



Terms of Reference

SV- Baseline survey for Multi- year support to drought and conflict displaced IDPs and host communities in Liban zone

REQUEST FOR PROPOSAL

Reference No: Tender Ref. No. RACIDA/PTN/DA-2023/024

**Consultancy for Baseline Survey in Liban zone
Under RACIDA's Multi- year support to drought and conflict displaced IDPs
and host communities in Liban zone**

**Rural Agency for Community Development and Assistance (RACIDA) in
Partnership with Stichting Vluchteling (SV)**

Document Release Date: 31st August 2023

Deadline for Submission of Bids: 13th September 2023

Time: 16:30 PM EAT

Submission Method: Email

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.	RACIDA/PTN/DA-2023/024
Title of Solicitation	Consultancy for Baseline Survey in Liban zone Under RACIDA's Multi- year support to drought and conflict displaced IDPs and host communities in Liban zone - RACIDA/PTN/DA-2023/024
Issuing Office & Address	Rural Agency for Community Development Assistance Website: www.racida.org
Point of contact for clarifications, questions and amendments	RACIDA Procurement, ethiopiaprocurment@racida.org
Email Address for submission of Proposals/ Quotes	RACIDA Procurement, ethiopiaprocurment@racida.org
Solicitation Issue Date	31 st August 2023
Initial Deadline for Submission of Proposals	13 th September 2023 16:30 PM East African Time
Anticipated Award Type	Consultancy Agreement
Survey Locations	Dollo Ado Woreda- Boryale & Garbaab 2 Filtu Woreda- Usubey, Melkahagar and Qabyay Dheka Suftu Woreda- Galun, Aligaiye and Walaysalman.
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information:</p> <p>Mandatory Eligibility Requirement</p> <ul style="list-style-type: none">• Must be an Individual Consultant/ Registered Consultancy Firm• Must submit CV of Key Personnel• Must submit a certificate of Incorporation/ Business Registration• Must submit a certificate of Tax Compliance.• Must Submit Business Tax PIN• The firm shall not be sanctioned or blacklisted by any government or institution <p>Technical Evaluation Criteria</p> <ol style="list-style-type: none">i. Consultant Academic and Professional Qualification-20%ii. Consultant's Prior Work Experience- 35%.iii. Methodology/Approach- 35%iv. Language and analytical skills -10% <p>NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.</p>

1. Background and Rationale

1.1 Project context

According to the February 2023 UNOCHA situation report, 22.6 million people in Ethiopia are food insecure due to drought, conflict, and an increase in food prices. An estimated 11.8 million people are food insecure in drought-affected areas of Somali, Oromia, Afar, and SNNP regions and Dire Dawa City Administration with worsening food insecurity among the IDPs countrywide.

Ethiopia, like the rest of the Horn of Africa countries, is facing drought situation following five consecutive below-average rainfall seasons performance. The drought situation further impacted pasture and water availability across many zones in the country, including Dawa and Liban zones.

The February 2023 UN-OCHA situation report indicated that there were over 640,000 drought-displaced people in Somali, Afar, Harari, and Oromia regions that needed ES/NFI assistance, out of which only 115,000 had been assisted by the end of January 2023 showing the support gaps in the region and country as a whole. In the WASH sector, long-term investments in water systems were identified as one of the strategies to address the needs.

The Liban zone in the Somali region faces gaps in humanitarian assistance due to the limited number of partners and funding across the various key sectors such as WASH, health and nutrition, ES/NFIs, agriculture, protection, Camp, food assistance and education.

In view of the above needs and gaps, and in coordination with local government and other actors in Liban zone, RACIDA proposes this intervention addresses the immediate humanitarian needs through the provision of food assistance to vulnerable IDPs and host communities, provision livestock health assistance and WASH interventions to address the sanitation and water access gaps in the target communities in Dhekasuftu, Dollo Ado, and Filtu Woredas in Liban Zone. It is anticipated that other actors in the region/zone and the government will address the needs and gaps in the other sectors.

