

TOR TERMS OF REFERENCE TO CONDUCT A BASELINE SURVEY ON THE CLWR PROJECT IN ADJUMANI REFUGEE SETTLEMENT

1. Background

LWF-Uganda is a country program of the larger Lutheran World Federation (LWF), an international organization based in Geneva, Switzerland. Since 1979, LWF has worked in Uganda to empower communities to achieve their full potential, claim their universal rights, meet their basic needs and improve their quality of life. The national headquarters, based in Kampala, oversee the overall management of 5 sub-programs responsible for the implementation of humanitarian and development projects across the country.

LWF-Uganda implements food security and livelihoods projects in the districts of Katakwi, Kitgum, Pader and Sembabule. It empowers Ugandan households to take control of their development and economic prospects by providing them with training, start-up kits, inputs, crop production schemes, technical support etc....LWF-Uganda also has a successful track record responding to refugees in Uganda. It currently supports Congolese and South-Sudan refugees living in settlements in the districts of Kamwenge and Adjumani respectively with access to safe water, sanitation and hygiene services, community services, protection, psychosocial support, livelihoods and environmental conservation.

With regard to the South Sudanese refugees, following the violent clashes in South Sudan in December 2013, LWF-Uganda was one of the first organizations to arrive on the ground in Adjumani district to respond to the urgent and critical needs of the refugee population. From 1986-2007, LWF-Uganda was already operational in Adjumani responding to the needs of Sudanese refugees. Since December 2013, it has re-established its presence in the area. Thanks to its past experience working with refugees in Uganda, LWF-Uganda benefits from strong support and has a good reputation within the district government and the respective technical departments. Its quick intervention, in Adjumani, has also earned LWF-Uganda its role as one of UNHCR's main implementing partner in various sectors of intervention such as water, sanitation and hygiene (WASH), protection, livelihoods, environment, infrastructure development and community services, including construction of PSN shelters.

LWF-Uganda has recently received funds from the Canadian Lutheran World Relief (CLWR), in partnership with DFATD, to reduce the vulnerability of 40,500 conflict-affected people in Adjumani by providing non-food relief items (NFIs), WASH services, shelter upgrades to PSNs and support for agriculture and livelihood interventions. As part of the project contract, LWF-Uganda submitted a Monitoring & Evaluation (M&E) plan to CLWR/DFATD. To complement and strengthen the M&E plan, LWF-Uganda is seeking to hire a consultant to carry out a baseline survey. The objective is to gather relevant baseline data for key project indicators to enable:

- a) the analysis of the communities' knowledge, attitudes and practices on
 - hygiene and sanitation
 - farming, environmental conservation/nursery and woodlot management
- b) measuring the results and impact throughout and at the end of the project

2. Baseline purpose and scope

LWF-Uganda is seeking to hire a consultant to work on the baseline study to be carried out for the CLWF/DFATD funded project to be implemented in Adjumani refugee settlement, Uganda.

The study will focus particularly on the settlement areas of Baratuku, Ayilo 1, Nyumanzi and Boroli and on the sub-counties of Ciforo, Pakele, Ofua and Adropi, where LWF-Uganda is operational and where the CLWF/DFATD project is to be implemented.

The baseline study is intended to provide program staff with detailed baseline data on key project indicators to enable changes in refugees and host communities to be measured over the course of the project. The data collected will be both qualitative and quantitative in nature, and will include information gathered on the outcome indicators and on knowledge, attitudes and practices in the areas of hygiene and sanitation, farming, environmental conservation/nursery and woodlot management.

3. Methodology

The baseline research methods should include detailed data on target beneficiaries (both direct beneficiaries), secondary data, and qualitative data.

All data, qualitative and quantitative, collected through the assessment must be disaggregated by location, age and sex.

Baseline research will involve collecting:

- **Secondary documentation:** the consultant will be in contact with LWF staff who will share key documents and required literature, but may also use any other official documents, national or international
- **Qualitative data:** the qualitative will allow verifying the perceptions, and experiences of boys and girls, men and women on knowledge, aptitudes and practices on hygiene and sanitation, farming and environmental conservation in the different locations of intervention. The consultant should use qualitative approaches, such as focus group discussions and key informant interviews, as well as participatory exercises and approaches.
- **Quantitative data:** used to measure indicators of the project expressed in terms of numbers/percentage/proportion (quantitative indicators)

Triangulation of information gathered during the quantitative and qualitative research is crucial in this study, with reflection on how the findings relate to the secondary documentation.

