to the development and implementation of field protocols and procedures and survey instruments, including supervision of external research firms, preparation of field protocols and manuals, training of field staff, pilot-tests of survey instruments, data quality assurance through field supervision and data checks, and production of regular progress reports.
- Organize training sessions with program partners.
- Coordinate data collection activities and compile data as needed (e.g., administrative data, community surveys, interviews, etc.)
- Oversee implementation of data collection and entry activities (including assisting in training field staff and data entry, performing spot checks of activities, ensuring data quality protocols are followed, etc.)
- Ensure that interventions are carried out as planned. This may include ensuring that computer systems for data quality checks are installed, verification forms and checklists are used correctly, tablets are prepared and available, and other similar tasks.
- Closely monitor the implementation of the interventions to be evaluated to ensure that the beneficiary identification and allocation strategy in the randomized study arms is not compromised, identify opportunities for interim and qualitative data collection, and plan the first collection and entry of monitoring data.
- Send weekly implementation progress reports to the research team.
- Conduct data cleaning and support on data management and analysis tasks as requested by the research team. Data cleaning tasks include ensuring observations are uniquely identified, data are internally consistent; conduct merging across data files to ensure clean merges.
- Support in-country capacity building by helping to train local staff and stakeholder partners on impact evaluation methodology, data collection, etc.
- Support dissemination of impact evaluation methodology and results.
- Perform other related roles as requested.

## 5. Selection Criteria

The successful candidate will have:

- A Master's degree in economics or a similar field, including training in econometrics, microeconomics, and development economics.
- Strong oral and written communication skills in French and at least intermediate skills in English. Fluency in Haitian Creole is an advantage.
- Professional experience in managing impact evaluations of relief and development interventions in low-income countries. At least two years of relevant work experience in the field.
- Ability to work independently and in a team.
- Ability to work in very difficult and unstable environments, including arranging own transportation and field accommodation in remote rural areas.
- Well organized, detail oriented and able to prioritize and manage multiple roles simultaneously with minimal supervision.
- Experience in research assistance with a strong performance.
- Simultaneously coordinate multiple teams of people, organizations, and activities.
- Experience in analyzing quantitative survey data.
- Experience using Stata and/or R for cleaning and analyzing household survey and administrative data.
- Willingness to undertake regular and extended field visits and interact with different partners.
- Previous experience with:
  - Design of original data collection protocols and long multi-subject survey instruments.
  - Collection of survey data by panel.
  - Management of electronic data collection.
  - Electronic data collection software (e.g., SurveyCTO).
  - Randomized control trials.
  - Gender-sensitive evaluation

### Professional Development

Formal training sessions are offered by DIME Analytics. Field Coordinators are expected to participate in at least 5 days of training per year. Trainings include:

- [\*Manage Successful Impact Evaluations \(MSIE\)\*](#): all FCs are expected to attend this 5-day course. MSIE is intended to improve the skills and knowledge of impact evaluation (IE) practitioners, familiarizing them with critical issues in IE implementation, recurring challenges, and cutting-edge technologies.
- *Remote trainings*: DIME Analytics offers short trainings via WebEx throughout the year. These include software-specific trainings (R, Stata, Latex, and SurveyCTO), and Continuing Education sessions on topics such as Quality Assurance during Primary Data Collection and Qualitative Data Collection Methods.
- *On-demand Technical Assistance*: RAs may reach out to [DIME Analytics](#) at any time to request technical support. Data Coordinators hold regular office hours, during which time they can answer specific questions and help with challenging coding problems.

## Feedback and performance management

FCs will agree on both their work and professional development objectives with their hiring manager at the beginning of the fiscal year (or beginning of contract period). FCs will have two review meetings during the fiscal year to discuss progress on those objectives, any changes, and feedback on performance. FCs are responsible for initiating the check-in meetings.

## Contract arrangements

FCs are hired as short-term consultants (STCs), for 150 days of work distributed across a 12-month period. Work requirements will vary across the year, depending on the life-cycle of the impact evaluation. There will be 25 days (5 weeks) during the year with no work expectations.

### Official Travel

DIME will pay for FC's initial travel to their work location for candidates recruited internationally. FCs will be reimbursed for eligible travel expenses (e.g. taxis to/from the airport), and accommodation for up to one week to allow time to find permanent accommodation. Beyond that first week, FCs are expected to cover all their expenses while in their duty station. Frequent local travel is expected. All travel must be approved in advance through a travel request made through [DIME Support](#); expenses will be reimbursed on an actual basis. If required, advances for travel expenses may be available on a case-by-case basis, to be discussed with DIME Support and approved by the TTL.

### Insurance

All RAs recruited internationally will be covered by emergency insurance for the first 90 days of their contract. After that period, they will be expected to make their own arrangements. Routine health care is never covered under emergency insurance; RAs should provide their own health insurance.

### Visas

RAs based in DC who are on G4 visas will be required to leave the country every 90 days for visa purposes; this travel is the RA's responsibility.

### Hardware and software

In general, consultants are expected to provide all the equipment needed for their position. The onboarding will include set-up of remote access to internal World Bank systems; DIME Analytics will provide technical support as needed. STCs based in DC will be provisioned with a workspace that includes a desktop computer; for official travel STCs can use a loaner laptop from IT. All STCs are expected to have their own Dropbox Pro account.