1.2 Project Objectives and outputs

Overall Goal:

To address food, potable water, sanitation & hygiene, and livestock-related livelihood need of IDPs and drought-affected local populations in Dhekasuftu, Dollo-Ado, and Filtu woredas of Liban zone, Somali region of Ethiopia.

Purpose of the Assessment

Purpose

The purpose of the evaluation is to gather information that will enable RACIDA to establish the baseline survey of the targeted beneficiaries.

1.3 Specific Objectives:

- i) Addressing food insecurity for the most vulnerable drought and conflict displaced and host communities with the provision of Unconditional cash transfer in Liban zone
- ii) Increased access to water for 7,200 internally displaced people and local communities (4,320 IDPs and 2,880 local population) and improved sanitation and hygiene with new latrines to 180 internally displaced people in Dhekasuftu, Dollo-Ado and Filtu woredas.
- iii) Improved access to livestock health service to IDPs and host population in the Liban zone

1.4 Key primary data to be collected by the consultant:

Indicators:

Result 01: Addressing food insecurity for the most vulnerable drought and conflict displaced and host communities with the provision of Unconditional cash transfer in Liban zone

- Indicator 01: 60% of the target population with acceptable Food Consumption Score (FCS) by the 3rd month of the support
- Indicator 02: At least $\geq 90\%$ of targeted IDPs and local population who received cash are able to access at least two meals per day during the four (4) months of Cash Transfer.
- Total number of unique beneficiaries receiving cash transfers

Result 02: Increased access to water for 7,200 internally displaced people and local communities (4,320 IDPs and 2,880 local population) and improved sanitation and hygiene with new latrines to 180 internally displaced people in Dhekasuftu, Dollo-Ado and Filtu woredas.

- Indicator 01: Number of IDPs and local population who have access to 7.5 litre/p/d for drinking and basic hygiene
- Indicator 02: number of concrete underground water tanks rehabilitated to the required standard and with facilities, such as storage tank, water kiosk, and solar-powered water pumping system
- Indicator 03: number of beneficiaries who have access to latrines and hand washing facilities.

Result 03: Improved access to livestock health service to IDPs and host population in the Liban zone

- Indicator 01: number of households (disaggregated by IDPs and local population) benefitted from the project-funded livestock health service in the target three woredas
- Indicator 02: number of livestock that received vaccination service through the project support in the target three woredas

***The collection method of the key indicators is subject to revision.**

2. Assessment Methodology

The consultant is expected to propose scientifically, culturally and socially appropriate approaches that will be used to answer the questions raised in this ToR. A mixture of qualitative and quantitative approaches should be used, while the main focus of interest is on the quantitative assessment of baseline data and indicators. The consultant is expected to

demonstrate ability to undertake the evaluation by providing details of the process including the tools, formats and method that might not be limited to the following key process.

2.1 Key Project Documents Review: Including the design (and log frame), assessment report, and other circumstantial reports.

- Structured Household Questionnaires: This will be administered to the HH to determine RACIDAs' coverage among other indicators.
- Sample sizing: The assessments will determine a sample size of households based on the acceptable statistical sampling techniques. This should be in line with various contextual factors and proposed project site.

2.2 Process:

The tentative components of proposed timeframe include:

- Review of desk documents, tools assimilation and secondary data collection
- Data analysis
- Compilation, finalization and submission of the assessment reports.

***The consultant is responsible to put realistic days for the above components bearing in mind the scope**

The evaluation shall be undertaken within the following phases.

- A Virtual inception meeting between the consultant and RACIDA to familiarize the parties with each other.
- Secondary data collection of relevant data through physical or online reviewing of the respective resources by the consultant
- Analysis of data and writing the final Assessment report
- Final report submission to RACIDA by the consultant.

