

**TERMS OF REFERENCE
(TOR) to recruit a Field Research
Coordinator for a Study to Confirm
a Couple Functionality Assessment Toolkit
(CFAT)**

Purpose

The purpose of this Terms of Reference (TOR) is to recruit a **Field Research Coordinator** who will support the confirmation of the Couple Functional Assessment Toolkit (CFAT), a tool newly developed by CRS. This document will provide the background, conditions and responsibilities of the position.

Background

CRS Rwanda is interested in conducting research related to couples and male engagement in its EKN Integrated Nutrition program. The EKN project team has previously conducted a male engagement study which utilized focus group discussions and key informant interviews with project participants, including engaged fathers. This study is ongoing and a final report will be shared by the end of June 2016. CRS hopes the study will provide insight into both the barriers and the facilitators of male involvement in nutrition-sensitive activities. The lessons learned from the CFAT validation and its preliminary results will be used to inform future implementation and program design.

The CFAT will also contribute to CARO's Strategy 2008-2015; specifically, to Intermediate Result 4.2 which states that CARO creates a dynamic environment for learning and innovation. The CFAT is an opportunity for evidence-based learning that can lead to the documentation of best and promising practices of an innovative approach. This is especially important given the difficulty development agencies have expressed in measuring the impact of "gender transformative" approaches and interventions. CARO's MEAL RTA will use the CFAT data to understand how couple functionality influences couple behaviors, specifically in the Strategic Priority Areas (SPA) of Health and Agriculture. The CFAT results will allow for further investigation and validation into the CFAT Theory of Change as well as for identification of the most critical components of couple functionality as they relate to specific changes to couple behaviors. To do this, the empirical data collected will then be applied by the CARO RTA for MEAL to both the Graphical Probabilistic Modeling (Bayesian Network) and Structural Equations Modeling. Results will inform the regional learning agenda and help shape future CARO programming.

Objectives

The goal of the proposed study is to confirm the validation of a tool newly developed by Catholic Relief Services (CRS): The Couple Functional Assessment Toolkit (CFAT). And the primarily two objectives of the study are:

Objective 1: Using quantitative and qualitative data (and triangulation between the two), assess the validity and reliability of the CFAT and how these could be improved to optimize the CFAT for use in diverse populations

Objective 2: Assess couple relationship functioning, quality, and satisfaction among Rwandan couples for tool validation

Research Design and Methods

Sample size determination

Quantitative survey

The sample size for this study will be determined according to two considerations, the first is having a sufficiently large sample to validate the CFAT. For the purposes of scale development and validation, a sample size of 300 is considered "large", with a larger sample needed for larger numbers of items in the scale to be validated (De Vellis 2012). For the purpose of this study, which contains multiple scales and a large number of items, we have decided to use a sample size of 400. The second consideration for sample size in this study is to allow for the measurement of differences between different subsets of respondents, such as

between men and women and participants whose partners were and were not surveyed. A sample size of 400 will provide adequate power to detect a difference of 0.3 standard deviations (with a two tailed alpha of .05 and a power of 80%) between men and women, or between participants whose partners did and did not participate, using chi-squared statistics.

Re-interviews

Twenty-five percent (25%) of the initial respondents will be re-tested in order to establish Inter-Rater Reliability (IRR), a critical component of establishing the scales' reliability. We plan to re-test 25% of the initial sample (100 respondents), a proportion which we think will be sufficient to establish IRR using Fleiss' kappa statistics.

Qualitative component

Twenty (20) In-depth Interviews (IDIs) (10 with men and 10 with women) will be conducted by the Consultant. It has been determined that this number will provide a sufficiently large sample size to allow for saturation (the goal of qualitative research). Saturation will be reached when no new themes are emerging during interviews, and continuing interviews would not increase the validity of the data.

Data Collection Plan

Data collection will take place in June the 12th – 29th, 2016, as follows:

Quantitative survey

All participants will be interviewed by same-sex interviewers individually in their homes, in a private place where interviews will remain confidential. This interview will cover basic demographic characteristics, six domains of relationship quality, and one or more modules addressing specific areas of couple communication and cooperation. Participants will be assigned to receive one or more Modules (on Nutrition, HIV and Health) randomly and also based on eligibility criteria for particular modules. It is expected that each interview will take 60 to 90 minutes, and Modules will also be administered with the goal of not exceeding this length of time. Paper surveys will be used for data collection, and each survey respondent will be assigned a participant ID which will be recorded on the survey. The participant's name will not be recorded on any data collection materials.

