

## Guide to Bath SDR QuIP consultancy services (Valid from January 2024)

Bath SDR's mission is to facilitate broader use of the QuIP by organisations and consultancies and to protect the protocol's integrity and reputation by upholding the highest standards of use by trained and accredited practitioners. The QuIP trademark is owned by the University of Bath, where the QuIP research originated. The trademark is not designed to prevent people using QuIP but is there to protect the integrity and standards of the approach, with Bath SDR in the role of helping to maintain the standards through training and support. To this end we offer both consultancy and training services.

We also have a wide range of resources freely available online which we recommend you look at in the first instance:

- Briefing papers, articles and videos at: [www.bathcdr.org/resources](http://www.bathcdr.org/resources)
- Comprehensive guidelines and case studies from our book, *Attributing Development Impact: The QuIP Casebook*. The chapters are available as a [free download](#) courtesy of funding from the Alumni Fund, University of Bath.

The Bath SDR team offers **advisory and training services** for those who are considering integrating the QuIP into their existing evaluation approach, or who want to carry out some or all of the QuIP study steps in-house.

A **supported study** would initially be based on a consultancy contract, working with an organisation to establish how QuIP can be adapted for your needs. Once commissioners have a clear understanding of how a QuIP could be incorporated into their study a bespoke proposal can be put together including the relevant aspects of questionnaire design, local data collection, coding, analysis and reporting.

- Bath SDR's day rate for **consultancy/advisory** work is £650 (+ VAT).
- Rates for **cleaning, coding and analysing** QuIP data can be found below.
- Prices for QuIP training courses can be found [here](#).
- Rates for **data collection** are specific to country and study requirements.
- Guidance notes on costing a whole QuIP study can be found [here](#).

Bath SDR can carry out QuIP research from fieldwork to report and/or workshop stage, using trained and accredited field researchers, analysts and, where required, specialist consultants. Prices for these studies are bespoke so please contact us to discuss details.

*Bath SDR is a [not for profit company](#), limited by guarantee. We re-invest annual surpluses in further development and dissemination of the QuIP approach, including subsidised training for small charitable organisations, and continuous investment in development of our qualitative analysis solutions.*

## Summary of support services and indicative prices

### Design

Support in planning your research, including reviewing a theory of change, designing a questionnaire and working out a feasible sampling strategy. Days required will vary by project so please contact us for more information.

**Charge: £650/day**

### Data collection

Bath SDR has trained research teams in over 20 countries, and is committed to using these teams wherever possible, to maximise the use of qualified local researchers and to cut down on unnecessary flights for training or data collection. We offer commissioners the option to design a QuIP study but outsource data collection with a Bath SDR trained field team if there is an appropriate fit. This would be quoted for per project.

Alternatively, speak to us about training your own research team, or accessing materials for you to undertake training with them. We ask that project managers should have completed Lead Evaluator accreditation before doing this.

### Preparing your data in Causal Map

- This can include preparation of a bespoke data collection Excel spreadsheet, before data collection takes place, according to a questionnaire schedule provided by the client. NOTE: If the questionnaire design is not considered to meet QuIP standards, advice will be offered (this may be charged separately if significant).
- Processing data from the pre-prepared Excel sheet or other format into Causal Map, preparing pre-set reporting tables and then handing over the file ready for coding.

**Charge: £500**

Any additional support (including if the data needs significant reformatting or cleaning) would be based on increments of 2 hours at £165.

### Coding

Bath SDR analysts will code all the qualitative data according to the QuIP coding system.

- One handover day to understand the scope of the project and all required background documentation. NOTE: *If insufficient project documentation is provided and additional research time is required this will be charged separately.*
- Processing raw data into the Causal Map application. NOTE: *the data must be checked and cleaned by the project manager, including correct respondent codes, spellcheck and grammatical corrections where necessary.*
- Coding by a trained analyst according to the QuIP coding system.
- Check-ins with project manager to agree on approach to coding and final factor labels.
- Handover of Causal Map file for analysis, with guidance notes on use of the dashboard.

**Charge: Up to 24 interviews - £3,515**

**Up to 48 interviews: £5,115**

### **Coding, analysis & basic reporting**

- Coding of all data (as per above)
- Analysis of the coded data
- Preparation of a narrative summary to accompany the Causal Map dashboard with extracted tables, data visualisations, respondent quotations and a basic narrative which highlights patterns and outliers. This report can be prepared in PowerPoint or Word.

**Charge: Up to 24 interviews – £5,115**

**Up to 48 interviews: £6,715**

*These options do not include support with questionnaire design, field team management, or re-coding should any data be changed.*

### **Report Assurance**

The QuIP methodological guidelines are freely available, and anyone can use them to guide their study design. To promote the reputation of QuIP and to offer additional value to those who have invested in training, we will offer a Report Assurance service to review studies undertaken by accredited evaluators. The review will include:

- A summary of the strengths and weaknesses of the report in the context of QuIP principles.
- Recommendations on how the report (and the reporting process) might be improved to demonstrate a better understanding and application of the QuIP.

The review will not include grammatical or formatting edits, involvement from an independent panel of assessors or a formal feedback consultation. If the report does not meet the standards required for assurance, there will be the option to re-submit at additional cost. Reports would usually be reviewed within a week, with a minimum of 4 weeks' notice to enable us to book it in.

**Charge: Minimum of two days consultancy per study, £1,300**

*Some reports may require more time, depending on the length and complexity of the report.*

**For US\$ and Euro rates please contact us.**