**QUALITY CONTROL PLAN**

|  |  |
| --- | --- |
| **PR/MAR #:** **MOG2713** | **Tender #:** **BID/MOG/0002/2022** |
| **PR/MAR Description: Panel Survey Data Collection Services for Somalia Resilience Population-Level Measurement (RPM)** |

# Essential Specifications and Testing Requirements

|  |  |  |
| --- | --- | --- |
| **Parameter** | **Testing Method**(Lab, Visual, Certificate...)  | **Performed / Reviewed by:** |
| **Deliverable 1:** Data collection protocol (inception report). The consultant will be expected to submit a detailed inception report that includes the following.Report including:1. Overview of project
2. Purpose of the data collection
3. Sample and Sampling approach
4. Data collection methodologies
5. Enumerators training
6. Data quality control plan
7. Data management and ethical considerations
8. Activities and timeline
 | A dedicated team lead by the research director will conduct a comprehensive review of the inception report. The consultant will be allowed to proceed if to ensure description of proposed approaches are in line with the scope of work. | RPM Director of research |
| **Deliverable 2:** Translated instrument and XLSForms versions. The consultant will be expected to submit dully translated and coded data collection instruments  | Mercy Corps will provide the data collection instruments to the consultant, who in turn will code and translate the tools into Somalia language. Mercy Corps will review the tools to ensure all questions and the translation is correct. This will involve dry run of the instruments using mobile phone to test if instructions such as skip logic are working perfectly.  | RPM Director of research |
| **Deliverable 3:** Enumerators training materials. The consultant will also be expected to develop and submit quality training materials on the project overview, purpose of the data collection, sample and Sampling approach, data collection methodologies, that data collection process and the instruments, and piloting | The training materials are expected to be of high quality and contextualized to the Somalia context. The enumerators training materials will be comprehensively reviewed to ensure right content is covered and are of standard. | RPM Director of research |
| **Deliverables 4:** Data collection will involve the deployment of the enumerators to the field to collect data. Teams of enumerators will be sent to the selected districts to collect data and submit to the central database using mobile. | Mercy Corps will use internal teams to ensure quality data through the following approaches.* Field supervision of the data collection exercise
* use of mobile data collection (Open Data Kit)
* Ensure survey tool is scripted with skip logics
* Continuous training and guidance to enumerators
* Back-office data monitoring (ONA application)
* Comprehensive review of the cleaned data sets and the field report
 | RPM Director of research |

|  |
| --- |
| Essential Specifications and Testing RequirementsRPM will constitute a quality control team led by the Research Director with support from Causal Design, the design consulting firm. The technical teams at the global and in country shall also be given room to participate to evaluate the deliverables and in term of whether they meet the expectations as outlined in the scope of work. RPM will schedule regular meetings with the consultant to provide feedback on processes and areas of improvement. Throughout the data collection process, the team will monitor key quality control parameters such as survey durations, GPS points, response rates, and data entry errors. The data will be reviewed daily, and findings communicated to the consultants to ensure timely feedback to improve the data quality. RPM will conduct audio quality control on at least 5 percent of all submitted surveys. Surveys that are flagged during the daily quality control checks are submitted for audio review. Team leaders are asked to follow up with the enumerators who have made errors or skipped questions. This measure aims to verify the validity and quality of the data and identify the enumerators who need to improve their performance. |

.

|  |
| --- |
| Non-ConformanceRPM will not approve deliverables that do not meet the expected standards. The RPM through the quality control committee will provide collective feedback on the deliverables and the consultant will be expected to incorporate these in order to improve quality. Whereas the quality control process will be consultative involving all interested players, the team will have a free hand to reject the deliverables and nullify the contract based on the contract guidelines, that is if despite the fails to act on the feedback and the deliverables still does not meet required standards. The quality control team will meet with Chief of Party, procurement and the finance teams including the HQ representative to determine which portion of payment will be withheld and make a recommendation. The Chief of Party will be responsible for communicating to the firm/consultant about modified payments due to incompletion/poor completion of deliverables |