Re-interview

Participants will be re-interviewed as described for the initial quantitative survey, and administered the same modules as in the initial survey. Participants will be offered a token of appreciation worth approximately 4 USD for participation in this interview.

In-depth interview

For the lengthier and more sensitive in-depth interviews, if the participant does not feel that his/her home is sufficiently private, the interviewer will suggest a private place where the interview can be conducted (and transportation for the participant will be provided if necessary). Interviews will be audio recorded with the participant's permission, and will take one to two hours. Participants will be offered a token of appreciation worth approximately 4 USD for participation in this interview, as well as a snack and funds for transportation to and from the interview location, if the interview is not held at the participant's home.

Data Management and Analysis

Quantitative data

The Field Research Coordinator will provide daily supervision of the Research Assistants (Interviewers and Data Entry) (RAs) during data collection, and review completed surveys to ensure that data are being correctly recorded. Data will be entered into a statistical program as soon as possible by data entry clerks to be reviewed for any errors and corrected if needed. Data entry clerks will be trained and supervised by the RFC, and s/he will check data quality by comparing soft and hard copies of data (i.e. electronic database to paper surveys) for 10% of data. Data will be stored electronically on password protected computers and analyzed using STATA and MPlus (or another program which allows for factor analysis/structural equation modeling). Factor analysis and Cronbach's alpha will be applied by the Lead Research Analyst (LRA) to assess the validity of the scales in the CFAT, and suggest questions which can be removed to shorten scales without losing validity. Chi-squared statistics will be used by the LRA to look for differences among sub-populations in the study (such as men and women and participants whose partners did and did not participate). Lastly logistic regression will be used by the LRA to look at correlations between relationship quality and couple behaviors (outcomes) of interest.

Qualitative data

Quality of IDI data will be ensured by the FRC, who will require that RAs submit a report on each interview immediately following the IDIs. These reports will also be shared with the Lead Research Analyst (LRA). Audio recordings will be transcribed word-for-word, then translated into English, by the same RA who conducted the IDI. The Lead Research Analyst and FRC will review transcripts and translations as soon as they are available to check data quality and provide feedback to RAs as needed. Once IDIs are transcribed and translated, thematic analysis will be performed to examine themes such as couple relationship satisfaction, decision-making and power within relationships, and couple communication. Narrative analysis will be employed by the LRA to examine how participants represent themselves in qualitative interviews (and as compared to in quantitative surveys), and how social desirability bias may be influencing self-reports.

Data storage and security

During the data collection period the RFC will ensure that all data will be stored in securely-locked cabinets and/or password-protected computers for the duration of the project. Paper surveys will be destroyed as soon as data have been entered and cleaned. Audio transcripts will be kept for the duration of data analysis so that they can be used to correct any errors which may be found in transcripts and translations, but will be destroyed by the end of the project (Nov, 2016 by CRS). Electronic files of quantitative data and electronic files of IDI transcripts and translations will be kept for 5 years, then destroyed. Each participant will be assigned a participant ID that will be associated with his or her data record, and at no point will identifying information be stored with the data. Consent forms (which will contain participant names) will be destroyed by the end of the project (Nov, 2016 by CRS).

Study Task Description

CRS is seeking a **Field Research Coordinator** to implement the study, during a total of 66 days under the supervision of the CRS Program Manager and the Lead Research Analyst. Deliverables and the respective timetable for successful completion of the assignment are as follows:

