

# TERMS OF REFERENCE

## MALDIVES HOUSEHOLD INCOME AND EXPENDITURE SURVEY

### *Sample Design and Questionnaire Development*

#### 1 BACKGROUND

Maldives' Household Income and Expenditure Survey (HIES) is a multi-topic household survey which collects detailed information on expenditure, income, demographic and socio-economic characteristics from households living in Maldives. The findings from the survey serve as comprehensive source of information to assess the levels and patterns of households' expenditure, income, poverty and socio-economic development in the country.

The first two HIES rounds were collected in 2002-03 and in 2009-10. This Terms of Reference is for individual consultant(s) to assist Maldives' National Bureau of Statistics (NBS) in the design of HIES 2015.

#### 2 TASKS DESCRIPTION

With this consultancy, the NBS seeks assistance at strengthening the quality of the upcoming HIES 2015 survey. In particular, this consultancy will be articulated into two major tasks: (i) revision of the survey's sample design, and (ii) revision of the survey instruments to better measure poverty and labor market outcomes. Detailed description of both tasks is provided below.

##### 2.1 *Sample Design*

The main objective of this component is to provide technical assistance to Maldives' NBS on the sample design of the Household Income and Expenditure survey. The sample design will be constructed on the basis of the most recent Census 2014 listing.

Activities under this task include:

1. Recommend the appropriate sample framework, the analytic domains of study, the characteristics of the sample, the method of sampling (random, stratified etc.), the system for selecting the units of the sample and the procedures for the calculation of the expansion factors for the sample to the universe. Special attention needs to be given to cover the seasonal factors as well as the foreign population and those working and living in the tourist resort islands.
2. Determine an adequate size for the sample within the financial limitations of the project as well as the levels of stratification mentioned. The consultant will provide training on sample size

calculations using STATA. This will include calculation of sampling errors and confidence intervals for key variables.

3. The consultant will perform the work in coordination with the technical team from the National Bureau of Statistics (NBS) that is executing the project.

4. The consultant will provide a detailed report about all of the steps included in the design of the sample, implementation of the procedures related with the activity of sampling, and the calculation of the factors of expansion. The report will also provide precise instructions (including the formulas) for modifying the factors of expansion to take into account the second round refusal rates, households that are eliminated (outliers) and whatever other modification.

## **2.2 *Development of survey instruments***

The main objective of this component is to provide technical assistance to Maldives' NBS on the questionnaire design of the Household Income and Expenditure survey, with particular reference to the measurement of poverty and labor market outcomes.

Activities under this task include:

1. Revision of existing modules (definition of household, asset, housing, food/non-food expenditure, travel abroad, treatment of transfer incomes, subsidies etc) to ensure adherence with international best practices in the measurement of consumption. Special attention should be given to the following issues: (i) estimation of housing costs outside Male where no rental market is available; (ii) measurement of food away from home; (iii) food quantity measurement units
2. Assistance to NBS on (i) the development of a new labor & home production modules; ((iii) refining the questionnaires based on piloting outcomes.

## **3 DELIVERABLES**

- a. Note on HIES 2015 sample methodology and design
- b. Sampling weights to be used in data analysis
- c. Do file for power calculations using STATA
- d. Finalised questionnaire
- e. Mission Reports

## 4 QUALIFICATIONS

1. Expert in sample design: proven experience in the design of samples for household surveys required and degree in statistics or related fields.
2. Expert in Questionnaire Design: Preferably with experience in LSMS/multi-topic surveys but, at a minimum, experience in designing household surveys required.
3. All technical advisors must be able to work collaboratively with government staff and have experience in training counterparts.
4. In general, prior regional experience in survey research is preferred as is prior experience with the LSMS or multi-topic household survey methodology. Ability to work in English is required.
5. Familiarity and hands on expertise in using STATA software

## 5 REPORTING OBLIGATIONS

The consultant(s) will work under direct supervision of the focal point identified by NBS who will clear for payment the deliverables of this consultancy.

## 6 DURATION OF CONSULTANCY

The consultant will perform the tasks in a minimum of 30 days, of which 10 days to be spent working in Male. The costs to be included in the consultancy include: fees, per diem and travel costs.

<b>Dates</b>	<b>In Male</b>	<b>Tasks/deliverable</b>
April 1-4	No	Desk based review of instruments and sampling – virtual collaboration with NSB team
April 5 - 16	Yes	Work on Sample and questionnaire revision. Training on sample design and finalization of instruments. Conduct Pilot Census by NBS and discuss
April 19-23	No	Finalization and delivery of the note on sample design Refining and finalization of questionnaire through Skype
Dec 20-24	No	Send the working of sampling error and confidence interval to the consultant for comments
Dec 27-31	No	Finalization of working on sampling error and confidence interval