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TERMS OF REFERENCE

Consultancy for Development of evidence-based qualitative data collection tools and Participatory Action Research Methodology to support multi-dimensional approaches to poverty measurement in five OECS countries

Project Title: **Multi-Dimensional Approaches to Poverty Eradication in the Eastern Caribbean Project (MDAPP)**

Contract period: 3rd April to 30th June, 2017

Contract months: 3 months

Contract Type: Individual Contract

Location: Antigua and Barbuda, Commonwealth of Dominica, Grenada, Saint Lucia, Saint Vincent and the Grenadines

Implementing Partner: OECS Commission

Contracting Authority: United Nations Development Programme (UNDP)

Background

The Multi-Dimensional Approaches to Poverty Eradication in the Eastern Caribbean Project was initiated in 2015 with technical support from the UNDP Sub-regional Office in Barbados and funding from the Government of Chile. The OECS Commission, through the Social Development Unit, serves as the main implementing agency for the project. The project is designed to promote a multi-dimensional approach in the definition, measurement and eradication of poverty in five OECS member states, namely, Antigua and Barbuda, Dominica, Grenada, Saint Lucia and St. Vincent and the Grenadines.

The initiative is contextualized by the reality that access to relevant data for human rights based and gender responsive decision making is necessary for addressing structural inequalities which create the conditions under which people become marginalised and impoverished. Therefore, multi-dimensional approaches to poverty eradication present opportunities to identify and articulate the extent of deprivations being faced by individuals and households. Furthermore, community based ownership of research to inform poverty eradication programmes, training and capacity building initiatives are pivotal for ensuring the relevance and sustainability of programmes. For example, focusing on 'green' jobs or entrepreneurship enterprises related to renewable energy will not only provide access to emerging and growing markets, but will also increase access of communities to renewable/sustainable energy sources. Moreover, the proposed approach which involves Participatory Action Research has the potential to enhance community awareness and involvement in ongoing poverty reduction initiatives.

The MDAPP intends to support the enhancement of livelihoods of persons who are dependent on the informal economy by providing skills development, vocational and educational training and support to initiatives aimed at developing self-employment and job creation. Priority areas for the project include, but are not restricted to, developing tools for the qualitative measurement of MPM as well as building local capacity for qualitative MPM measurement. In addition, through the strengthening of interested organisations at the community and national levels, the intended result is that the participation of marginalized persons in community, national and sub-regional governance mechanisms will also thus be strengthened. The project also aims for increasing participation of poor and vulnerable in the national economy.

Recognizing that policy-making and decision-making are constrained by the lack of social data the UNDP, as a key regional development partner, convened statisticians and policy-makers from across the sub-region to remedy the paucity of data (and in turn engender data-driven, targeted initiatives). This was done through the localization of a multidimensional approach to poverty and closer monitoring of the Millennium Development Goals (MDGs). MDG Acceleration plans led to focused vocational training for the poorest communities in Dominica and to increased efforts to support young people's skills to enter the labour market in Grenada. Additionally, small scale activities were implemented in 2012 and 2013 aimed at building employability and entrepreneurial skills amongst youth, as well as implementing for the first time, a business accelerator programme.

These actions correspond directly to a long standing relationship between the Organisation of Eastern Caribbean States (OECS) Commission and the UNDP Barbados. This project serves to build on UNDP support for activities for a multidimensional approach to poverty measurement (MPM). For this project, OECS member states have agreed to pilot a short term annual measure, as well as a longer term 5-year measure, with a view towards sub-regional adoption and the development of the MPM in partnership with UN Agencies under the United Nations Development Assistance Framework (UNDAF). The ultimate goal of this work is to support evidence based policy making for poverty eradication in the sub-region.

Of critical importance is the project's focus on complementing UNDPs work on the quantitative measurement of poverty, that is, the Multi-Dimensional Poverty Index (MPI). The dimensions and indicators for the index have recently been developed in collaboration with the OECS Living Standards Measurement Committee (LSMC) and are currently being implemented across the OECS as integrated into the Harmonised Labour Force Survey (LFS). Qualitative MPM work should therefore be in alignment with the quantitative work being undertaken. The MPI is calculated using the Alkire-Foster method as put forward by the Oxford Poverty and Human Development Initiative (OPHI).

