TERMS OF REFERENCE

JOB TITLE:
Sampling consultants for urban poverty surveys in Hanoi and Ho Chi Minh City: a consultant team consisting of one (1) international consultant and one (1) national consultant

DUTY STATION:
Hanoi (and HCMC if necessary)

DURATION OF ASSIGNMENT:
International consultant: 30 days for two missions (first mission: 20 days including preparation, second mission: 10 days including reporting) to Viet Nam over the period from August to 30 November
National consultants: 20 days each

SUPERVISION:
The consultant will report directly to UNDP Head of Cluster for Poverty and Social Development.

I. BACKGROUND

Urban poverty is an increasing concern in Viet Nam where the urbanization process and the shift of labour from agricultural to higher value-added industrial work have been accelerating. However, existing data and information on urban poverty in Vietnam in general and in Hanoi and Ho Chi Minh City in particular, provide general information on medium-term trends at aggregate level. Little is known about composition, depth, gender-specific issues and other dimensions of the phenomenon.

Viet Nam Household Living Standard Survey (VHLSS), has been the main source of poverty data in Viet Nam since it was first conducted in 1992/93 as the Vietnam Living Standards Survey (VLSS). In recent years, analyses of the data from these surveys have brought to light problems with their design and implementation. One such problem is the undercoverage of some segments of the population, for example, non-registered or seasonal migrants in the cities or in-family migrations (such as students, construction or industry workers, military, prisoners, house personnel, etc.). Initial research comparing the 1999 census and VHLSS sample reveals that some 30% of 15 to 28 years old are missing from VHLSS due to migration; thus poverty rate in urban areas could be in reality higher than the survey estimates. Undercoverage in this case is due to deficiencies in the sampling frame or the list of households utilized in sample design and selection for the VHLSS. For example, workers and households migrating from rural areas to urban areas may not appear in the frame at all, as they may be deleted in lists from their origin areas and not listed in their destination areas.
UNDP will at first assist Hanoi and Ho Chi Minh cities in identifying the scope, depth, characteristics and issues of urban poverty through an urban poverty survey. UNDP will also support the two cities’ governments in developing their own mechanisms for monitoring poverty situation as well as policy responses to the identified issues.

This urban poverty survey will complement the VHLSS survey, to the extent that it is technically feasible, in order to optimize the analytical use of the data from both sources. In practical terms (i) the Urban Poverty questionnaire will be based on the VHLSS questionnaire with additional questions on detailed characteristics and issues of urban poverty; but (ii) the Urban Poverty survey will implement a sampling strategy which will better cover migrant workers and their households and other subpopulations ‘missing’ from the VHLSS sample.

In order to deliver the assistance to Ha Noi and Ho Chi Minh cities, UNDP is seeking sampling consultant(s) to help the cities’ Statistics Offices with sample design and selection, and development and use of weighting and estimation procedures.

II. DUTIES AND RESPONSIBILITIES OF CONSULTANT(S)

The International consultant will have main responsibility to undertake the following tasks and duties:

- Review VHLSS (sample, questionnaire, results, etc,) over years and research papers on VHLSS to identify the areas for improvement in current VHLSS sample design.
- Take stock of international good practices in sampling techniques used for household living standard surveys, poverty (or urban poverty) surveys, especially in terms of ensuring the representativeness and inclusiveness of survey samples (e.g. coverage of nonregistered households, migrant workers and other groups that present under-coverage problems).
- Identify sampling strategies that will minimize under coverage of the poor and migrants in the survey sample and ensure the representativeness and inclusiveness of survey samples and evaluate the advantages and disadvantages of these options.
- Recommend the most practical/feasible sampling strategy option that can be implemented for the urban poverty survey which will also allow coherence in the estimates of the urban poverty survey and the 2008 VHLSS and maximize the joint use of data for analysis
- Construct sampling frames for selected sampling strategy
- Participate in the consultations with General Statistics Office (GSO), Ha Noi and Ho Chi Minh City Statistics Offices, UNDP, and other relevant stakeholders on draft sampling strategies and frames
- Backstopping the guidance of the pilot test of the selected sample (to check the representativeness and inclusiveness of the selected sample)
- Develop weighting and estimation procedures (for parameters as well as estimates for sampling errors) (after data collection)
- Support the national consultant in providing technical backstopping to GSO and Cities’ SOs in selecting samples, including designing, providing technical guidance for and assessing the results of any field work that would be defined as needed for developing the sampling frames, weighting and estimation procedures.
- Provide guidelines to assist the City Statistics Offices, GSO, and research institutes (Viet Nam Academy of Social Sciences (VASS) and Institute for Economic Research (IER)) on proper use of weights and the sample design in the statistical analysis techniques to be used in data analysis.

