



Federal Foreign Office



## **TERMS OF REFERENCE FOR A BASELINE SURVEY**

### **1. BACKGROUND**

CEPADWN with funding from **IFA – Institut für Auslandsbeziehungen** (Zivik Funding Programme) through the German Federal Foreign Office will be implementing a two years project, “Promoting Inter-community Engagement (dialogue) for Reconciliation, Peace & Social cohesion in Refugee Settlements in Uganda, West Nile; Rhino camp, Palorinya and Imvepi Refugee Settlements starting on 1<sup>st</sup> July and ending on the 31<sup>st</sup> December 2023.

The goal of the project is to engage the refugee and host communities in the settlement across West Nile in north-western Uganda to promote reconciliation, peace and social cohesion among the refugees and hosts and also between the refugees themselves.

The specific goals of the project include;

- a. To provide space for interaction, engagement, healing and reconciliation for, between and among communities.
- b. To build the capacity of the community and refugee leaders and empower them in their role to promote nonviolence and peaceful co-existence.
- c. To initiate & establish peace clubs and cultural leader’s forum in communities respectively to prevent and mitigate conflict
- d. To lobby and network with different stakeholders in the refugee response in promoting peaceful coexistence and provide psycho social support to those affected.

### **2. OVERVIEW OF THE SURVEY**

#### **Purpose of the survey**

The purpose of the baseline survey is to Provide CEPAD with information on the status quo regarding the project environment.

The objectives of the baseline survey include;

a) To understand pre-project status quo on peaceful coexistence and to provide a reference point for tracking the project's progress; that is, to measure the degree and quality of change during an activity's implementation.

b) To identify areas for continued advocacy and intervention at the settlement, district and national level, for enhancing Peacebuilding and Peaceful cohesion

c) To identify key stakeholders and beneficiaries for effective implementation of the project and promote peaceful coexistence in the settlement

### **3. SPECIFIC TASKS OF THE CONSULTANT FIRM**

#### **a) Sample Selection**

The consultant is expected to derive the sample size based on the study population. The consultant has the responsibility of recommending the appropriate sample design, which involves developing the sampling methodology (sampling stages, strata etc.), the sample frames, the system for selecting the sampling units, sample size, and the procedures for calculation of expansion factors, determine an adequate size for the sample within the financial limitations of the project to meet the objectives of the survey and create plans for implementing the sample design and train staff to implement the sample design.

#### **b) Data Collection**

The consultant is expected to collect data from different sources both primary and secondary. The data will be both qualitative and quantitative which can be obtained through the structured survey instruments such as at house hold levels, village level, Zonal levels and open-ended and semi-structured interviews with key informants, focus group discussions among others. Some aspects of the studies that need to be consistent include (i) sampling methodology and location which includes Both simple random sample and Purposive sampling will be used to identify the respondents from the project site, questionnaires including how specific questions are asked among others.

Some of the key responsibilities of the consultant in the data collection process include;

- To design the questionnaires, ensuring the questionnaire is appropriate for the local situation and adequate to collect all the necessary information from the target group.
- Submit electronic copies of all data to the organization.
- Identify the type of qualitative information that needs to be collected.
- Design the appropriate methodology for collecting data.
- Prepare all supporting documentation required to facilitate the work of the interviewer and supervisors.
- Prepare the final report based on the sub-reports. Prepare findings, conclusions and notes from interviews and observations.

### **c) implementing the survey**

Each party that is the organization and the consultancy firm will have responsibilities during the implementation of the survey. The organization will provide the consultant with all the necessary information needed. The consultant will have responsibilities of; such as drafting plans for the survey based on the sample frame, training of Field Workers, drafting of questionnaires, data entry, managing field operations, preparation of fieldwork progress reports among others.