The work of Alkire and Foster was heavily influenced by the work of Amartya Sen; in particular, the capabilities approach, also known as the human development approach. The UNDP Human Development Report (HDR) for 2014 notes that a human development perspective on vulnerability suggests the importance of "the role of people's capabilities in minimising adverse consequences from shocks and persistent threats. It also unearths

important factors underlying vulnerability, such as exclusion and discrimination that would not be evident from a risk based approach alone (HDR 2014, 17).” The MDAPP will therefore work towards developing a qualitative multi-dimensional poverty instrument which will complement the quantitative measurement of multi-dimensional poverty in the region.

Why Multidimensional Poverty?

High levels of poverty is a persistent reality in the sub-region. Social Development gains remain threatened by current economic realities that are less than favourable for increased expenditure on interventions for poverty reduction. 2014 continued to be a challenging year for the Organisation of Eastern Caribbean States (OECS) Member States. Rather than experiencing a substantial economic rebound as hoped, the sub-region continued to grapple with low to negative economic growth, well below the projected global average of 3% and the average of 2.75% in the Latin America and Caribbean (LAC) Region. The deterioration of fiscal resources and financial institutions, rising unemployment, high levels of youth unemployment and labour instability, high debt-to-GDP ratios (“ranging from 73% to 116% of GDP”) and other factors, narrowed governments’ scope for managing the financial recovery and facilitating sustainable development.

Governments have been forced to adopt stringent fiscal measures they previously avoided and to produce austerity budgets with marked reductions in public expenditure. These national and sub-regional development challenges are all compounded by the increased incidences of natural hazards and the impacts of climate change that continue to threaten the development gains in these countries. MDAPP presents the opportunity, within the sub region for adopting novel efforts towards addressing poverty in times of austerity.

How we measure poverty can importantly influence how we come to understand it, how we analyze it, and how we create policies to influence it. For this reason, measurement methodologies can be of tremendous practical relevance. Most countries of the world define poverty in a unidimensional way, using income or consumption levels. But persons living in poverty go beyond income in defining their experience of poverty. They often include feelings of humiliation, a lack of education, health, housing, empowerment, employment, personal security and more. No one indicator, such as income or consumption, is uniquely able to capture the multiple aspects that contribute to poverty. Furthermore, levels and trends of income poverty are not highly correlated with trends in other basic variables such as child mortality, primary school completion rates, or undernourishment (Bourguignon et al 2010: 24, 27). A person or household can be income poor but multi-dimensionally non-poor, or income rich but in multi-dimensional poverty.

In recent years, the literature on multi-dimensional poverty measurement has blossomed in a number of different directions. The 1997 Human Development Report and the 2000/1 World Development Report vividly introduced poverty as a multi-dimensional phenomenon, and the Millennium Declaration and Millennium Development Goals (MDGs) have highlighted multiple dimensions of poverty since 2000. The 2016 Caribbean Human Development Report recognises the need to move beyond the traditional approach which examines the vulnerability of states to a more holistic and critical approach that considers the multiple dimensions of vulnerability and resilience at the individual, household and

community levels. New academic measurement methodologies are being created. At the same time, the number of countries conducting multi-topic household surveys that provide the required inputs for the construction of multi-dimensional measures have increased dramatically from the mid-1980s, to around 130 developing countries at present. This phenomenon, together with advances in techniques and the increasing demand to understand poverty and social policies, generate a unique framework for the implementation of these kinds of measures. The qualitative tools which will be developed through the MDAPP will be designed to capture data on the various components of poverty and on access to basic services particularly among vulnerable populations.

OBJECTIVE

The Project will contribute to the supporting of Multi-Dimensional Approaches to Poverty Eradication in the Eastern Caribbean, focusing on the achievement of the following main objectives:

1. To support community based capacity building and training designed to increase the economic participation of marginalised groups including women, youth and persons with disabilities;
2. To support community based advocacy activities intended to promote inclusion of vulnerable groups in community, national and sub-regional decision making fora;
3. To support the development of relevant qualitative data collection tools which are fully compatible and/ or can inform sub-regional and country qualitative multidimensional poverty measures; and
4. To undertake targeted, poverty focused qualitative research exercises at the community level which will serve as the evidence for national and Sub-regional poverty reduction programmes and initiatives.

PURPOSE OF THE CONSULTANCY

The purpose of the consultancy is to develop evidence-based Qualitative Data Collection Tools with the requisite Participatory Action Research methodology, training curricular and install a cadre of trained trainers to support multi-dimensional approaches to poverty measurement.

