

# World Bank Household Surveys for the Africa Migration Project

## Terms of Reference

### I. Background and Objectives

In collaboration with the African Development Bank, the World Bank is undertaking a comprehensive study of migration and remittances in sub-Saharan Africa and destination countries outside Africa. The World Bank Household Survey of Migrants is part of this effort, and will be conducted in 10 countries (Burkina Faso, Ethiopia, Kenya, Lesotho, Mali, Nigeria, Senegal, South Africa, Ivory Coast, and Uganda). Findings from these surveys will provide a better understanding of the characteristics of migrants in sending and receiving countries and thereby help inform national policy-makers about trends in migration and remittances, determinants and consequences, and development impacts.

For this survey, an international migrant is a person who used to live in the household in the country in which the interview is being conducted, but left before the interview to live abroad, or in another village or urban area within the country, for at least 6 months: Remittances include both international (cross-border) and internal (within country) “person-to-person” transfers of resources (both money and in-kind), often sent by migrant workers

The survey contains two modules, one for *remittance receiving households* containing eight sections, with questions on: (i) household members, including demographic characteristics and employment; (ii) house characteristics and conditions; (iii) household assets; (iv) household expenditures; (v) health conditions; (vi) access to finance; (vii) migration networks; (viii) international and internal migration and remittances from former household members and non-household members; and (viii) return migration. The second module is for *remittance sending households*, including data on immigrants and funds sent by them as well as funds sent to previous members who have left. Thus, countries may have *both* remittance sending and receiving households. Module 2 has information on the same topics as above, but also on ties of in-migrants with areas of origin. Module 1 will be used in all countries, Module 1 and Module 2 only in South Africa and the Ivory Coast.

### II. THE PROPOSED ACTIVITY

This activity is intended to address serious gaps in knowledge regarding the impacts of migration and remittances on development. Understanding the causes, benefits and risks of migration is important for the development of Sub-Saharan Africa, where reliable data on migration and remittances are scarce. This proposed consultancy solicitation seeks bids to undertake surveys of nationally-representative samples of at least 4,000-6,000 households (urban and rural combined) in 10 Sub-Saharan countries in 2009 to provide information on migration, remittance and their effects on development.

### III. Scope of Work

In each country a household survey will be implemented, with the following objectives:

*(a) Sample design, interviewer training, and pre-test of survey instrument:* As a key part of its proposal, the consultant/consultant institution (hereafter Consultant) should propose a sampling approach in each country that ensures adequate representation of migrants in the study population, using two or more stages, taking into account sample frame limitations associated with using available census or other data and difficulties of finding sample households with in-migrants or former members who have migrated away, whether to another part of the country (urban or rural) or to another country. The proposal must describe the sample frame to be used and how sufficient migrant households will be identified to permit drawing adequate probability samples of migrant and non-migrant households, using unequal probabilities of selection. More precisely, the sampling frame should be able to identify households with in- or out-migrants (both internal and international), including to the extent possible return migrants.

The consultant/institution will use survey questionnaires prepared by the World Bank, with minimal adaptations for country conditions. Field workers comprising interviewers and supervisors will need to be recruited in sufficient number and of sufficient quality (experience) to conduct a survey of 4,000-6,000 households over a period of around 2-3 months in each country. The Consultant should have good knowledge of the country and its official language to engage effectively with field teams and household respondents to obtain reliable data.

The consultant/institution will also need to:

- Print survey questionnaires
- Translate questionnaires as necessary into local languages
- Prepare survey manuals for interviewers and supervisors
- Arrange for a facility for training interviewers

Following completion of training, the consultant/institution will carry out a pre-test of the survey instrument, including debriefing of World Bank on any problems encountered.

*(b) Carrying out the household survey*

The survey should cover households with former members who had left to live in another internal or international destination, as well as non-migrant households. Close attention should be paid to sample design, identification of migrants, and measurement of remittances (monetary and in-kind). The survey questionnaire should collect data to permit determining the following:

- Profile and compare households with international migrants, with internal migrants, and with non-migrants (e.g., with respect to age; gender; work ability/experience; education; assets and land ownership; etc.).
- Reasons for migration (economic, education, family/personal, conflict or environment-induced, etc.).

- Duration (permanent, temporary, other seasonal ).
- Characteristics of migrants and non-migrants (age, gender, education, work experience, etc.).
- Amount of money (and value of goods) received by families at origin (or of money and goods sent back to family members and friends at origin).
- Comparison of expenditure patterns of households with former members who are international migrants or internal migrants and households with no out-migrants.
- Characteristics of households with and without migrants prior to migration (household size, assets, income, education of head, etc.).
- Characteristics of migrants and non-migrants prior to migration (age, education, marital status, work history, etc.).

To implement the project, major responsibilities of the consultant/institution will include:

- Hiring and paying interviewers and supervisors
- Monitoring and supervision of interviewers to collect the most accurate survey data possible, including revisiting households providing inconsistent or incomplete data
- Developing protocols to explain the rights of respondents to refuse and to address any concerns they may have before beginning the interview

The data collected will make possible characterizing the participating survey countries according to prevalence and geographical patterns of migration (internal urban/rural and intra-regional, international), reasons for migration; characteristics of migrant and migrant households, extent of return migration, methods for sending remittances, use of banks, etc.

