



REQUEST FOR PROPOSAL

K-KEN-2021-4003-001-RACIDA-BASELINE ASSESSMENT

CONSULTANCY FOR BASELINE ASSESSMENT OF “EMERGENCY RESPONSE TO MALNOURISHED CHILDREN AND FOOD INSECURE HOUSEHOLDS IN WAJIR COUNTY

RURAL AGENCY FOR COMMUNITY ASSISTANCE AND DEVELOPMENT (RACIDA) IN DIAKONIE KATASTROPHENHILFE

**Disclaimer:** RACIDA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

**Synopsis of the Request for Proposal (Individual Consultant / Registered firm)**

Solicitation Reference No.	K-KEN-2021-4003-RACIDA- BASELINEASSESSMENT
Title of Solicitation	BASELINE ASSESSMENT FOR EMERGENCY RESPONSE TO MALNOURISHED AND FOOD INSECURE HOUSEHOLDS IN WAJIR COUNTY
Issuing Office & Address	RURAL AGENCY FOR COMMUNITY ASSISTANCE AND DEVELOPMENT (RACIDA) Website: <a href="http://www.racida.org">www.racida.org</a>
Point of contact for clarifications, questions and ammdendments	Racida General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Email Address for submission of Proposals/ Quotes	Racida General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Solicitation Issue Date	08/03/2021
Initial Deadline for Submission of Proposals	18/03/2021
Anticipated Award Type	CONSULTANCY AGREEMENT
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information</p> <p><b>Mandatory Eligibility Requirement</b></p> <ul style="list-style-type: none"> <li>• Must be an Individual/ Registered firm consultant</li> <li>• Must submit CV of Key Personnel</li> <li>• Provide certificate of Incorporation/ Business Registration</li> <li>• The firm shall not be sanctioned or blacklisted by any government or institution</li> </ul> <p><b>Technical Evaluation Criteria</b></p> <ol style="list-style-type: none"> <li>i. Consultant Academic and Professional Qualification-20%</li> <li>ii. Consultant’s Prior Work Experience- 35%</li> <li>iii. Methodology/Approach- 35%</li> <li>iv. Language and analytical skills -10%</li> </ol> <p><b>NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.</b></p>

## Terms of Reference

### 1. Background and Rationale

In Wajir County – as in most Arid and Semi-Arid Land (ASAL) counties – malnutrition, food insecurity, and deleterious health outcomes remain unacceptably high. High rates of food insecurity and poor nutrition outcomes are closely related and chronic and serious food security considerations exacerbate dynamics that drive negative nutrition outcomes. A number of concerning developments have occurred in Wajir County recently. Depressed rains have raised the risks of drought, household animal milk production is far below long-term averages and wet year prices, and an estimated 550,000 people in Wajir County were food insecure (IPC Phase 2 or worse) in the final months of 2020.

Poor health outcomes in the county are reaching high levels. According to the 2019 SMART Survey, rates of malaria like symptoms (42.7%), Acute Respiratory Infections (56.7%) and watery diarrhea (30.5%) remain the most prevalent morbidities found among respondents who reported symptoms within the two weeks prior to being interviewed. Additional major contributing factors identified by the Kenyan Ministry of Health include inadequate dietary diversity and insufficient medical facilities and services. Major contributors identified by the Ministry of Health (MoH) include inadequate infant and young child feeding (IYCF) practices supporting other findings that have reported low rates of efficacious IYCF practices in Wajir County.

In response to the above-mentioned needs, RACIDA and Diakonie Katastrophenhilfe are planning to implement an integrated health and nutrition cash transfer program to address the needs of communities in Basir, Bulla Hagar, Arbajahan, Mansa, and Sarmman in Wajir County. RACIDA will work through existing ministry of health structures and will utilize community health structures.

### 2. Baseline Survey Objectives

- I. To establish baseline information for measuring progress of project log frame indicators at community level after project implementation.
- II. Produce a baseline report that will be used for monitoring and benchmarking of the project and to guide implementation.