Activity	Period
	1 day
CRS CFAT Manager , Lead Research Analyst Consultant and CRS Country Program Manager (CPM) including Field Research Coordinator discuss logistical issues, such as IT/computer availability, printing and stationary needs, vehicle availability, and whether study team will stay in field during research, so that these needs can be planned for well in advance of LRA Consultant arrival in country	19 May, 2016
<i>Preparation prior to arrival of the LRA Consultant is in country:</i>	13 days
Field Research Coordinator, CP staff , and CRS CFAT Manager and LRA Consultant finalize the in-country study protocol and tools, including translation and back-translation of all consent documents and data collection tools	2 days 24 May, 2016
In coordination with the CP staff, the CRS CFAT Manager, LRA Consultant , the Field Research Coordinator will develop detailed steps for toolkit field testing of each domain in appropriate setting(s).	25 - 26 May, 2016
Assist field testing toolkit	3 days after the RNEC's approval
Review first draft of field test results with LRA Consultant	3 days
Finalize training schedule and logistics, including "check-in" calls, with LRA Consultant	1 day
Train data collection team, in coordination with LRA Consultant	2 days
Implement quantitative survey activities - daily check fidelity and accuracy of the data collected.	11 days
<i>Daily field activities around the time of the LRA visit include:</i>	
1. Sample House Holds (HH) from EKN HH lists and visit EKNs to make bookings	
2. Prepare interview packets, and make sure interview documents are obtained from CRS office as needed (see table of documents for document amounts and dates)	
3. Identify IDI locations that can be used if a participant requests that IDI not take place at his/her home	
4. Supervise Research Assistants and allocate them to different tasks as needed to maximize work productivity	
5. Coordinate with drivers and team to minimize travel and maximize work productivity	
6. Supervise qualitative data collection: <ul style="list-style-type: none"> a. Require IDI interviewers to report when IDIs are scheduled b. Collect IDI reports (electronic versions) within 24 hours of IDI and send to consultant c. Collect transcriptions and translations 	
7. Report any Adverse Events to consultant (by email) and to NPPW program manager (by phone) immediately	
8. Check 10% of database entries against hard copies of surveys. Communicate with CRS consultant about number of errors found, and decide on a data cleaning protocol.	
9. Transport questionnaires back to CRS Office daily, if possible (or at most every other day).	
10. Interview Tally Sheet & Participant ID Control Form at end of every day	
11. Send CRS consultant an email at end of day with updated Tally Sheet & Participant ID Control Form and a report of any problems encountered in the field. If there are internet connectivity problems and	

you are not able to send an email, please send me an SMS or WhatsApp message to tell me there are internet issues (telephone number).	
12. Implement qualitative survey activities - daily check fidelity and accuracy of the data collected.	11 days
13. Coordinate logistics of interviews and data entry process	15 days
14. With CRS Consultant, train data entry clerks on data entry and cleaning and daily independently monitoring data entry and cleaning	
15. Independently supervise data entry which should begin as soon as data being collected and CRS Consultant is still in country	
16. During and after CRS Consultant visit, ensure compliance with all IRB protection standards including confidentiality and informed consent	
<i>After LRA Consultant leaves country:</i>	15 days
1. Continue to supervise any ongoing in-country research activities, such as data entry/cleaning.	5 days
2. Conduct 10% random sample verification of data forms and data entry.	
3. Data review with CRS MEAL lead in order to verify fidelity and accuracy of data prior to payment of interviewers and data clerks.	
4. Provide input in recommendations toward modifications of the CFAT User Guide that includes why and how the overall toolkit is used	5 days
5. Continue to work with CRS MEAL lead and respond to inquiry regarding field activities and data entry until Statistician has approved data set. On data analysis.	5 days

Language

All data collection tools will be translated in Kinyarwanda. However, the report will be written in English.

Key Working Relationships

CRS Rwanda HOP, Senior MEAL officer in charge of the ECD component, Caritas Kabgayi.

Qualifications and Experience

- A0 degree in monitoring and evaluation, development studies or related field and minimum five years' data collection/research experience.
- Well experienced in data quality management and meticulous about checking data entry.
- Collect daily review of data being collected and entered to ensure that all values are consistently and clearly labeled, that only meaningful values are included in the data, that logically linked variables are accurately represented
- Fluency in English required.
- Humility, initiative, and honesty.
- At least 2 references from his/her past research projects are required including telephone numbers and e-mails.

Submission and selection

The Field Research Coordinator is required to submit a **motivation letter**, **detailed Curriculum Vitae** and the details of his/her **financial proposal** to the following e-mail addresses: CRS_RW@global.crs.org and copy agnes.rwirangira@crs.org and odette.uwerakamanzi@crs.org.

The consultants shall submit their response to this consultancy latest by **5:00 PM Rwanda Time, on May 20, 2016**.

After the final selection, the successful FRC will be required to participate in a preliminary meeting with the Project Team before starting the work. During this meeting, the consultant will present his/her methodology, the expected



results, and the proposed schedule. The detailed meeting report will serve as a basis for creating the consultancy contract.

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