

**TERMS OF REFERENCE**  
**Digitization of Survey**

Idara-e-Taleem-o-Aagahi (ITA) is currently seeking partners to digitize its survey instruments for an early childhood research survey for children aged 3-7. Firms are invited to submit a tender to undertake the digitization process.

The survey is to be conducted in a total of sixteen districts from the two provinces. There are two rounds of data collection:

- i. The first round will be initiated from March 2020 and is expected to collect data from 3840 households, 144 schools, and 5760 children (240 households/12 schools/360 children per district).
- ii. The second round will be initiated in June and is expected to cover 384 households and 576 children.

The sixteen districts to be covered are as follows:

Punjab	Sindh
Bahawalnagar	Badin
Chakwal	Karachi Malir-Rural
Chiniot	Kashmore
Faisalabad	Khairpur
Kasur	Larkana
Lodhran	Shaheed Benazirabad
Multan	Sukkur
Sargodha	Tando Allah Yar

The three survey instruments are to be digitized are comprised of:

- i. Child Learning & Development Outcomes
- ii. Household Information
- iii. Child Functioning

Applicants are expected to demonstrate that they possess:

- established digital data collection platform which ITA can use to conduct surveys
- understanding of digital survey processes and standard operating procedures
- clearly defined data protocols and risk management strategies for data collection, retrieval and security

**Proposal format:**

- Technical proposal should include:
  - organizational profile
  - previous relevant experience
  - digitization process plan
  - in what form will the gathered data on the platform be available (excel, google sheets etc.)
  - platform options (geolocation tracking, validity checks etc.)
  - data protocols and risk mitigation strategy to ensure security of data
  - potential timeline for all activities
- The financial proposal/quotation should include clearly defined costs for all of these activities

All interested parties should send their proposals to [ihсан.hashmi@itacec.org](mailto:ihсан.hashmi@itacec.org). For more information, please contact Mr. Ihsan Hashmi, Manager Administration, at (+92) (42) 35711107-9 or 0301 8451925 and [hamza.sarfraz@itacec.org](mailto:hamza.sarfraz@itacec.org) . To view details about ITA, please visit <http://itacec.org/>.