

APPENDIX I
TERMS OF REFERENCE

Food Insecurity Experience Scale (FIES) Data Collection

I. Background:

The Food and Agriculture Organization of the United Nations (FAO) has a global mandate to monitor progress towards the target 2.1 of the 2030 Agenda for Sustainable Development. One of the two official indicators that is used to monitor such progress is the Prevalence of moderate and severe Food Insecurity in the population, computed using the Food Insecurity Experience Scale (FIES), which is the Sustainable Development Goal (SDG) indicator 2.1.2. It is also one of the indicators used to track progress in achieving FAO strategic objective 1, and it is published in the annual editions of the State of Food Security and Nutrition in the World (SOFI) - a joint publication by FAO, The International Fund for Agricultural Development (IFAD), The United Nations Children's Fund (UNICEF), The World Health Organization (WHO) and The World Food Programme (WFP) - and it is reported in the United Nations official Sustainable Development Goals (SDG) indicators' Database.

It is in the context of this global mandate that FAO has developed the Food Insecurity Experience Scale (FIES) as a system composed of a flexible, globally valid survey instrument to collect data, together with the needed set of analytic method to process the data and compile indicators that can greatly contribute to timely, evidence-based, policy making in the areas of food security and nutrition.

To generate the necessary data, the FIES survey module is to be included within surveys of the population (either households or individuals' surveys) where the respondents are asked to report the occurrence of typical experiences associated with a condition of food insecurity. The data can be used to compute the prevalence of moderate and severe food insecurity for any population group for which the sample survey is representative, at national or sub-national levels. The survey should also provide information on key socio-demographic characteristics of the surveyed individuals and their households (age, education, economic conditions, gender), the results can be further disaggregated thus responding to a crucial requirement for SDG monitoring.

II. Scope of activities

On behalf of FAO, the selected service provider(s) will collect FIES data and a set of demographic information on a sample of respondents selected to be representative of the population at national and (in selected cases) at Administrative 1 level (state/province), to be used to compile indicators of the prevalence of moderate and severe food insecurity (SDG indicator 2.1.2). The service provider shall be able to cover minimum of at least 30 countries from the list of FAO member countries (listed in Annex 3: 'List of countries' below and Appendix III: 'Financial Proposal Form') and the sample should represent at least 80% (eighty percent) of the group's population when grouping countries such as in regions. Populations size shall be found here: <https://www.worldometers.info/world-population/population-by-country/>

The Bidder should ensure high standards of respondent privacy and data security. Surveys will be anonymised and no information will be kept and shared regarding the identity of the respondents (name and address).

III. Objectives:

- i. Collect food insecurity information, including the Food Insecurity Experience Scale (FIES) survey module, through nationally and, on demand, sub-nationally (e.g. Administrative 1 level) representative surveys.

- ii. Manage the data collection process, including questionnaire preparation, fast-tracked training of interviewers, data cleaning and validation and any other activity needed to ensure the generation of high-quality data.
- iii. Transfer the validated collected FIES data to FAO in a responsive and timely manner.
- iv. The bidder must commit to provide detailed responses to questions that may arise on sampling issues, quality of the data, replacements and/or exclusions. The bidder agrees that a specific clause will be included in the contractual agreement.

IV. Deliverables:

The Technical Proposal should provide narrative description of the capacity to perform the services described. The following deliverables/tasks are expected from the service provider:

