

The World Bank
Africa Gender Innovation Lab
Burkina Faso Impact Evaluation Field Coordinator
Short-Term Consultant (STC)

Terms of Reference

August 2020

I. Overview

The World Bank's Africa Region Gender Innovation Lab (GIL) aims to identify what works to close gender gaps in earnings, productivity, assets, and agency in Sub-Saharan Africa. Through rigorous impact evaluations, the GIL supports the design of innovative, scalable interventions to address gender inequality and enable project teams and policymakers to advocate for better gender integration using evidence.

GIL seeks a short-term consultant to supervise the implementation of an impact evaluation of a private sector development project in Burkina Faso. Specifically, the evaluation will partner with the World Bank's Financial Inclusion Support Project (FISP) in Burkina Faso which aims to increase access to digital financial services and facilitate access to credit for targeted beneficiaries. The study will evaluate the impact of a partial portfolio credit guarantee for women-owned firms on credit supply and access to credit as well as firm-level outcomes including access to credit, profits, and innovation. The study will be implemented in 30 communities around Burkina Faso.

As detailed in Section 2.1, the work on this project will include assisting with the design of the impact evaluations, coordinating resource management, leading capacity building, managing baseline data collection and, supervising project implementation and cooperation with implementing partners.

2. Duties and Responsibilities

As Field Coordinator for this position, the Consultant's work will include helping to provide day-to-day supervision and management of the impact evaluation's fieldwork, with responsibility for ensuring that every part of the impact evaluations is carried out according to the study design and protocols. This work will also involve serving as a communication channel between the project and research teams and helping to keep both pieces fitting together well.

The Consultant will perform the following tasks:

2.1. Launching at least one new Impact Evaluation

Impact Evaluation Design

- Collaborate with the impact evaluation team to finalize the design of the interventions. This includes supporting the development of a project Concept Note, performing power calculations, randomization and balance tables, descriptive statistics, among others.

Baseline Survey Design and Data Collection Management

- Assist in the creation of survey instruments and other administrative data collection tools.

- Design paper and/or electronic data collection instruments and protocols and liaise with technical support staff for survey software as necessary.
- Run pilot survey exercises, provide feedback on field operations and survey instruments, and make and monitor improvements.
- Compile and assist in the cleaning and analysis of the data.
- Conduct qualitative research to inform research design and support any ongoing qualitative fieldwork that may be conducted under this impact evaluation.
- Provide quality control for collected data through data cleaning and analysis.
- For each data collection effort, ensure data quality, integrity of analysis, and adherence to budget.
- Assist in the daily monitoring and supervision of the firm contracted to carry out data collection, helping to ensure that activities are carried out in a timely manner per the terms of reference, and any supplementary specifications provided by the impact evaluation team.

Resource Management

- Prepare and produce Terms of Reference documents for individuals and firms hired to support new impact evaluations and inferential research activities, ensuring that qualified candidates are selected, and supervising those hired to ensure high quality work output.
- Prepare budgets. Tracking expenditures for all activities and expenses related to new impact evaluations and inferential research activities. Ensuring that actual incurred costs are within the budgets, initiating changes to budgets where needed, and identifying effective cost control strategies.

Capacity Building

- Organize and conduct capacity-building and training workshops to support and strengthen new impact evaluations on new projects, including with data collection consultants, external partners involved in data collection, primary stakeholders and the various partner organizations involved in implementing the projects.
- Organize and provide refresher training in impact evaluation methods to implementation field teams and primary stakeholders.

Effective Cooperation

- Provide daily coordination between the impact evaluation team and the project implementation team, ensuring that concerns are effectively communicated between parties, flagging emerging issues that may be of potential concern to one or both parties, and ensuring that effective and productive collaboration is maintained.
- Help ensure that all project implementation activities are carried out in accordance with the impact evaluation design, i.e., in a way that maintains the internal validity of the design.
- Assist in the monitoring and supervision of the firm contracted to collect monitoring data and/or any implementation activities, helping to ensure that activities are carried out in a timely

manner per the terms of reference, and in accordance with any supplementary specifications provided by the impact evaluation team.

- Help ensure that the randomization protocol for the selection of treatment units is respected.
- Help ensure that targets are met on time, and that all activities are carried out in accordance with the study design.
- Cooperate effectively with all co-workers, as well as national, provincial, and local government officials, and any other stakeholders or external collaborators.
- Interact with the M&E staff to ensure effective information exchange and communicate data needs.
- Prepare written reports as requested on topics including: feedback and analysis of how the project seem to be working, implementation issues and concerns, emergent issues that may affect research, and other topics as needed.

3. Requirements

The Consultant should present the following minimum requirements:

Required

- Master's degree in economics or related field, including training in econometrics, microeconomics, and development economics.
- Strong oral and written communications skills in English and French.
- Ability to work independently, and as part of a team.
- Well organized, detail-oriented, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Minimum of one year of previous experience providing research assistance, and record of very strong performance.
- Demonstrated ability to supervise multiple teams of people and activities concurrently.
- Previous experience in:
 - Collecting original data, including managing surveyors on the field.
 - Analyzing both quantitative and qualitative data, including working with large quantitative datasets, using Stata.
- Advanced user of Microsoft office suite (Excel, Word, Power Point), and the internet.
- Willingness to undertake regular and extended field visits and interact with different stakeholders.
- Previous work experience in Africa or other developing countries.
- Previous experience with:
 - Designing original data collection protocols, and large survey instruments.
 - Paper and electronic data collection management.
 - Randomized controlled trial impact evaluations.

Preferred

- At least two years of relevant work experience.

4. Contract Type and Time allocation

The consultant will provide weekly email updates, indicators databases, Stata .do files, data output, and written reports to the impact evaluation team. These written updates and databases will serve as deliverables for this assignment.

The field supervisor will work as a World Bank Short-Term Consultant for an initial 60 days starting September 1st, 2020. The contract can be renewed for an additional 70 days, conditional on performance, budget availability, and needs. The Consultant will be based in Ouagadougou with the potential for frequent travel to project locations. The consultant will be reimbursed for all operational travel outside the base location, per World Bank guidelines. The Consultant will report to and be supervised on a day-to-day basis by Andrew Brudevold-Newman. **Applicants should send a CV and short cover letter to Andrew Brudevold-Newman (abrudevoldnewman@worldbank.org) via email with the subject line “Burkina Faso IE field coordinator.”**