SCOPE OF THE SERVICES

In alignment with the overall purpose of the consultancy, under the direction of the Project Board and Project Coordinator, and in close consultation with the UNDP Sub-Regional Office for Barbados and the OECS, the consultant will develop relevant qualitative multidimensional collection tools, PAR methodology and accompanying training curricular to inform sub-regional and country qualitative multidimensional poverty measurement in Antigua and Barbuda, the Commonwealth of Dominica, Saint Lucia, Grenada and St. Vincent and the Grenadines. As such, the Consultant will:

1. Mobilization of stakeholders and Preparation for Participatory Action Research

The consultant will engage in a process to mobilize key stakeholders to participate actively and meaningfully in the development and finalization of the PAR methodology and its accompanying tools. The consultant:

- 1.1 Convene an inception meeting with project coordinator and become familiar with the project background, budget, objectives, work plan and reports from previous activities, including the findings of the Gap Analysis and the tool used in research with vulnerable groups.
- 1.2 Establish a working connection with the Focal Points from the Ministry of Social Development (or similar ministry) in each beneficiary country.
- 1.3 Apply working knowledge of multi-dimensional approaches to poverty measurement as put forward by the Oxford Human Poverty and Human Development Initiative (OPHI) and guided by the human development approach.
- 1.4 Work in association with relevant local and regional stakeholders with experience in measurement of poverty, particularly the Country Poverty Assessments (CPAs).
- 1.5 Apply the UNDP Sub-Regional Office's work on the Multi-Dimensional Poverty Index (MPI), specifically in keeping with the Capabilities Approach. Due consideration should be given to the work of the OECS Living Standards Measurement Committee (LSMC) and the Enhanced Country Poverty Assessment Team of the OECS is expected.
- 1.6 Become familiar with all relevant project related experiences, materials and outcomes to guide the development of the PAR Methodology
- 1.7 Develop an inception report which outlines the work plan for the consultancy.

2. Design a Participatory Action Research Methodology and accompanying tools.

The consultant is expected to develop Participatory Action Research (PAR) Methodology which will include the specific research methods, the approach to sampling and a qualitative instrument for the measurement of multi-dimensional poverty. The principles, strategies and methods of Participatory Action Research should be evident at every stage of the process, including inter alia, design, testing, data collection, analysis and reporting. The Consulting firm will:

- 2.1. Conduct sensitization activities and participatory exercises to encourage key stakeholders to participate in and inform the development of qualitative instrument for MPM and PAR methodology.
- 2.2. Collaborate with community representatives, national focal points (both government and project based) and Project Coordinator in preparing logistics for the selection of candidates for the training of trainers' sessions.
- 2.3. Develop a robust methodology for the PAR which should include the research design and methods, sampling approach, interview tools, and analytical framework.
- 2.4. Include in the draft methodology report, an account of the process leading up to the design and development of the PAR methodology.

3. *Development of Training of Trainers' curricula.*

This material will be used in the training of trainers' exercises to develop a cadre of trained facilitators skilled in conducting PAR and equipped with expertise to train other researchers. Training will allow for building capacity in qualitative assessment of multi-dimensional poverty and application of PAR methodology in project countries.

The training activity should be designed in such a way as to allow for testing of the draft qualitative MPM instrument designed by consultant. Pre-testing should assess the feasibility for use and cross country applicability. The final instrument will be used in subsequent research. The consultant will:

- 3.1 Design training curricula for training trainers and researchers in data collection using qualitative research tool and PAR methodology
- 3.2 Engage in meetings with Project Coordinator, national Focal Points and relevant local and regional stakeholders in Research Activities for selection of trainees.
- 3.3 Prepare and execute an implementation plan for the Training of Trainers exercise.