***(c) Data entry, cleaning, and basic statistic analysis***

The Consultant shall be responsible for data entry and cleaning, providing clean data files to the country for research and to the World Bank by May 31, 2009. The Consultant will create a database in STATA, Excel, SAS, SPSS (or other mutually agreed upon software) and provide documentation for accurate interpretation of data.

***(d) Capacity building activities:***

The Consultant is expected to contribute to capacity-building and training under the Africa Migration Project. Specifically, he/she should:

- Explain to the Africa migration team the methodology of the survey and the proper interpretation of data gathered, including sampling procedures and weights.
- Participate in training workshops with research institutions and government officials, including preparing training materials.
- Present findings at workshop(s) to be arranged by the Bank.

**IV. OUTPUTS**

The expected outputs from the consultancy will include the following, in order:

- Submit a detailed outline of proposed survey methodology, including sample design, stratification in each province/state/area, and cluster sizes.
- Develop short interviewer training and survey manuals in key local languages to correspond to the final survey instrument, in consultation with the World Bank.
- Carry out a survey with an estimated sample size of 4,000-6,000 households in each country.
- Prepare a short report on final survey methodology, including sample design, interviewer training, results of pre-test and reasons for modifying the original survey instrument, summary of fieldwork, and notes on data quality and problems encountered in survey implementation. This should be no more than 20 pages.
- Submit sampling weights that reflect the actual probabilities of having been selected of households, taking into account the probabilities at each stage in the multi-stage design and adjustment for non-coverage and non-response.
- Provide to World Bank the complete cleaned data file(s) in suitable statistical package format, including frequencies for all questions/responses (variables labeled in English).
- Prepare summary report in English of key descriptive statistics.  
Make workshop presentations of the main findings in the country and in the region, as requested by the Bank (travel outside country covered by the Bank).

## V. TIMETABLE AND REPORTING ARRANGEMENTS

The consultancy will be carried out by August 21, 2009, with a timetable as follows:

### 1. Competition

- Expressions of interest close November 7, 2008
- Final complete proposals due 5 PM December 1, 2008  
(cob Washington time)
- Successful teams selected December 9, 2008
- Contracts signed: December 15, 2008
- Participate in methodology workshop in Africa January 19, 2008 (tentative)

### 2. Questionnaires (M indicates project month after initiating)

- Train country researchers in project M1
- Determine sampling frame to use in country, develop sample design and stratification plans M1
- Adapt questionnaire for country, with minimal changes M1
- Translate into local languages (and back translate) M1
- Pre-test questionnaire and field procedures M2
- Review pre-test, copy questionnaires for training M2

### 3. Training

- Prepare manuals for supervisors, interviewers in local languages M1,2
- Train interviewers and supervisors: M2
- Finalize questionnaire M2

### 4. Sampling

- Develop sample design and select sample areas (PSUs, ultimate area units or UAUs) M2
- Prepare listing forms and list households in UAUs M1,2
- Sample households in UAUs M3
- 5. *Survey Implementation*
- Document adaptations made to Bank questionnaire M2
- Logistical preparation for survey M2
- Conduct household interviews in sample households M3-5
- 6. *Data entry and delivery*
- Prepare data entry program M2,3
- Train data entry operators M3
- Prepare short report on survey implementation, including problems encountered, solutions adopted, and implications for data quality, weights, and analysis M5,6
- Enter and clean survey data M3-6
- Conduct quality control checks M7
- Submit clean data files for country research and to Bank M7
- Prepare short report on descriptive statistics M7
- 7. *Other*
- Workshop presentation: M7

The Consultant is expected to submit all outputs to the World Bank Task Manager for the Africa Migration Project, Dilip Ratha. The Bank team will share outputs with country teams and other consultants for comments. The Consultant will then be expected to revise the draft report in light of comments received. The survey data will be available to the Consultant for further research as well as to country research teams, though additional publications should not be published until at least 6 months after publication of the Bank report on the country based on the survey.

In the bidding the technical quality of the proposal will be the main factor, followed by the experience and quality of the Consultant's team. Special weight will be given to the most cost-effective proposals in selection of bidders. The budget must include costs of: i) research staff salaries; ii) travel in-country for research staff; iii) training and pre-testing; iv) translation, printing of questionnaire, and computer and office supplies; v) salaries of interviewers and supervisors; vi) travel and accommodations for field workers; vii) data entry and cleaning; and viii) other (specify).

## **VI. Consultant Qualifications**

The consulting firm/university research center, or consortium, should possess the following competences:

- Experience with household survey methodology and conducting surveys;
- Experience in designing probability samples for household surveys and quantitative analysis of survey data;

- Experience working with the national statistical office;
- Experience in reaching difficult-to-access populations, maintaining high standards in data collection, managing survey logistics and training.
- Experience in entering and cleaning data from household surveys;
- Familiarity with the Sub-Saharan country or countries where the survey is proposed.
- Experience in financial management of complex, multi-sponsored projects.
- Previous experience conducting studies on migration and remittances.
- Experience working with international and national development agencies desirable.

## **VII. Principal Contacts at the World Bank**

Dilip Ratha  
The World Bank  
MC2-200  
1818 H St., NW  
Washington DC 20433  
Tel. +1-202-458-0558  
Fax. +1-202-522-3564  
Email: dratha@worldbank.org

Sonia Plaza  
The World Bank  
MC2-200  
1818 H St., NW,  
Washington DC 20433  
Tel. +1-202-473-4671  
Fax. +1-202-522-3564  
Email: splaza@worldbank.org