1. The service provider will conduct nationally and sub-nationally (Administrative-1) representative sample surveys in a group of countries. The list of countries included in each round of data collection will be agreed upon with FAO before data collection begins.
2. The survey cycle, including data collection and delivery is expected to be completed:
 - a. within a maximum 4 weeks from start of data collection to delivery of the data for each individual country and
 - b. within a maximum of 12 months from start of data collection in the first country to delivery of the data collected in the last country of the group.
3. Data will be collected using a version of the FIES survey module (see an example in Annex 1:“FOOD INSECURITY EXPERIENCE SCALE” below) as provided by FAO at the moment in which a Work Order is stipulated and complemented by a minimum set of relevant demographic information (age, sex, education and income of the respondent, household size and composition by age and sex). In Annex 2 below it is showed as an example (in length and complexity) of the core questionnaire to be collected, the final questionnaire will be decided at the time of each Work Order.
4. Unless translated and adapted versions of the questions composing the FIES survey module are already provided by FAO, the service provider will translate and linguistically adapt them in national and local languages of countries where data is going to be collected.
5. The service provider will clean, check for consistency, weight, vet, and compile the final data set to be transferred to the FAO team.
6. In case FIES data is going to be collected in a survey that integrates other modules, the service provider will agree with FAO on the placement of the FIES survey module in the overall questionnaire.
7. Data should be collected preferably via face-to-face interviews. Whenever and wherever this may not be feasible, alternative interview modes, such as via telephone, computer/mobile phone, social network and instant messaging applications may be considered, in agreement with FAO. These surveys are generally run on samples of 500, 1000, 2000 and above households (one respondent per household) per round per country, or on smaller samples in the hundreds when required.
8. The service provider will plan for specific enumerator training sessions on the FIES data collection and engage FAO in delivering it.

9. The FIES microdata and associated socio-demographic information will be delivered to FAO as soon as they are available and no later than 4 weeks after the data were collected in a country. Each release will include a detailed description of sampling methodology in each country covered. The dataset will include:
 - a. Individual-level/household-level data for the FIES questions, which will be of exclusive property of FAO
 - b. Individual-level/household-level data for all questions collected in the survey that can be relevant for the analysis of food insecurity determinants and consequences, including a minimum set of demographic and socio-economic variables to be agreed with FAO
 - c. Variables used for stratification/Primary Sampling Unit (PSU)
 - d. Sampling and post-stratification weights.

Data referred to under points b., c. and d. could remain of the service provider's ownership, but FAO will be given an unrestricted authorization to use them for research purpose, including the right to further dissemination for the data referred to under point b.
10. The data will be made available in a standard format that can be used by FAO (e.g., RData format, SPSS .sav or .por format, ASCII .dat format)
11. The service provider will submit a final report on the data collection process within 2 months after completing all the field surveys.
12. During the cycle of data collection, the service provider will keep FAO abreast of the data collection process by organising monthly calls intended to address progress made, raise awareness on possible emerging issues and findings, and identify solutions. When considering emergency situations, FAO reserves the possibility to request increasing the regularity of calls with the service provider.
13. The service provider will agree that FAO makes the FIES microdata publicly available, along with a minimum set of demographic variables and survey weights through the FAO Food and Agriculture Microdata (FAM) portal (<http://www.fao.org/food-agriculture-microdata/en/>).

Scope of the tender:

FAO intends to establish one or more long term agreement(s) (LTA) for a duration of three years and with the possibility to be extended for two more years, with qualified companies that are able to provide the services described above, on a ‘when and required basis’.

Annex 1: FOOD INSECURITY EXPERIENCE SCALE (FIES)

Annex 2: Example questionnaire

Annex 3: List of countries

Annex 1

<i>FOOD INSECURITY EXPERIENCE SCALE</i>			
<i>Individually Referenced</i>			
Now I would like to ask you some questions about food.			
During the last 12 MONTHS, was there a time when:			
Q1. You were worried you would not have enough food to eat because of a lack of money or other resources? (if "Yes", go to questions Q1a)	0 No 1 Yes	98 Don't Know 99 Refused	
Q2. Still thinking about the last 12 months, was there a time when you were unable to eat healthy and nutritious food because of a lack of money or other resources? (if "Yes", go to questions Q2a)	0 No 1 Yes	98 Don't Know 99 Refused	
Q3. You ate only a few kinds of foods because of a lack of money or other resources? (if "Yes", go to questions Q3a)	0 No 1 Yes	98 Don't Know 99 Refused	
Q4. You had to skip a meal because there was not enough money or other resources to get food? (if "Yes", go to questions Q4a)	0 No 1 Yes	98 Don't Know 99 Refused	
Q5. Still thinking about the last 12 months, was there a time when you ate less than you thought you should because of a lack of money or other resources? (if "Yes", go to questions Q5a)	0 No 1 Yes	98 Don't Know 99 Refused	
Q6. Your household ran out of food because of a lack of money or other resources? (if "Yes", go to question Q6a)	0 No 1 Yes	98 Don't Know 99 Refused	
Q7. You were hungry but did not eat because there was not enough money or other resources for food? (if "Yes", go to questions Q7a)	0 No 1 Yes	98 Don't Know 99 Refused	
Q8. You went without eating for a whole day because of a lack of money or other resources? (if "Yes", go to questions Q8a)	0 No 1 Yes	98 Don't Know 99 Refused	