4. *Conduct train the trainer exercises at the community level.*

The 'training of trainer' exercises are expected to produce a core of community based facilitators who can be engaged to expand the group of trained community members as needed in future exercises. The Consultant is expected to select at least 4 individuals from each project country to train community members in Participatory Action Research data collection. The consultant will:

- 4.1 Undertake community entry negotiation exercises through intensive community engagement with key stakeholder groups. This will allow for mobilisation and selection of community representatives or key community stakeholders to engage in training of trainers' exercises.
- 4.2 In collaboration with Focal Points, identify potential participants for the training of trainers' workshop. This is for training in Participatory Action Research for measurement of multi-dimensional poverty. Trainees may include community leaders or technical staff within the public service.
- 4.3 Conduct 'training of trainers' exercises to produce a core of community based facilitators who can provide support in expanding the core group of persons trained in conducting PAR as needed in future exercises.
- 4.4 Prepare a training that will factor in time for testing the instrument and for trainees to generate feedback on application of data collection tools. This feedback will inform the finalisation of instrument.
- 4.5 Provide feedback on performance of trainees and provide certification and referrals where necessary.
- 4.6 Include in the consultancy report, an account of the issues arising from the training of trainer's exercise. The finalised training manual should also be submitted at the end of the consultancy.

Key experts from the Consulting firm are expected to travel to the project countries at various stages of the assignment. Additionally, the firm will consider the following:

RESEARCH GUIDELINES

- a. The research must be in alignment with the human development approach and therefore take a human rights based approach to training design and delivery. It must be in alignment with the UNDP Sub-Regional Office's work on the Multi-Dimensional Poverty Index (MPI) and the Oxford Poverty and Human Development Institute's, specifically in keeping with the Capabilities Approach. For example: while designing and conducting the research, it must be taken into consideration that different marginalized groups, as well as subgroups within them, might have different requirements in order to ensure their participation. Planning should also take into account the fact that different persons face different barriers to participation. These may be physical, structural, institutional, cultural or attitudinal in nature and may affect persons at individual, family or community levels).
See: <http://www.ophi.org.uk/wp-content/uploads/OPHI-HDCA-SS11-Intro-to-the-Capability-Approach-SA.pdf>
See: https://mpira.ub.uni-muenchen.de/8862/1/MPRA_paper_8862.pdf
- b. The research must be gender responsive and gender sensitive. Where necessary, child care services should be arranged for women who would otherwise be unable to take part in research activities such as scheduled focus group discussions.
- c. Research activities must also be accessible and cater to the different physical and mental capabilities of the participants (deaf, blind, learning challenges, mobility devices etc.)
- d. Participatory Action Research is not synonymous with qualitative research. It is not merely the use of focus groups, in-depth interviews and other qualitative methods of data collection, though these methods are often utilised in PAR. The research should involve and be driven by local stakeholders in every stage of the process. The processes involved should allow for reflection and encourage action as a result of the cycle of reflection. The PAR approach should value multiple perspectives and facilitate empowerment of participants by privileging their experiences and the unique knowledge derived from these experiences.

KEY QUESTIONS FOR RESEARCH

- i. What are the key elements of Participatory Action Research tools for the assessment of multi-dimensional poverty?
- ii. How do PAR tools differ from the mainstream qualitative and quantitative tools for measuring poverty in a multi-dimensional way?
- iii. What is the research experience in applying research tools for assessing multi-dimensional poverty in the 5 pilot countries?

- iv. What are the relevant ethical considerations in conducting PAR for assessment of multi-dimensional poverty?
- v. Which stakeholders should be consulted during the design stage of the research tool to ensure local and cross country applicability?
- vi. What are the best strategies for engaging stakeholders in PAR?
- vii. What are the best strategies to ensure that the training of trainers' exercises builds capacity for qualitative assessment of multi-dimensional poverty in the project countries?
- viii. How will the research tool design process as well as the research component be responsive to national development needs expressed by the Focal Points Representatives, Departments of Statistics, and other relevant Ministries, for example Social Policy, Planning and Finance?
- ix. Which stakeholders could facilitate identification of suitable candidates for the training of trainers' exercise?
- x. How can stakeholders assist with mobilising trainees for participation in the Training of Trainers' exercise?
- xi. How can the Focal Points assist with the identification of such stakeholders?
- xii. What are the factors within each community (physical landscape, natural disaster vulnerability, political, cultural practices etc.) that might affect the feasibility of conducting the proposed training?
- xiii. What measures may be employed to mitigate the effects of these risks?
- xiv. How should the Focal Points be engaged to arrive at consensus on the approach to the PAR and Training?
- xv. What measures should be taken to ensure the application and use of the qualitative research tools and training manuals developed in this Consultancy with future research exercises on multi-dimensional poverty in the OECS?