3. Outputs and Deliverables

3.1 Baseline survey report:

The consultant shall share the baseline report template format to RACIDA and develop, in English, a complete first draft of the report, which shall be shared to RACIDA Ethiopia Programmes manager, for inputs. The consultant shall develop the final baseline report containing Observations, Findings, and Conclusions and based on and explicitly linking to evidence. This must demonstrate a clear analytical linkage between findings, conclusions, and recommendations to current situation. The conclusions will be based on required analytical triangulation. The report shall be written in English and shared to RACIDA team.

4. Annexes to the report to include

- a. Databases established with raw and cleaned datasets and in conformity with HXL standard
- b. Full documentation of the analysis of quantitative and qualitative data collected (e.g. all themes identification, triangulation, etc.)
- c. Further details on sampling strategy if required
- d. Electronic formats of surveys tools.

5. Expert Profile of the Consultant

The independent consultant/consultancy firm must demonstrate its experience and expertise on:

- Experience in Monitoring and Evaluation with more than 5 years proven experience of undertaking project evaluations and assessments.
- Experience in livelihood and food assistance programmes in Ethiopia is required.
- Understanding of political, social and cultural context in Ethiopia is essential.
- Proven experience of applying electronic data collection methods (e.g. Kobo Collect, ODK or similar tools) and proficiency in relevant office software and statistical packages such as SPSS, Excel.
- Strong interpersonal skills, cultural sensitivity, participatory methods, and expertise in integrating socio-economic and socio-cultural factors into the analysis.
- Ability to write clear and useful reports (please provide examples of previous work).
 - Attention to details is essential.

6. Confidentiality

All information gathered through this assignment, personal and organizational information in particular, shall be treated confidentially and is not to be shared to third parties other than by the commissioning agencies. Likewise, any documentation related to the assignment shall remain the sole and exclusive property of the commissioning agencies. Data management has to observe strict data protection principles and standards as e.g. expressed in the “Handbook on Data Protection in Humanitarian Action” (ICRC 2017). Personal data has to be treated strictly confidentially, protected, and stored and transmitted safely. Any personal data which is shared via email has to be encrypted. Personal and organizational data, upon being analyzed and used for the required purpose, has to be safely deleted from the consultant’s records and electronic systems latest one month after the Assessment Report has been shared and accepted as final.

7. APPLICATION REQUIREMENTS

7.1. Submission of Proposal:

Firms/individuals interested in the consultancy must include in their application a detailed technical and financial proposal with the following components;

7.1.1 Technical Proposal:

- Understanding and interpretation of the TOR
- Methodology to be used in undertaking the assignment
- Sample facilitation guides.
- Time and activity schedule
- Share at least 3 references of similar work done previously.

7.1.2 Financial Proposal

- Consultant's daily rate

Note: Transport/logistics shall be provided by the consultant and cater for his/ her own accommodation and meals

8 Future Use of the Data

All data collected will be the sole property of RACIDA & SV. The consultant must not use the data for their own research purposes, nor license the data to be used by others, without the written consent of RACIDA and SV.

9. Obligations

9.1. 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.
- Cater for all field logistics costs including enumeration cost
- Organize for his/her own accommodation and cater for other expenses they may likely to incur during the assignment.

9.2. 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 Evaluation 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

10. Key Selection Criteria

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

- Years of experience
- Experience working in Kenya, Somalia and Ethiopia is preferred. A good understanding of the political, social, and cultural context of Liban zone of Ethiopia.
- Fluency in English is Mandatory, and understanding of the local languages and culture is an added advantage.
- Strong interpersonal and communication skills.
- Ability to write clear and useful reports (please provide examples of previous work).

