

MINISTRY OF FINANCE
MILLENNIUM CHALLENGE ACCOUNT – TANZANIA (MCA-T)
Terms of Reference for
Evaluation of and Data Gathering for Mafia Island Airport Upgrading Project

1.0 Background

- 1.1. The Government of the United States of America acting through the Millennium Challenge Corporation (MCC) and the Government of Tanzania (GoT) have entered into a Millennium Challenge Compact for Millennium Challenge Account (MCA-T) assistance to help facilitate poverty reduction through economic growth in Tanzania in the amount of 698 million USD. MCA-T on behalf of the Government of Tanzania intends to apply a portion of the proceeds of MCC funding to eligible payments under this contract for conducting the Evaluation Activities for the Upgrading of Mafia Island Airport Project. Payments by MCA-T will be subject, in all respects, to the terms and conditions, including restrictions on the use of MCC funding of the Compact.
- 1.2. The Compact aims at reducing poverty through the implementation of a program consisting of three projects, each containing a number of activities and sub-activities namely:
- i. **The Transport Sector Project** consists of four distinct activities, the Mainland Trunk Roads Activity, the Zanzibar Rural Roads Activity, the Road Maintenance Activity and the Mafia Island Airport Activity.
 - ii. **The Energy Sector Project** consists of three distinct activities, the Zanzibar Interconnector Activity, the Malagarasi Hydropower and Kigoma Distribution Activity, and the Distribution Systems Rehabilitation and Extension Activity. A pilot solar energy project is planned for Kigoma which will also be included in the M&E activities.
 - iii. **The Water Sector Project** consists of three distinct activities, the Lower Ruvu Plant Expansion Activity, the Non-Revenue Water Activity, and the Morogoro Water Supply Activity
- 1.3. More details on MCA-T and MCC are found in MCA-T and MCC website (www.mca-t.go.tz and www.mcc.gov).
- 1.4. The Compact is to be implemented over a period of five (5) years. Upgrading of Mafia Island Airport is one of the sub-projects under MCA-T's Transport Sector Project. The sub-project is geared to addressing the existing problem of access to the island as a result of poor condition of its airport and lack of feasible alternative transport options. Specifically, the sub-project will:
- i. Refurbish the runway, apron and taxiway; establishment of boundary security; refurbishment of the fire station, terminal building and its water supply; and installation of communication equipment;
 - ii. Conduct additional environmental assessments, together with any resulting Resettlement Action Plans (RAPs) consistent with the World Bank Operational Policy and Environmental Management Plans (EMPs) each as needed and as satisfactory to MCC;
 - iii. Build the capacity at the Tanzania Airports Authority (TAA) – This includes improvements in strategic maintenance planning and management of routine and periodic maintenance contracts; and
 - iv. Co-ordinate and supervise the construction works.
- 1.5. Resurfacing of the airport's runway and improving other airport facilities will allow for easier, more efficient, and safer access to the island, resulting in increased tourist and business travel to and from the mainland and additional job to the island. This translates to more dollars spent in the local economy for tourism-related businesses. According to MCC's ERR calculations, currently

approximately 12,000 passengers arrive at the airport each year, including 7,000 for leisure and holiday trips and 400 for business travel. The number of visitors to Mafia Island is estimated to increase by 10% post upgrade and then experience an annual growth rate of 6%. The Transport Sector Project Logic is attached as Annex 1.