#### 2.1. Questions to be addressed by the Survey.

- ✓ What is the status of malnutrition rates in the target communities among children aged 6-59 months and what are the contributing factors and how best can they be addressed by the intervention?
- ✓ What are the existing factors limiting increased access to health and nutrition services in the target communities and how best can they be addressed by the intervention?
- ✓ What is the current status of Baby friendly Community Initiative (BFCl) in target communities and how best can it be improved by the intervention?
- ✓ Do what extent existing cultural and gender roles have affected proper child rearing and feeding practices in target communities and how best can they be addressed by the intervention?
- ✓ What are the contributing factors to food insecurity among target communities and how best can they be addressed by the intervention?
- ✓ How many target households have access to acceptable household Dietary Diversity Score?
- ✓ How many target households currently are able to access at least 2/3 meals per day?

The Specific Project Indicators, which the consultant will be expected to contribute towards knowledge of are detailed below:

	DESCRIPTION	INDICATORS
<u>Overall Objective</u>	Contribute to improved nutrition status and food security among 1000 HHs in Wajir county in Kenya	
<u>Project Objective</u>	Ensure Moderate and Severe malnutrition levels are reduced as immediate food and nutrition needs among Target HHs in Wajir	

	County are met and community initiatives to monitor and take care of individuals affected by malnutrition are promoted”	
<b>Result 1</b>	Improved access to food among 1000 targeted HH	At least 90% of HH supported with cash transfers of KES 4701 per month for 5 months are able to get 2/3 meals per day during the 5 months support period
<b>Result 2</b>	Improved management of acute malnutrition in Arbajahan, Bulla Hagar, Basir ,Mansa and Sarmman Communities.	At least 25 medical health workers (out of 30) are trained in the prevention and management of acute malnutrition and are applying knowledge learn by the end of the project
		Percentage increase in detection and reduction of malnutrition cases from supported sites with outreach services and HH MUAC measurements
		% of wasted children admitted at the outreach sites.
		Number of children under 5 screened for malnutrition by caregivers using MUAC with Moderate Acute Malnutrition (MAM) and Severely Acute Malnutrition having reduced from MUAC (Mid-Upper Arm Circumference) of <11-12.5cm to > 13.5 cm among target HHs by end of project period
		Number of children referred for further treatment from outreach services who are responding positively to various recommended prescription and intervention
		Number of infants 0-6 months of age who are fed exclusively with breast milk after baby friendly community initiatives for protection, promotion and support for breastfeeding
<b>Total Beneficiaries</b>		<b>7110 persons</b>

### 3. Methodology

The consultant is expected to utilize a mixed-methods approach with both quantitative and qualitative data from five villages of **Basir, Bulla Hagar, Arbajahan, Mansa, and Sarmman** in three sub-counties of Wajir County.

#### 3.1. Quantitative Data Collection

The core of the assessment will consist of a randomized quantitative survey. The survey will collect data food security, nutrition, and health sectors. All data will be disaggregated by sex, age, and disability. The baseline study will sample community members and other stakeholders from the project locations. The consultant is expected to propose quantitative methodology that is scientific, culturally appropriate, and will leverage both qualitative and quantitative data.

##### 3.1.1. Household Questionnaire

Quantitative survey tools will be determined on the basis of Consultant expertise, RACIDA priorities and knowledge, and Consultant-RACIDA engagement, and the tools will be finalized by RACIDA.

#### 3.1.2. Sampling Framework

A sample of respondents, stratified by gender, will be randomly selected in each target area for the quantitative survey. The sample will be statistically representative of the populations living in each target area based on the acceptable statistical sampling techniques. This should be in line with various contextual factors and proposed project site.

#### 3.1.3. Sampling Methodology

To identify survey respondents, the survey will use a random sampling approach. RACIDA suggests that the consultant propose a sampling methodology that they deem to be most appropriate. Any proposed methodology should ensure gender representation.

participants will be classified as either male or female, according to the sampling framework above. In each classification, data collectors will seek respondents of that gender. If there is more than one adult within the household of that specific gender, the data collectors will provide an introduction to the assessment and ask household members who they think among them can provide information given the nature of the assessment.

#### 3.1.4. Consent

The consultant must ensure that all participants in the household survey have given consent to participate in the study.

### 3.2. Qualitative Data Collection

Qualitative data collection methods will include Focus Group Discussions (FGDs) and Key Informant Interviews with community members, community health workers, community leaders, RACIDA staff, ministry officials, and other relevant partners deemed appropriate. Example FGD participants include members of target communities, including women, youth, men, elders, and the like, and KIIs may include Ministry of Health Officials in Wajir County. The consultant team is expected to propose KII and FGD participants on the basis of their knowledge.