## **SPECIFIC TASKS OF THE CONSULTANT FIRM**

- (i) Develop the sample frame for the baseline survey
- (ii) Design/adapt/refine the baseline survey questionnaires
- (iii) Arrange for the questionnaires to be translated into relevant languages
- (iv) Hire and train the field supervisors and enumerators
- (v) Plan the field work logistics
- (vi) Conduct a pre-test and revise the questionnaire based on the findings of the Pre-test.
- (vii) Prepare survey implementation and questionnaire documentation e.g., enumerator supervision manuals, etc.
- (viii) Supervise survey implementation and ensure quality control
- (ix) Develop the data entry program, supervise the project database, and arrange for data cleaning and entry
- (x) Analyze and report the findings of the survey and provide datasets and final documentation.

## **4. DURATION AND TIME SCHEDULE**

The actual baseline survey is expected to be conducted within 10 working days including data collection from 20<sup>th</sup> July to 02<sup>nd</sup> August 2022. All tasks should be accomplished within this

period including the final report. Contracts will be signed before the due date to enable adequate time for the kick off of the activity. The consultant firm is expected to provide a detailed time schedule of various activities to be undertaken during the survey and also specific dates for submission of different reports such as the inception report, draft report and the end of survey report.

## **5. SUBMISSION OF REPORTS AND DATA SETS**

The consultant is required to submit each report in two copies and the final data should be presented in electronic format to the M&E officer of the organization.

## **6. REVIEW COMMITTEE**

The organization staff comprising of the program manager, M&E officer and program officers will be responsible for the review of the necessary documents submitted by the consultant during the process of the survey. The team will meet with the consultant to discuss the necessary reports such as the inception report, draft report and the final report.

## **7. SUPPORT TO THE FIRM BY THE ORGANIZATION**

The organization shall provide the consultant/firm with all the necessary project documents needed for the survey, such as the Project proposal, project planning document and any other relevant information needed by the consultant. The Organization will also assign one project staff whom the consultant will report to and who will be responsible for any information needed by the consultant. There will be no extra costs apart from what is agreed on the budget. Therefore, the consultant should make sure that they include all the necessary costs in the budget.

## **8. CONFIDENTIALITY AND DATA OWNERSHIP**

The consultant/Firm is required to protect the confidentiality of any document provided to the firm by the organization including the data collected which belongs to the organization. No data or other information from this survey will be released to third parties without the written approval of the Organization.

## **9. BUDGET**

The consultant is expected to develop a Realistic Budget which will be used as a basis for the financial evaluation. Note that statutory deductions (withholding Tax) of 6% will be levied on the professional (consultancy) fee.

## **10. PAYMENT SCHEDULE**

The payments will be made in two installments, the first payment of 40% of the contract sum will be paid after approval of the technical proposal and upon signing of the contract. The second payment of 60% will be after submission and approval of the final report.

## **11. Required Competencies**

- Interested applicants should have at least a Bachelor's Degree in a relevant field such as Statistics, Economics, Evaluation studies, Development Studies, Public Policy, Social Works or equivalent.
- A Postgraduate degree in any of these fields is an added advantage
- The Consultant should have at least 3 years' hands on professional experience in conducting evaluations, Research studies, needs assessments, Programme & Project Design and implementation, external evaluations, with mixed methods evaluation skills and having flexibility in using participatory evaluation methods.
- Expertise in human-rights based approaches to evaluation and issues of community participation in Peace Building and Conflict management.
- Specific evaluation experiences in the areas of Peace Building and Conflict management.
- Understanding of ethical issues and approaches to informed consent with regards to collecting information from Refugee Community.
- Experience in collecting and analyzing quantitative and qualitative data.
- In-depth knowledge of the Humanitarian environment in Uganda.
- A strong commitment to delivering timely and high-quality results, i.e., credible evaluation and its report that can be used.
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the evaluation is understood and used
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts.
- Language proficiency: fluency in English is mandatory.

## **12. HOW TO APPLY**

Interested individuals who meet the above description of competence should submit a;

- Technical proposals including Expression of interest

- CVs of the consultant(s)
- 1 pager listing similar assignments conducted in the past
- Budget for the assignment including logistics.
- Any other information deemed relevant

All the above documents should be submitted not later than 18<sup>th</sup> July 2022 by 5:00pm Via e-mail to: **cepadwestnile@gmail.com** or hand-delivered in a sealed envelope to the Head office in Arua addressed to: Executive Director Community Empowerment for Peace and Development West Nile.