- 1.6. The compact is currently in the beginning of its fourth year of its implementation and key activities in all the sector projects are on-going. With regard to upgrading the Mafia Island Airport, MCA-T is at the final stages of engaging the construction contractor and the consultant. Works are expected to start sometime in December, 2011 and will be implemented over a period of 18 months.
- 1.7. MCA-T shall establish the baseline status before upgrading of the airport is done, and later after project development, conduct similar exercise to establish impact of the project. It is against this background that MCA-T is seeking the services of the Consultant to lead the evaluation activities for Mafia Island Airport Upgrading sub-project.
- 1.8. Given it is unlikely that a counterfactual can be found, an experimental/quasi experimental design to evaluate the impact of the project is considered unlikely. However, MCA-T has assessed possible primary and secondary data sources which may be useful for the Mafia Island evaluation¹:
 - (i) **Tourism Industry Data** – There may be existing secondary data, or potential low effort primary data collection to collect information on key players in the tourism sector to understand how the improvements in the Mafia Airport affect their marketing and package deals for tourism to the Island, as well as their sales for Mafia Island tourism packages.
 - (ii) **Visitors' Exit Data** – There may be existing secondary data, or potential low effort primary data collection activities which would provide basic statistics on visitors using air services to visit Mafia Island, preferably for at least the 2011-2014 time period. The selection of months would be assessed with MCA-T and the Tanzania Airports Authority (TAA), taking into account seasonal variations. Key variables for the survey include information on *tourist spending, source markets, purpose of visit and average length of stay*. A visitor exit survey should take no longer than 10-15 minutes for each visitor to complete.
 - (iii) **Business/Enterprise Data** – There may be existing secondary data, or potential low effort primary data collection activities which would provide a basic before/after comparison of the benefits generated to business owners and employees of these businesses as a result of the upgrades made to Mafia Airport. The target population for this data is both formal and informal businesses that have existed before the airport construction along with those that started operating after the construction of the airport.

2.0 Scope of Work

- 2.1 MCA-T is seeking the services of a qualified consultant to conduct evaluation services for the Mafia Island Airport Upgrade project, including evaluation design, data gathering, analysis and dissemination.

¹ The consultant would assess whether these are feasible methods for addressing the research questions during Task 1.

- 2.2 The consultant will ensure the evaluation design and subsequent data gathering activities address the following key research questions:
- i. Has the Mafia Island Airport Upgrade Project led to easier, more efficient, and safer access to Mafia Island?
 - ii. Has the Mafia Island Airport Upgrade project led to an increase in (i) tourism and/or (ii) business travel?
 - iii. Has the Mafia Island Airport Upgrade project led to an increase in visitor spending on the island?
 - iv. Has the Mafia Island Airport Upgrade project led to an increase in economic and investment activities on the island? (hotel, wildlife refuge, food industry, etc.)

3.0 Description of Service

Task 1: Design

The Consultant shall:

- 1) Meet with MCA-T M&E and Transport Sector staff, TAA as well as Ministry of Natural Resources and Tourism staff to gain a better understanding of the objectives and intended outcomes of this activity;
- 2) Become familiar with and review all relevant background documents; This includes a clear understanding of the project logic and clearly linking all data collection activities to the indicators included in the project logic and M&E plan;
- 3) Hold meetings with relevant external (i.e., non-MCA-T) stakeholders to clarify available data and propose primary data collection needs. The Consultant will be responsible for drafting meeting notes and incorporating feedback into the survey design and questionnaire. These meetings must, therefore, be held early enough in the process to allow the input to be incorporated;
- 4) Draft and submit an **Evaluation Concept Note** that will at a minimum contains the following:
 - a) Research questions;
 - b) Evaluation design;
 - c) Quantitative and Qualitative Data collection methods and sampling methodology, including proposed sample sizes;
 - d) Indicators/Survey instruments for any proposed qualitative and quantitative data collection methods (ENGLISH only at this stage);
 - e) Data quality control/verification protocol;
 - f) Data Entry Plan (if applicable);
 - g) Analysis Plan;
 - h) Dissemination Plan - includes delivery of Final Report and any other necessary presentations
 - i) Staffing plan – Assess whether or not any additional staff is required.
 - j) Human subjects review and protocol - Includes any required human subjects/ethical clearance for study
 - k) Schedule of activities, including:
 - i) Secondary Data Extraction Plan (if applicable)
 - Identification of existing sources, clearances to obtain data
 - ii) Primary Data Collection - Pilot Test Plan (if applicable):
 - Detailed timeline for all pilot testing activities in the field;