Qualitative data collection tools will be determined on the basis of Consultant expertise, RACIDA priorities and knowledge, and Consultant-RACIDA engagement, and the tools will be finalized by RACIDA.

#### 3.2.1. Focus Group Discussions

The FGDs will have the following goals:

- Gather qualitative data to triangulate, explain, and expand upon the quantitative data gathered.
- Explore in more detail the challenges facing community members and the perceived gaps in food security, health, and nutrition.
- Identify specific barriers faced by different groups, i.e. women, youth, people living with disabilities (PLWD), children, IDPs, and the like in each target area in terms of accessing services, participating in the development of the local community, and understanding these barriers can be overcome for these specific groups.
- Other goals as determined by RACIDA and the Consultant.

Participants will be selected by data collectors in the field based on selection criteria for each sample group. Each focus group will consist of 8 – 10 participants. To account for the sensitive nature of information which might be discussed during the FGDs, female facilitators will be involved in conducting the female FGDs and male facilitators involved in male FGDs.

All participants must give written consent to participate in the FGD.

#### 3.2.2. Key Informant Interviews

KIIs will also be conducted as part of the qualitative data collection. Interviews in each target area will be expected and will be expected to include PLWDs. KII should be conducted using both closed questionnaires and open-ended questionnaires, depending on the Key Informant.

The interviews will have the following goals:

- Understand the current trends for food security, nutrition, and health and in the capacity of the communities to respond to, plan for, and implement mitigation measures in response to these trends.
- Understand the current management, planning, and implementation practices of mitigation mechanisms for food security, nutrition, and health.
- Other goals as determined by RACIDA and the Consultant.

#### 3.2.3. Survey Administration

The survey will be administered using ODK/Kobo Tool Box. A number of checks will be put in place to ensure the quality and accuracy of the data collected. These will include but are not limited to:

- A thorough testing process for the data collection tool in line with standard operating procedures for tool development and testing, involving multiple layers of testing to ensure that the tool functions fully.
- A pilot phase in the field during which the tool is thoroughly checked and tested prior to final use.
- Daily checks of data collected to ensure that it is comprehensive and does not contain any mistakes.
- Daily debriefs with data collection team to ensure that any problems encountered during data collection are identified and resolved.
- Regular spot checks on the field during data collection to ensure data collectors are properly administering survey questionnaire.
- A final, thorough, data cleaning process which will include verification of any potentially inaccurate data and revisits to the field if necessary. A log of data cleaning will be kept by the consultant and shared with RACIDA to ensure that all steps in the process can be replicated.

#### 3.2.4. Survey Quality and Ethical Standards

The consultant shall take all reasonable steps to ensure that the survey is designed and conducted to respect and protect the rights and welfare of the people and communities involved and to ensure that the survey is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability. Therefore, the survey team shall be required to adhere to the survey standards and applicable practices as recommended by IFRC.

**Utility** – Surveys must be realistic, diplomatic, and managed in a sensible, cost-effective manner.

**Ethics & Legality** - Surveys must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved in and affected by the survey.

**Transparency** – Survey activities should reflect an attitude of openness and transparency.

**Accuracy** – Survey should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.

**Participation** – Stakeholders should be consulted and meaningfully involved in the survey process when feasible and appropriate.

**Collaboration** – Collaboration between key operating partners in the survey process improves the legitimacy and utility of the survey.

It is also expected that the survey will respect the seven fundamental principles of the Red Cross Red Crescent: 1) Humanity, 2) Impartiality, 3) Neutrality, 4) Independence, 5) Voluntary Service, 6) Unity, and 7) Universality.

### 3.3. Obligations

#### 3.3.1. Obligations of the Consultant

- Give leadership to the technical team throughout the assessment

- Inform the Program Manager, M&E Officer in a timely manner of the progress made and any challenges encountered.
- Conduct the consultancy as per agreements in TOR, and contract, and if modifications are necessary, bring to the attention of the Program Manager before making any changes.
- Report on a timely basis as per the ToR and the contract agreement
- Declare any possible conflict of interest before signing the contract.
- Participatory share draft report and discuss the feedback and general findings with RACIDA team.
- Take care for all enumeration cost for this assignment
- Cater for his/her transport to the site or within his/her bid can indicate RACIDA to provide i.e. transport to the communities and exclude costing on the same within the bid.
- Organize for his/her own accommodation and cater for other expenses they may likely to incur during the assignment.