DELIVERABLES

Payments shall be made to the Consulting Firm upon receipt and satisfactory acceptance of the specified deliverables and in accordance with the following schedule:

#	Deliverables/Output	Potential Dates	Percentage of Payment
1	Inception report <ul style="list-style-type: none">• Scope of work and general approach• Work plan	Within 2 weeks after contract signature	20%
2	Draft Participatory Action Research Methodology <ul style="list-style-type: none">• Research design and sampling approach• Plan for stakeholder engagement• Research methods• Interview tools and other instruments	Within 3 weeks after approval of inception report	30%
3	Training Curricula for trainers/researchers in Participatory Action Research on multi-dimensional poverty	Within 2 weeks after approval of research methodology.	20%
4	Final Report <ul style="list-style-type: none">• Report on testing of methodology• Report on training of trainers' exercises• Final instruments and curricula• Key recommendations	Within 1 month after approval of training curricula	30%

SELECTION REQUIREMENTS

The Consultant should be a highly motivated individual with the capacity to work independently as well as with a variety of stakeholders from government, NGOs, CSOs, and local communities. A sound understanding of Participatory Action Research and experience in conducting such research in poverty-related initiatives, particularly in the OECS are highly desirable.

Academic qualifications	<ul style="list-style-type: none">• An advanced degree (Masters or higher) in one of the following areas: Sociology, Social Policy, Population/Demography, Psychology, Development Studies, or a related field.
Experience	<ul style="list-style-type: none">• At least five years of relevant work experience in poverty research, particularly qualitative data collection and analysis, within the OECS region.• Experience in human rights based and gender responsive, poverty reduction initiatives focusing on socio-economic development, monitoring, social protection and/or employment generation policies and programmes. Demonstrated knowledge and understanding of multi-dimensional approaches to poverty measurement and programming as in accordance with the human development approach.• Experience in designing, executing, analysing and reporting on Participatory Action Research.• Experience in designing training curricula for training in research methodologies.
Competencies	<ul style="list-style-type: none">• The ability to analyse and synthesize data from a wide variety of sources, and present the resulting information in a clear and concise format.• Excellent report writing, editing, conceptual, analytical and communication skills. Ability to work independently, manage competing priorities and perform well under pressure.• Excellent inter-personal and negotiation skills to effectively liaise with key stakeholders• Strong oral and written communication skills with a proficiency in English• Demonstrated competencies in computer-based word processing and spreadsheet applications, workshop organization, public speaking and sensitivity to cultural differences.

The consultant is also expected to have:

1. Overall competence regarding consistency for high standard, timeliness and dependability.
2. Knowledge of and previous experience with research on poverty.
3. Knowledge of and experiences in working with vulnerable groups particularly youth, women and persons with disabilities.
4. Knowledge and understanding of relevant policies, institutional structures and community dynamics in the OECS that would positively or negatively affect the success of the Participatory Poverty Assessments.

CONSTRAINTS

This is a multi-country project and will involve travel to all five project countries. All envisaged travel costs will be included as part of the Contract. This will include all duty travels to-and-from and within the designated countries. In the event of unforeseeable travel, the respective Business Unit and the Consulting Firm will agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be reimbursed prior to travel.

Regardless of purpose of travel, the prevailing price for an economy class tickets serving the most direct routes to be travelled shall apply. In general, the OECS Commission should not accept travel costs exceeding those of a full-fare economy class ticket. Consultants wishing to upgrade their travel to business or first class shall do so at their own expense.

REPORTING

Consultant will report directly to the UNDP Project Coordinator for the MDAPP based at the OECS Commission, Social Development Unit in Castries, Saint Lucia. The sharing of consultancy updates and reports is expected.

The UNDP and OECS agree to:

- (a) Review and provide feedback on consultancy deliverables
- (b) Provide the Consulting Firm with all necessary logistical support to ensure that the Consulting Firm undertakes the consultancy with reasonable efficiency;
- (c) Allocate a point person(s) to support the Consulting Firm during the process;
- (d) Meet all the agreed cost related to the consultancy;
- (e) Provide relevant documents and make all necessary contacts that may be needed; and Guide the consultancy as needed and necessary

UNDP RECOURSE

The UNDP reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work outputs are incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNDP and counterpart feedback.

PROPERTY RIGHTS

The OECS shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract with the UNDP.

LANGUAGES:

Excellent verbal and writing communication skills in English are required. Competency in French Creole would be regarded as an asset.