- Identified areas where the pilot tests will be conducted, and the language proficiencies needed to conduct the pilot testing in the identified areas;
- iii) Primary Data Collection - Survey Work Plan (if applicable):
- Staff resources responsible for the different activities;
 - Schedule of training of enumerators;
 - Field testing of survey instruments; and
 - Complete list of all activities (including start and end dates).
 - Supervision and data quality checks to be put in place; and
- l) Budget for all subsequent activities for Task 2-6.

The **Evaluation Concept Note** will be submitted to MCA-T for review. The same report will be shared with TAA. MCA-T will return comments to the Consultant on the Evaluation Concept Note within 2 weeks of receiving it, and the Consultant will submit a revised version within 5 working days of receiving comments².

Task 2: Data Gathering

The consultant shall:

- 1) Support MCA-T to execute any required additional staffing plan
- 2) Develop any required training materials and conduct any necessary training, pilot testing, etc. in accordance with the Evaluation Concept Note
- 3) Conduct all primary data collection requirements as detailed in the Evaluation Concept Note;
- 4) Conduct all secondary data collection requirements as detailed in the Evaluation Concept Note;
- 5) Conduct all data entry as required;
- 6) Produce **Monthly Progress Reports** summarizing progress made on data collection and extraction, challenges faced and lessons learned.
- 7) Submit the **Final Implementation Report** which summarizes all activities, challenges faced and lessons learned during implementation phase. This will include a summary of any deviations from Evaluation Concept Note, summary of sampling and weighting issues. The Annexes of the Final Implementation Report will include any necessary training materials and programs, questionnaires and other materials developed for implementation according to the Evaluation Concept Note. MCA-T will provide guidance on an outline for the Final Implementation Report.

If the Evaluation Concept Note advises additional staff is required, any additional staff hired will support the consultant on these tasks however the consultant is ultimately responsible for the above activities and deliverables.

Task 3: Analysis

The consultant shall:

1. Conduct all cleaning to create a clean data set and document in statistical software program;
2. Calculate sampling weights and conduct variance analysis;
3. Produce a complete, clean raw data set;
4. Produce cross-tab tables for key variables. MCA-T will provide specific guidance on which tables to produce but the Consultant is free to propose additional analyses; and
5. Submit a complete set of survey documentation that contains the elements as shown in the table below:

² More than one round of comments may be necessary to finalize the deliverable. This applies to all deliverables.

Table 2: Elements of Data Analysis Documentations

Element	Description
Descriptive Statistics	Tables of descriptive statistics for key variables of interest, complemented by brief summary
“Readme” File	A “Readme” file detailing the contents of the data file, listing all included files and documenting the purpose and format of each file provided
Do files	Any code files written to convert raw files to analysis files
Codebook	A codebook covering each of the datasets included. This should include variable and value labels, allowing an individual to translate a response on a questionnaire to a value in the appropriate dataset. Variable-specific information should also include type (character or numeric), domain information (population responding to the question), and frequencies (item tallies).
Data sets and any corresponding do files and documentation	Data should be provided as a set of modular datasets corresponding to the survey’s major units of observation (e.g., nationalities, households, individuals, etc.). In some cases where privacy protection would prevent merges needed for essential analyses, these pre-merged datasets may also be required. The dataset(s) should reflect any cleaning and data quality reviews conducted. Where subjective data cleaning significantly alters statistical results, an original and a cleaned version should be provided. When the data analysis included the creation of key aggregate variables (such as consumption aggregates), these variables should be included in the dataset.

Task 4: Dissemination

The consultant shall:

1. Draft and submit a final **Baseline Report** that incorporates the comments of MCA-T, TAA, and other stakeholders and that includes the final dataset. An outline of the report will be provided by MCA-T.
2. Present key findings to stakeholders in Tanzania. Presenting findings in Washington, DC headquarters will be dependent on budget and time availability.