The main indicators to be verified during the baseline are related to the following outcomes. LWF would also be happy to receive suggestions for new relevant indicators, in particular, to measure:

- awareness on better hygiene and sanitation practices
- awareness on environmental conservation
- awareness on farming practices

Ultimate Outcome:

Lives saved, suffering alleviated, and human dignity maintained for South Sudanese refugees and host communities in Adjumani settlements, North Uganda

Intermediate

Outcome: Reduced vulnerability of South Sudanese refugees host and communities in Adjumani settlements, especially women and children

Outcomes	Outcome indicators	Output indicators
100 WASH Increased access to safe drinking water for refugee and host communities in Adjumani district	Access to 15 l/p/d of safe drinking water within 500m of house	Number of boreholes constructed Number of water committee members recruited and (re) trained Number of schools supported with underground water tanks
Increased access to sanitation facilities (latrines and hand washing facilities) for refugees in Adjumani district	Access to sanitation facilities	Number of households supported with materials (slabs and poles) for household latrine construction
Increased awareness on healthy hygiene and sanitation practices for refugees and host communities in Adjumani district	Awareness on better hygiene and sanitation practices	Number of hygiene and sanitation sensitization campaigns completed Number of schools trained using CHAST approach
200 NFIs Improved equitable access to essential nonfood items for refugees in Adjumani district	Access to essential NFIs	Number and type of NFIs distributed
300 Livelihoods Increased access to agricultural training and inputs to improve food security for refugees and the host community in Adjumani district	Access to agricultural training and input	Number of participants trained in improved farming practices Number and type of agricultural inputs distributed
Increased awareness on environmental conservation for refugees and the host community in Adjumani district	Awareness on environmental conservation	Number of wood and fruit seedlings distributed Number of woodlots established Number of IND trained in nursery establishment and management Number of energy saving stoves distributed
400 Shelter Improved access to appropriate shelters for PSN households in Adjumani district	Access to appropriate shelter as per the SPHERE standards	Number of PSN shelters constructed

The assessment is to be consistent with SPHERE standards, and will be conducted based on the principles of the Humanitarian Charter. The baseline survey will be organised in a participatory way, including LWF staff, research assistants, local actors and project beneficiaries. The design and implementation of the baseline must also ensure that principles of gender equality, inclusion and non-discrimination are considered and acted upon throughout, and that the meaningful participation of the most vulnerable groups and other key stakeholders is promoted in the design and implementation of the baseline. Furthermore, the assessment is required to be conducted in-line with LWF Code of Conduct and Child Protection Policy.

4. Tasks, outputs and suggested timeframe

Task/output	Suggested timeframe
a. Inception meeting with Program Coordinator, M&E Manager and Grants Manager and a review of key background documents and existing data collection tools	0.5 day
b. Detailed inception report including detailed work plan, detailed draft methodology and sampling approach for quantitative data collection, quantitative and qualitative tools finalised in agreement with the Grants Manager and M&E Manager	3 days
c. Recruitment and training of additional data collectors/enumerators	0.5 days
d. FGDs and KIs, quantitative data collection and data entry	7 days
e. Data analysis and draft baseline study report submitted for comments	6 days
f. Project staff comment on first draft	4 days
g. Final baseline study, responding to comments above	3 days
h. Oral presentation/meeting and de-brief with project staff	0.5 days
Suggested total	21 days

LWF-Uganda field staff will prepare the field visits for the consultant and data collectors ahead of time. LWF-Uganda and partners' staff will ensure that girls, boys, women and men and local leaders and partners are prepared and ready to participate in interviews and FGDs for data collectors, and, if required by the consultant, will accompany the consultant and enumerators on data collection visits.

5. Skills and qualifications of consultants

LWF-Uganda is looking for a consultant/team with the following skills and qualifications:

1. Demonstrable expertise on refugee operations, especially in Uganda
2. Track record in developing and conducting various types of evaluation including qualitative and quantitative data collection
3. Experience in managing and coordinating evaluation/research exercises, delivering agreed outputs on time and on budget
4. Experience in data collection and analysis using participatory methodologies
5. Previous experience working with communities using participatory approaches
6. Excellent and demonstrated understanding of ethical issues in research, including child protection
7. Ability to work with communities in relevant local languages would be an advantage
8. Strong quantitative data entry and analysis skills and previous experience using statistical analysis software
9. Ability to respond to comments and questions in a timely, appropriate manner
10. Ability to write high quality, clear, concise reports in English

6. Application process and timeline

LWF-Uganda invites interested individuals and companies to submit the following application documents:

1. Expression of interest outlining how the consultant(s) meets the selection criteria and their understanding of the ToR and methodology;
2. A proposed activities schedule/work plan with time frame;
3. Copy of CV of the consultant(s) who will undertake the evaluation;
4. One recent example of similar evaluation report written by the applicant;
5. Financial proposal detailing consultant(s) itemized fees, data collection and administrative costs (NB – Payment of consultancy fee is subject to 6% withholding tax unless there is evidence of exemption).

Please address queries and applications to the Chairperson of the LWF-Uganda Procurement committee at the following address:

Lutheran World Federation – Uganda Program
Department for World Service
Plot 1401, Gaba Road, Nsambya
P.O. Box 5827 – Kampala

OR

Email bids@lwf.or.ug

The deadline for applying is 26th May 2015. The aim is to select the consultant by 29th of May and start the contract on 1st June 2015.

The deadline for submitting the final report will be 23rd June 2015.

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