Annex 2: Example questionnaire, similar in length and complexity to the most complex one to be possibly collected

1	How old are you?
2	WHAT IS THE GENDER OF THE RESPONDENT? 1)MALE 2)FEMALE 98)DON'T KNOW 99)REFUSED
3	Currently, which province does your household reside in?
4	Which of the following best describes the area you live in: 1)THE CENTER OF A BIG CITY 2)THE SUBURBS OF A BIG CITY 3)A TOWN 4)A VILLAGE 5)A FARM 98)DON'T KNOW 99)REFUSED
5	What is your completed level of education? 1)Elementary - Completed elementary education or less [up to eight years of basic education] 2)Secondary - Completed some secondary education up to three years tertiary education [9 to 15 years of education] 3)Tertiary - Completed four years of education beyond "high school" and/or received a four-year college degree 4)Other [specify] 98)DON'T KNOW 99)REFUSED
6	Now I would like to ask you some questions about food-related behaviours and experiences associated with difficulties in accessing food due to resource constraints.
7	During the last 12 months, was there a time when you were worried you would not have enough food to eat because of a lack of money or other resources? 1)YES (ask Q8 and Q9, otherwise go to Q10) 2)NO 98)DON'T KNOW 99)REFUSED
8	Was it mainly due to the Coronavirus/COVID-19 situation? 1)YES 2)NO 98)DON'T KNOW 99)REFUSED
9	Did this happen in the past 4 weeks (30 days)? 1)YES 2)NO 98)DON'T KNOW 99)REFUSED
10	During the last 12 months was there a time when you were unable to eat healthy and nutritious food because of a lack of money or other resources? 1)YES (ask Q11 and Q12, otherwise go to Q13) 2)NO 98)DON'T KNOW 99)REFUSED
11	Was it mainly due to the Coronavirus/COVID-19 situation? 1)YES 2)NO 98)DON'T KNOW 99)REFUSED
12	Did this happen in the past 4 weeks (30 days)?

	<p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
13	<p>During the last 12 months was there a time when you ate only a few kinds of foods because of a lack of money or other resources?</p> <p>1)YES (ask Q14 and Q15, otherwise go to Q16) 2)NO 98)DON'T KNOW 99)REFUSED</p>
14	<p>Was it mainly due to the Coronavirus/COVID-19 situation?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
15	<p>Did this happen in the past 4 weeks (30 days)?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
16	<p>During the last 12 months, was there a time when you had to skip a meal because there was not enough money or other resources to get food?</p> <p>1)YES (ask Q17 and Q18, otherwise go to Q19) 2)NO 98)DON'T KNOW 99)REFUSED</p>
17	<p>Was it mainly due to the Coronavirus/COVID-19 situation?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
18	<p>Did this happen in the past 4 weeks (30 days)?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
19	<p>During the last 12 months was there a time when you ate less than you thought you should because of a lack of money or other resources?</p> <p>1)YES (ask Q20 and Q21, otherwise go to Q22) 2)NO 98)DON'T KNOW 99)REFUSED</p>
20	<p>Was it mainly due to the Coronavirus/COVID-19 situation?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
21	<p>Did this happen in the past 4 weeks (30 days)?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
22	<p>In the past 12 months, was there ever no food to eat of any kind in your house because of lack of resources to get food?</p>