11 Application Evaluation Criteria

Evaluation Criteria	Sub criteria/Description	Score
Consultant Academic and Professional Qualification	Years of experience	20%
Consultant Prior Work Experience	<ol style="list-style-type: none"> 1. Detailed and specific experience in undertaking similar roles highlighting; 2. Experience working in Kenya, Somalia, and Ethiopia is preferred with a good understanding of the political, social, and cultural context. 3. Fluency in English is Mandatory and a good command of the local languages. 4. Strong interpersonal and communication skills. 5. Ability to write clear and useful reports (please provide examples of previous work). <p><i>Bidder must attach detailed CV</i></p>	30%
Methodology/Approach	Understanding of the terms of reference that includes: <ol style="list-style-type: none"> 1. Outline of methodology and approach of implementing this assignment. 2. Proposed assignment plan that includes clear timelines for the assignment that demonstrates the understanding of the assignment expectation. 	30%
Budget & work plan	Detailed budget breakdown based on expected daily rates and initial work plan.	10%

Language analytical skills	and Demonstrated capacity for high-level facilitation skills and report writing, includes: <ul style="list-style-type: none"> • Fluency in English is mandatory. • Strong analytical and information presentation skills • Writing/reviewing strategic documents, monitoring and evaluation reports, systems and tools, and action plans. • Networking and partnership building. • Excellent interpersonal and communication skills. 	10%
----------------------------	---	------------

11.1.1 Application Requirements

Application materials should include the following:

- 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 7.1.1 and the team composition requirements are outlined in 7.1.2.
- A Financial Proposal detailing the costs that the consultant expects to be required to complete the assignment. The consultant is expected to account for all logistics and travel costs associated with the assignment.
- Detailed CVs of all professional staff who will work on the consultancy team.
- Must submit a certificate of Incorporation/ Business Registration
- Must submit a certificate of Tax Compliance
- Must Submit Business Tax PIN
- At least three professional references from previous clients and full contact details of the referees.

11.1.2. 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 max)
- 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 max)
- 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 11.1.3). (1 page)

6) Work plan (Gantt chart of activity and week of implementation). (1 page)

11.1.3 Proposed Team Composition Format

- Name of Team Member
- Qualifications
- Years of Experience Related to Consultancy
- # of Days to be Engaged
- Roles(s) under this assignment

11.1.4 Duration of the Consultancy

The Evaluation will be conducted within **12 days** from contract signing to delivery of the final report.

11.1.5 Deliverables

- The following deliverables are expected from the consultant:
- Inception report, detailing the Evaluation survey design, sampling methodology and framework, survey tools, and agreed upon and workplan.
- Draft evaluation report that will contain the following elements:
 - o Table of contents
 - o Executive Summary including a summary of key findings
 - o Introduction/background
 - o Methodology - including limitations of the survey.
 - o A presentation of the findings and the analysis.
 - o Conclusions
 - o Recommendations with clear guidelines on how they can be implemented.
 - o Report Annexes:
- 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.
- 2-binded and signed Final Evaluation Survey Report and a signed digital copy submitted to RACIDA by the agreed submission deadline.

12. Management of the Evaluation

- RACIDA shall prepare a service contract, which the consultant shall sign to commit himself/herself; the consultant shall be answerable to the RACIDA team.
- The consultant shall be entirely responsible for execution of the data collection
- The Consultant shall be entirely responsible for data cleaning, analysis, report generation and submission.
- The consultant shall constitute a data collection team and shall be responsible for the day-to-day management and remuneration and all other costs associated with the exercise.
- The consultant shall ensure that the logistical arrangements related to the assessment are availed.

- The consultant remains with the overall responsibility for the operational and administrative management of the assessment.

13. Documents available upon request

- Project proposal

How to apply

The documents with subject line clearly marked " Baseline survey consultancy for Multi-year support to drought and conflict displaced IDPs and host communities in Liban zone- RACIDA/PTN/DA-2023/024"

shall be submitted to ethiopiaprocedurement@racida.org on or before **13th September 2023 before 4:30 PM (EAT)**

Bidders' submissions of technical and financial proposal should be submitted via email with the subject line "**Baseline survey for Multi- year support to drought and conflict displaced IDPs and host communities in Liban zone- RACIDA/PTN/DA-2023/024**"

No applications shall be accepted in hard copy. Applications should strictly be submitted through email.

No application shall be accepted after this deadline. Incomplete applications will not be considered.