#### 3.3.2. Obligations of RACIDA

- Make sure the Consultant is provided with the necessary and required resources i.e. the project documents- proposal, reports and any other that the consultant may need.
- Give logistical information and attend to any concerns that may arise during the baseline exercise Facilitate the work of the consultant in accessing beneficiaries and other local stakeholders
- Monitor the daily work of the consultant and bring to the attention of the consultant /RACIDA any concerns that may arise
- Provide technical oversight in the review of all deliverables
- Provide timely comments on the draft report

## 4. Consultancy Requirements

4.1. Duration of the Consultancy: **12 days**

4.2. Deliverables

The evaluators' will be required of the following but not limited to;

1. Provide inception report, detailing the baseline survey design, sampling methodology and framework, survey tools, and agreed upon budget and work plan.
2. Provide inputs regarding evaluation design; bring refinement and specificity to the evaluation objective
3. Guide reflection of expected outcome to facilitate a presentation of findings in a workshop setting
4. Undertake site visits; conduct interviews
5. Provide regular progress/briefing report to RACIDA
6. Analyze and synthesize information; interpreted findings, develop and discuss conclusion and recommendations; draw lessons learnt from similar projects
7. Draft baseline report that will contain the following elements:
  - a. Table of contents
  - b. Executive Summary
  - c. Objectives of the Baseline, Methodology, and any challenges encountered in the field.
  - d. A presentation of the findings and the analysis.
  - e. Conclusions
  - f. Recommendations with clear guidelines on how they can be implemented.
  - g. Report Annexes
8. Copies of original and cleaned data sets with a codebook for both quantitative and qualitative data including original field notes for KIIs and FGDs, as well as recorded audio material, if available, should be submitted with the draft report.
9. Hard and Digital Copies of Signed Consent provided by respondents.

10. A power point presentation highlighting key findings from the baseline, presented at a feedback meeting to be held after completing the draft report and rectify any factual errors or misinterpretation.
11. Final Baseline Survey Report – submitted as one digital copy and least 2 bounded, signed hard copies submitted to RACIDA by the agreed submission deadline.

## 5. Qualifications and Evaluation Criteria of the Consultant

### 5.1. Key Selection Criteria

The independent consultant/consultancy firm must demonstrate experience and expertise as follows:

- Master’s degree in Public Health, Nutrition, or related field.
- Demonstrated experience in conducting high quality baselines for related project in the past five years (sample reports are required ruing the bid analysis).
- Extensive hands-on experience in the sectors of Health, Nutrition, and Food Security.
- Experience of working in a resource poor environment.
- Experience working in Kenya is an asset.
- Fluency in English is mandatory.
- Knowledge and experience of emergency response and humanitarian response in East Africa is an asset.
- Sectoral experience and contextual knowledge of Wajir County, Kenya, as well as demonstrable experience conducting field assessments or working in the Northern Counties of Kenya.
- Experience with Emergency Response and Recovery programming with a broad understanding of Nutrition, Food Security, and Public Health in the context of emergencies.
- High level of professionalism and the ability to work independently under tight deadlines.
- Strong interpersonal and communication skills.
- The team must have a statistician able to analyse quantitative and qualitative data.
- Firm must have experience in using mobile phone technology (**ODK/KOBO collect**) for data collection.
- The lead consultant must have strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports.

### 5.2. Application Evaluation Criteria

The below evaluation criteria will be used to select the consultant:

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	<ul style="list-style-type: none"> <li>• <i>Master’s degree in Public Health, Nutrition, or related field.</i></li> </ul>	<b>20%</b>
Consultant Prior Work Experience	<p>Detailed and specific experience in undertaking similar roles highlighting;</p> <ol style="list-style-type: none"> <li>1. Proven consultancy experience with baseline assessments for emergency response programming</li> <li>2. Demonstrated experience in conducting high quality baselines for related project in the past three years (sample reports are required ruing the bid analysis).</li> <li>3. Extensive hands-on experience in the sectors of Health, Nutrition, and Food Security.</li> <li>4. Sectoral experience and contextual knowledge of Wajir County, Kenya, as well as demonstrable experience conducting field assessments or working in the Northern Counties of Kenya.</li> <li>5. Experience of working in a resource poor environment.</li> <li>6. Experience working in Kenya.</li> <li>7. Knowledge and experience of emergency response and humanitarian response in East Africa is an asset.</li> <li>8. Experience with Emergency Response and Recovery programming with a broad understanding of Nutrition, Food Security, and Public Health in the context of emergencies.</li> </ol> <p><i>Bidder must attach detailed CV</i></p>	<b>35%</b>



