
Terms of Reference Partnership Survey Consultant

About us

With more than 30 years of experience, CowaterSogema is Canada's global leader in management consulting services specializing in international development. CowaterSogema is managing the Australia-Cambodia Cooperation for Equitable Sustainable Services (ACCESS) Program. ACCESS is a three-year (2018-2021) Australian Government initiative to improve the sustainability, quality and inclusiveness of services for persons with disabilities and for women affected by gender-based violence (GBV) in Cambodia. Clear Horizon are recognised leaders in providing monitoring and evaluation services for complex, multi-year programs. Clear Horizon has partnered with CowaterSogema to provide monitoring and evaluation services to ACCESS.

ACCESS reflects Australia's strong commitment to supporting human rights, gender equality and disability-inclusive development in our region. ACCESS works in partnership with the Royal Government of Cambodia to support the implementation of the National Action Plan to Prevent Violence Against Women (NAPVAW) and the National Disability Strategic Plan (NDSP).

Currently CowaterSogema is recruiting a Partnership Survey Consultant to support the collection and analysis of data about the strengths of partnerships in ACCESS.

Background

One of the key principles of the ACCESS program is Partnership, Collaboration and Cooperation. This focus on partnerships reflects the importance of the relationships between the ACCESS program team and their Royal Government of Cambodia (RGC) counterparts in order to achieve program outcomes. ACCESS will also work closely with 14 partner organisations across both the gender-based violence and disability sectors and the quality of relationships between these organisations and their RGC partners is also critical.

The ACCESS Monitoring, Evaluation and Learning (MEL) plan therefore includes a key evaluation question and indicator about the quality of the program's partnerships. A key activity to collect data to answer these questions will be a partnership survey which will happen twice over the life of the program. The ACCESS MEL team have already developed the design for the partnership

survey which will be conducted through an online survey followed by in-depth interviews with a selection of key

Scope of Role

Reporting to the ACCESS Monitoring, Evaluation and Learning (MEL) Manager, the Partnership Survey Consultant (the Consultant) will work closely with the ACCESS MEL Manager and Clear Horizon to support the conduct of the Partnership Survey. The survey has already been designed and the data collection materials have been developed in English. The consultant will translate the survey materials into Khmer, interview key counterparts in Khmer and analyse the data to provide the information to answer the MEL questions.

The survey will be conducted in two phases. The first phase will be an online survey to a large sample of key counterparts, with the key results analysed.

Drawing on the results of the analysis, in the second phase ACCESS will agree on a targeted survey sample for further in-depth qualitative interviewing.

Timeline

This assignment is for 30 days of input over a 4 month-period as follows:

Activity	Number of days	Timeframe
<p>1. <u>Partnership Survey Preparation</u></p> <ul style="list-style-type: none"> ○ Background reading and review of: <ul style="list-style-type: none"> ● ACCESS Program Design ● ACCESS MEL plan ● The survey design documents ○ Translate both the online survey and the key counterpart interview guides into Khmer. 	5 days	August 2019
<p>2. <u>Administer and analyse the online survey</u></p> <ul style="list-style-type: none"> ○ Enter the survey into an online survey interface in Khmer; ○ Pilot the survey with one or two people and adjust/update as necessary based on the results; ○ Administer the data collection through the survey, including tracking response rates and sending follow-up reminder emails; ○ Each week provide a paragraph overview of progress with the survey to the ACCESS Program, including response rates, any issues as well as how they were resolved; 	10 days	September-October 2019

<ul style="list-style-type: none"> ○ Once the survey has closed, analyse the data against the analytical framework; ○ Prepare a presentation for ACCESS staff in English on the survey results; and ○ Prepare a 3 page overview of the results in English, according to the format agreed upon with ACCESS. 		
<p>3. <u>Conduct, analyse and write report on Key Informant Interviews</u></p> <ul style="list-style-type: none"> ○ Adjust key informant interview guides following on from results of the online survey, if necessary; ○ Pilot interview guide with a couple of key respondents and adjust as necessary; ○ Using a sampling approach agreed with ACCESS, conduct key informant interviews with a selection of actors; ○ Conduct thematic analysis of the survey results; ○ Write a report synthesizing the results of both the online and key informant interviews in English, according to the agreed upon with ACCESS; ○ Update report based on feedback from the ACCESS team and finalise in English; ○ Translate the report into Khmer; and ○ Provide record of coded data to the ACCESS MEL team, as described in the survey design. 	15 days	November 2019

Deliverables

1. **Survey materials translated into Khmer**, including
 - a. The list of questions for the online survey
 - b. The interview guides for the key informant interviews
2. **The online Partnership Survey**, entered into an online survey tool in Khmer for ACCESS review and approval, including appropriate skip logic and a final version including ACCESS feedback and any changes following from the piloting of the survey tool.
3. **Weekly updates on the online survey** A paragraph each week that the survey is open to ACCESS on survey response rates and issues and how they were resolved.
4. **An online partnership survey presentation** A summary of the results of the online partnership survey to the ACCESS team in powerpoint. This should include:
 - a. Overall survey response rates
 - b. Any survey issues or limitations and responses implemented
 - c. The key findings against each of the survey questions
 - d. Any suggestions for how to improve the endline online partnership survey

5. The updated **Key Informant Interview Guides** and sampling strategy developed in agreement with ACCESS
6. A **draft partnership survey report** presenting the full results of the online survey and key informant interviews. The report should be structured as follows:
 - a. A summary of the report methodology, including sample size and response rates
 - b. Any limitations and issues encountered and how they were resolved
 - c. How ethical practice was ensured throughout the survey
 - d. A summary of the survey results
 - e. Any recommendations for the conduct of the endline survey
7. A **final partnership survey report in English and Khmer** incorporating any necessary final changes agreed upon
8. The **coded survey data** in the format specified in the survey design.

Qualifications and Experience Required

Education

- Tertiary education in social or political sciences or international development

Minimum Experience

- Experience in research design and/or monitoring and evaluation;
- Demonstrated experience in online survey design, administration and analysis;
- Demonstrated experience in designing, conducting and analyzing key informant interviews;
- Experience preparing succinct and clear reporting in English;
- Experience preparing visually engaging charts to communicate quantitative data, and visualization of qualitative data;
- Fluency in Khmer and a high level of English;
- Experience working with people with disabilities an advantage.

How to apply:

Please send a brief proposal describing your approach to the assignment, your CV, a sample research report you have written and proposed fees in the attached format to

Jobs@accesscambodia.org on or before August 10th, 2019.