5.0 Time and Deliverables Schedule

The Consultancy is expected to require 22 calendar weeks as outlined in Table 3 below:

Table 3: List of Deliverables and their Proposed Due Dates

Item number	Activity	Duration (Calendar Weeks)
1	Design	4
2.	Data Gathering	10
3.	Analysis	4
4.	Dissemination	4
	TOTAL	22

Table 4 outlines each deliverable and its due date, and specifications for each deliverable are described below. Please note: all deliverables, including data files, must be submitted in ENGLISH.

Table 4: List of Deliverables and their Proposed Due Dates

Item number	Deliverables	Proposed due date
1	Evaluation Concept Note	4 calendar weeks after contract effective date
2a	Monthly Progress Reports	Every calendar month of implementation
2b	Final Data Gathering Report	2 calendar weeks following completion of implementation
3	Final data files, including any transcripts from interviews, codebooks, do files, and corresponding documentation as detailed in Table 2	4 calendar weeks after implementation
4	Final Baseline Report (based on MCA-T template) and dissemination presentations and Final Evaluation Concept Note	4 calendar weeks after analysis is complete

6.0 Responsibilities

6.1 **MCA-T** shall provide access to documents and reports that may be required as well as all the necessary logistic arrangements e.g. letter of introduction to project stakeholders.

6.2 **The Consultant** shall be responsible for all requisite transportation, accommodation, laptop, translations, communications, equipment, office, staff, insurance costs (as applicable) etc related to the undertaking of their responsibilities under this Contract. No reimbursable costs will be paid. The

Consultant will also be responsible for keeping all hard copies of the questionnaires and data until the end of the contract.

7.0 Qualifications

The qualifications for this consultancy are:

1. A Masters degree in economics, anthropology, sociology or similar degree;
2. At least 5 years' experience conducting quantitative and qualitative research,
3. Demonstrable experience conducting qualitative research activities, such as: focus groups, semi-structured interviews;
4. Demonstrable experience with conducting quantitative and qualitative data analysis and dissemination of results for a broad audience.
5. Excellent communication skills and experience in working with a wide range of individuals in government, private sector and civil society;
6. Good written and verbal communication skills in English;
7. Excellent knowledge of statistical analysis software;

Highly preferred:

Demonstrable experience analyzing economic growth and/or poverty reduction strategies and drawing policy recommendations from analysis

Annex 1: Logic for the Evaluation of and Data Gathering for Mafia Airport Upgrade Project (final version expected December 2011)

Mafia Island Airport									
PROCESS		OUTPUTS		OUTCOMES		OBJECTIVES		COMPACT GOAL	
Description	Indicators	Description	Indicators	Description	Indicators	Description	Indicators	Description	Indicators
Finance design and supervision activities	Value of design and supervision contract (\$)	Improvement in airport	Percentage of runway surfacing complete (%)	Increase in travel	Annual passenger arrivals - dry season (#)	Increase in investment and economic activities	Annual visitor spending - dry season (\$)	Poverty Reduction and Economic Growth	Annual GDP growth rate (%)
	Value disbursed on design and supervision contract (\$)						Annual visitor spending - wet season (\$)		
	Certificate for Environmental Impact Assessment (EIA) issued (#)						Annual passenger arrivals - wet season (#)		
Finance construction activities	Value of construction contract (\$)	Increased temporary employment	Number of people temporarily employed/contracted by contractors (#)*		Percentage of households with IGA (%)				
	Value disbursed for construction contract (\$)								
Provide capacity building and technical support	Hours of MCA-T trainings (hrs)				Annual passenger arrivals - wet season (#)		Number of stand-alone businesses (#)		
	Hours of Implementing Entity (IE) Trainings (hrs)								
	Value of in-kind equipment for IEs (\$)								