Methodology/Approach	Understanding of the terms of reference that includes: <ol style="list-style-type: none"> <li>1. Outline of methodology and approach of implementing this assignment.</li> <li>2. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation.</li> <li>3. Firm Experience Sample work done either in Nutrition, health or cash transfer programming</li> <li>4. Detailed budget breakdown based on expected daily rates and initial work plan.</li> </ol>	35%
Language and analytical skills	Demonstrated capacity for high-level analysis and report writing, includes: <ul style="list-style-type: none"> <li>• Strong analytical and information presentation skills</li> <li>• Organizing and facilitating the conduct of capacity building activities.</li> <li>• Excellent interpersonal and communication skills, including the ability to communicate and work with a wide range of stakeholders in a participatory, respectful, collaborative manner, and to enhance effective work relationships.</li> </ul>	10%

## 6. Application Requirements

Application materials should include the following:

1. A Technical Proposal detailing the consultant's understanding of the task, proposed methodologies, expected activities and deliverables, proposed workplan, and the composition of the consultancy team to be engaged. The outline of the Technical Proposal is outlined in Annex I and the team composition requirements are outlined in Annex III.
2. A Financial Proposal detailing the costs that the consultant expects to be required to complete the assignment. The outline of the
3. Detailed CVs of all professional staff who will work on the consultancy team.
4. At least three professional reference from previous clients and full contact details of the referees.

## 7. Submission of the Proposal

- Proposals MUST be submitted **via email** to RACIDA General Procurement: [Procurement@racida.org](mailto:Procurement@racida.org) on or before the deadline indicated on the synopsis of the RFP
- The Technical Proposal **must** conform to the proposed outline provided in Annex I. The Financial Proposal **must** conform to the template provided in Annex II. The proposed Team Composition should conform to Annex III.
- All bidders **must** use the RFP reference number in the subject line of their email submission.
- Technical proposal and financial proposal shall be submitted as separate attachment.
- Neither technical nor financial proposals should exceed 10MB. The proposal with any subsequent modifications and counterproposals, if applicable, shall become an integral part of any resulting contract.
- Proposal must be provided in English Language

## 8. Corruption or Fraudulent Practices

RACIDA requires that Bidders observe the highest standards of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

RACIDA will reject a proposal for award if it determines that the tenderer recommended for the award has engaged in corrupt or fraudulent practices in competing for the contract or completing any contract awarded.

A tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating.

Please report any malpractices to [complaints@racida.org](mailto:complaints@racida.org).

**ANNEX I: TECHNICAL PROPOSAL FORMAT**

- 1) Introduction: description of the firm, the firm’s qualifications and statutory compliance (1 page)
- 2) Background: Understanding of the project, context and requirements for services, Key questions (2 pages)
- 3) Proposed methodology - Indicate methods to be used for each indicator and highlight any areas where indicators may need adjustment. The targeted respondents should be indicated for each indicator. Proposed detailed questions should be indicated. Detailed sampling procedure needs to be indicated. (5 pages)
- 4) Firms experience in undertaking assignments of similar nature and experience from the geographical area for other major clients (Table with: Name of organization, name of assignment, duration of assignment (Dates), reference person contacts-2 pages)
- 5) Proposed team composition (As per annex 3)-1 page
- 6) Work plan (Gantt chart of activity and week of implementation)-1 page

**ANNEX II: BUDGET TEMPLATE**

The consultant shall only quote for the items below and other costs deemed necessary:

Item	Unit	# of Units	Unit Cost (Ksh)	Total Cost (Ksh)
Consultancy Fee	Per Day			
Office Expenses (Printing, photocopy, binding, communications costs, etc.)	Per Item			
Logistics Breakdown				
Enumerator data collection cost				
Enumerator training Cost				
Grand Total, inclusive of KRA Tax				

**ANNEX III: PROPOSED TEAM COMPOSITION**

Name of Team Member	Qualifications	Years of Experience Related to Consultancy	# of Days to be engaged	Role(s) Under This Assignment