	<p>1)YES (ask Q23 and Q24, otherwise go to Q26) 2)NO 98)DON'T KNOW 99)REFUSED</p>
23	<p>Was it mainly due to the Coronavirus/COVID-19 situation?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
24	<p>And what about in the past 4 weeks (30 days), was there ever no food to eat of any kind in your house because of lack of resources to get food?</p> <p>1)YES (ask Q25 otherwise go to Q26) 2)NO 98)DON'T KNOW 99)REFUSED</p>
25	<p>How often did this happen in the past [4 weeks/30 days]?</p> <p>1)Rarely [1 or 2 times] 2)Sometimes [3-10 times] 3)Often [more than 10 times] 98)DON'T KNOW 99)REFUSED</p>
26	<p>In the past 12 months, did you go to sleep at night hungry because there was not enough food?</p> <p>1)YES (ask Q27 and Q28, otherwise go to Q30) 2)NO 98)DON'T KNOW 99)REFUSED</p>
27	<p>Was it mainly due to the Coronavirus/COVID-19 situation?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
28	<p>And what about in the past 4 weeks (30 days), did you go to sleep at night hungry because there was not enough food?</p> <p>1)YES (ask Q29, otherwise go to Q30) 2)NO 98)DON'T KNOW 99)REFUSED</p>
29	<p>How often did this happen in the past [4 weeks/30 days]?</p> <p>1)Rarely [1 or 2 times] 2)Sometimes [3-10 times] 3)Often [more than 10 times] 98)DON'T KNOW 99)REFUSED</p>
30	<p>During the last 12 months, did you go a whole day and night without eating anything at all because there was not enough food?</p> <p>1)YES (ask Q31 and Q32, otherwise go to Q34) 2)NO 98)DON'T KNOW 99)REFUSED</p>
31	<p>Was it mainly due to the Coronavirus/COVID-19 situation?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
32	<p>And what about in the past 4 weeks (30 days), did you go a whole day and night without eating anything at all because there was not enough food?</p>

	<p>1)YES (ask Q33, otherwise go to Q34) 2)NO 98)DON'T KNOW 99)REFUSED</p>
33	<p>How often did this happen in the past [4 weeks/30 days]?</p> <p>1)Rarely [1 or 2 times] 2)Sometimes [3-10 times] 3)Often [more than 10 times] 98)DON'T KNOW 99)REFUSED</p>
34	<p>You mentioned that COVID-19 limited your access to food. Was it because? (Only ask this question if Q7, Q10, Q13, Q16, Q19, Q21, Q26 or Q30 = YES)</p> <p>1)Food was no longer available locally 2)I could not move to shop for food 3)I had to devote my efforts/resources to other more urgent expenses [e.g. health care] 98)DON'T KNOW 99)REFUSED</p>
35	<p>What is the highest completed level of education in your household?</p> <p>1)Elementary - Completed elementary education or less [up to eight years of basic education] 2)Secondary - Completed some secondary education up to three years tertiary education [9 to 15 years of education] 3)Tertiary - Completed four years of education beyond "high school" and/or received a four-year college degree 4)Other [specify] 98)DON'T KNOW 99)REFUSED</p>
36	How many children and adults are PERMANENTLY living in this household?
37	How many female children less than 15 years old live regularly in your household?
38	How many male children less than 15 years old live regularly in your household?
39	How many females between the ages of 15-64 years old live regularly in your household?
40	How many males between the ages of 15-64 years old live regularly in your household?
41	How many females are 65 years old or older that live regularly in your household?
42	How many males are 65 years old or older that live regularly in your household?
43	What is your total MONTHLY household income (in local currency) before taxes? Please include income from wages and salaries, remittances from family members living elsewhere, farming, and all other sources.
44	<p>Would you say your total MONTHLY household income (in local currency) is?</p> <p>1)Less than 38635 per month 2)Between 38635 and 192630 per month 3)Between 192630 and 385260 per month 4)Above 385260 per month 98)DON'T KNOW 99)REFUSED</p>
45	<p>During the pandemic, did any member of the household lose some of their sources of income?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
46	<p>Does your household have regular access to drinking water?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
47	<p>Does your household have regular access to sanitation (toilet or pit latrine)?</p> <p>1)YES 2)NO 98)DON'T KNOW 99)REFUSED</p>
48	Select the language that was mostly used to complete the interview.