The national consultant will support the international consultant in the following areas:

- Provide inputs and comments based on his knowledge and experience in Vietnam on VHLSS sampling, questionnaires, results etc.
- Advise on feasibility of identified sampling strategies that will minimize under coverage of the poor and migrants in the survey sample and ensure the representativeness and inclusiveness of survey samples and lead the evaluation of the advantages and disadvantages of these options.
- Advise, assess and assure coherence in the estimates of the urban poverty survey and the 2008 VHLSS and formulate recommendations to maximize the joint use of data for analysis
- Advise and participate in the sampling construction frames for selected sampling strategy
- Lead the consultations with General Statistics Office (GSO), Ha Noi and Ho Chi Minh City Statistics Offices, UNDP, and other relevant stakeholders on draft sampling strategies and frames
- Guide the pilot test of the selected sample (to check the representativeness and inclusiveness of the selected sample)
- Advise and participate in the weighting and estimation development procedures (for parameters as well as estimates for sampling errors) (after data collection)
- Provide hands-on technical support to GSO and Cities’ SOs in selecting samples, including designing, providing technical guidance for and assessing the results of any field work that would be defined as needed for developing the sampling frames, weighting and estimation procedures.

III. EXPECTED OUTPUTS TO BE PRODUCED

The consultant(s) is/are expected to deliver the following final outputs in soft and hard copies:

- Options for sampling strategies and recommended strategy to be employed with sound analysis and justification as well as based on documented best international practices
- Sampling frames and final samples tested and selected
- Weights and estimation procedures
- Guideline on proper use of weights and sample design in data analysis

Furthermore, following additional outputs are expected:

- Identified areas for improvement in VHLSS sampling based on international good practices
- Notes on comments/feedback gathered from consultations with relevant stakeholders (GSO, City Statistics Offices, UNDP, research institutes, etc.) on draft sampling strategy, frames and weights and estimation procedures.
IV. QUALIFICATIONS

For the international consultant:

a) Postgraduate degree in Statistics, Economics, or related fields;

b) Proven knowledge and understanding of international practices in conducting household surveys, preferably in the area of living standards or poverty;

c) Extensive experience and skills in designing samples for large-scale household surveys at national or municipal level; experience in sampling urban poverty surveys;

d) General knowledge/understanding about Viet Nam; understanding about Viet Nam Statistical System and/or domicile registration system in Viet Nam is an asset;

e) Proficient English and good communication and interpersonal skills

For the national consultant:

a) Postgraduate degree in Statistics, Economics, or related fields;

b) Advanced understanding about Viet Nam Statistical System and/or domicile registration system in Viet Nam required;

c) Experience and skills in designing samples for household surveys at national or municipal level desired; experience in sampling urban poverty surveys is an advantage;

d) Proficient English and Vietnamese and good communication and interpersonal skills

V. WORK ARRANGEMENTS, MONITORING AND SUPPORT

The international consultant work in collaboration with the national consultants and will act as team leader, thus also responsible for the team work organization and quality of the deliverables.

The international consultants will prepare/combine soft and hard copies of the deliverables and share draft with UNDP for comments, or at the request of immediate supervisor.

UNDP, GSO, and City Statistics Offices will provide the consultant(s) with any available documents necessary for the consultant(s)' assignment (including but not limited to documents on VHLSS features, sampling strategies and techniques, questionnaires, results, and even raw data (if needed), etc.).

UNDP in collaboration with the two Cities Governments will provide administrative support, including having comments during the contract implementation and to facilitate meetings, access to relevant documentation and national and cities government officers.

UNDP, in collaboration with GSO, will closely monitor the work schedule and progress of the consultant(s). The team of consultants will work under the direct guidance and supervision of UNDP and in collaboration with General Statistic Office and the two Cities Governments.