Annex 3: List of countries**Africa**

1	Algeria	28	Liberia
2	Angola	29	Libya
3	Benin	30	Madagascar
4	Botswana	31	Malawi
5	Burkina Faso	32	Mali
6	Burundi	33	Mauritania
7	Cabo Verde	34	Mauritius
8	Cameroon	35	Morocco
9	Central African Republic	36	Mozambique
10	Chad	37	Namibia
11	Comoros	38	Niger
12	Congo	39	Nigeria
13	Côte d'Ivoire	40	Rwanda
14	Democratic Republic of the Congo	41	Sao Tome and Principe
15	Djibouti	42	Senegal
16	Egypt	43	Seychelles
17	Equatorial Guinea	44	Sierra Leone
18	Eritrea	45	Somalia
19	Eswatini	46	South Africa
20	Ethiopia	47	South Sudan
21	Gabon	48	Sudan
22	Gambia	49	Togo
23	Ghana	50	Tunisia
24	Guinea	51	Uganda
25	Guinea-Bissau	52	United Republic of Tanzania
26	Kenya	53	Zambia
27	Lesotho	54	Zimbabwe

Asia and Oceania (excluding Australia and New Zealand)

55	Afghanistan	85	Mongolia
56	Armenia	86	Myanmar
57	Azerbaijan	87	Nauru
58	Bahrain	88	Nepal
59	Bangladesh	89	Niue
60	Bhutan	90	Oman
61	Brunei Darussalam	91	Pakistan
62	Cambodia	92	Palau
63	China	93	Palestine
64	Cook Islands	94	Papua New Guinea
65	Democratic People's Republic of Korea	95	Philippines
66	Fiji	96	Qatar
67	Georgia	97	Republic of Korea
68	India	98	Samoa
69	Indonesia	99	Saudi Arabia
70	Iran (Islamic Republic of)	100	Singapore
71	Iraq	101	Solomon Islands

72	Israel	102	Sri Lanka
73	Japan	103	Syrian Arab Republic
74	Jordan	104	Tajikistan
75	Kazakhstan	105	Thailand
76	Kiribati	106	Timor-Leste
77	Kuwait	107	Tonga
78	Kyrgyzstan	108	Turkey
79	Lao People's Democratic Republic	109	Turkmenistan
80	Lebanon	110	Tuvalu
81	Malaysia	111	United Arab Emirates
82	Maldives	112	Uzbekistan
83	Marshall Islands	113	Vanuatu
84	Micronesia (Federated States of)	114	Viet Nam
		115	Yemen

Latin America and the Caribbean

116	Antigua and Barbuda	134	Haiti
117	Argentina	135	Honduras
118	Bahamas	136	Jamaica
119	Barbados	137	Mexico
120	Belize	138	Nicaragua
121	Bolivia (Plurinational State of)	139	Panama
122	Brazil	140	Paraguay
123	Chile	141	Peru
124	Colombia	142	Puerto Rico
125	Costa Rica	143	Saint Kitts and Nevis
126	Cuba	144	Saint Lucia
127	Dominica	145	Saint Vincent and the Grenadines
128	Dominican Republic	146	Suriname
129	Ecuador	147	Trinidad and Tobago
130	El Salvador	148	Uruguay
131	Grenada	149	Venezuela (Bolivarian Republic of)
132	Guatemala		
133	Guyana		

Europe, North America, Australia and New Zealand

150	Albania	173	Lithuania
151	Andorra	174	Luxembourg
152	Australia	175	Malta
153	Austria	176	Montenegro
154	Belarus	177	Netherlands
155	Belgium	178	New Zealand
156	Bosnia and Herzegovina	179	North Macedonia
157	Bulgaria	180	Norway
158	Canada	181	Poland
159	Croatia	182	Portugal
160	Cyprus	183	Republic of Moldova

161	Czechia	184	Romania
162	Denmark	185	Russian Federation
163	Estonia	186	Serbia
164	Finland	187	Slovakia
165	France	188	Slovenia
166	Germany	189	Spain
167	Greece	190	Sweden
168	Hungary	191	Switzerland
169	Iceland	192	Ukraine
170	Ireland	193	United Kingdom
171	Italy	194	United States of America
172	Latvia		