

## **TERMS OF REFERENCE FOR BASELINE ASSESSMENT FOR REDUCING ACUTE MALNUTRITION PROJECT IN KYANGWALI**

### **1. Background:**

**The Lutheran World Federation-Department of World Services (DWS)** is a member of **act alliance** and an internationally recognized humanitarian and development arm of the Lutheran World Federation (LWF). LWF/DWS has its headquarters in Geneva, Switzerland, and has more than 60 years of global experience in various humanitarian emergency and relief operations around the world assisting refugees, internally displaced, returning population and host communities. LWF-Uganda is a country program of the larger LWF/DWS. LWF has been working in Uganda since 1979 responding to South Sudanese and Congolese refugees. LWF has 7 subprograms located in Adjumani, Pader, Luuka, Hoima, Kyenjojo, Lamwo and Kitigum. Following the violent clashes in the Democratic Republic of Congo (DRC) in December 2017, LWF was one of the first organizations to arrive on the ground in Hoima in response to urgent and critical needs of the refugee populations in Kyangwali refugee settlement area.

### **2. Project Focus:**

In Kyangwali Refugee Settlement, LWF with support from **World Food Programme (WFP)** is implementing a project entitled **“Reducing Acute Malnutrition” from July 2018 to June 2019**. The commitment of the project is “To reduce mortality rates associated with MAM among children and PLW in Kyangwali Refugee Settlement and host community by 2019”.

The expected outcome project objectives are;

- i) Improved nutritional status among child 10,000 children, PLW and adults enrolled in SFP program.
- ii) Malnutrition prevented among the refugees and host communities through MCHN.

### **3. Purpose and Scope of the KAP Survey:**

The project would like to commission beginning of project assessment to assess the performance of the specific outcome indicators prior to project interventions. The project would also want to establish the peoples’ KAP in line with Nutrition in the project catchment areas.

The baseline survey will help the project to measure achievements as a results of the interventions and changes in the malnutrition rates. The baseline survey is meant to assess the current nutrition patterns in order to formulate sustainable interventions and also gain better insight into the key expected outputs, outcomes, and change that will be attributed to project interventions.

To carryout baseline survey, LWF therefore seeks the services of a qualified consultant or consultancy firm to carry out a detailed survey within the project area with the aim of collecting quantitative and qualitative data from project target beneficiaries and other project stakeholders so as to establish the performance of the respective outcome indicators prior to project

implementation and establish people's KAP in line with nutrition in the project catchment areas.

#### **4. The specific objectives for the project and the survey:**

##### **4.1 Project objectives:**

- To treat 5,000 MAM cases targeting children under 5 years of age, Pregnant and Lactating Women in Kyangwali Refugee Settlement by 2019.
- Support mother to child health and nutrition to prevent malnutrition among the refugees and host communities in Kyangwali Refugee Settlement.

##### **4.2: Specific Objectives for the survey:**

- Establish the performance of the outcome indicators across the project catchment areas.
  - a) Outcome 1: Improved nutritional status among child 10,000 children, PLW and adults enrolled in SFP program. The consultant will be expected to deliver baseline figures on the following outcome indicators;
    1. Cure rate, > 75%; Non-response, <10%, Default rates, <15%; Death rate, < 3%; Av. length of stay in 90 days. (80% coverage of targeted beneficiaries).
  - b) Outcome 2: Malnutrition prevented among the refugees and host communities through MCHN. The consultant is expected to establish the baseline figures for the outcome indicators below;
    2. Proportion of mothers and caregivers practicing recommended IYCF practices at home (>90% of the target)
    3. Number of trained data assistants, health workers, VHTs, District Health Team focal persons, technical staff and lead mother groups knowledgeable about CBSFP (Train > 90% of targeted staff).

N.B: Important to note is that some of the information will be collected from DHIS2 and HMIS and the other information from the health centers and out posts in the project catchment areas plus the respective project stakeholders like PLWs, VHTs, health workers etc.

- Establish the KAP of the beneficiaries in the project catchment areas in line with Nutrition.

#### **5. The specific requirements for this assignment are therefore:**

1. Carry out KAP survey from a sample of project beneficiaries in order to understand their current perceptions in terms of Nutrition and relating components like WASH.
2. Establish the baseline figures for the respective outcome indicators in the project catchment areas prior to implementation of the project activities.
3. Analyse and compile collected information in a professional way that LWF can use to share with its partners and collaborators.
4. The end product of the survey will be a final report containing all the indicators to be tracked with well explained systemic changes that will be observed by the project.

## **6. Approach and Methodology**

The team should review the log-frame and other relevant documents in order to agree a methodology with LWF. It is expected that this methodology will include an appropriate sampling method for the targeted beneficiaries which can reveal meaningful information highlighting current nutrition status, challenges and draw lessons across various dimensions.

Other approaches can include;

- Document and systems review
- Focus Group Discussions
- Key Informant Interviews
- Field observations

N.B: Upon being awarded the consultancy; the respective parties are expected to design various data collection tools that will be used for this assessment. The preferred method of data collection is usage of Kobo or ODK.

## **7. Timing and duration**

The assignment will last for 10 working days (two weeks) upon which the final assessment report should be delivered to LWF not later than a month from the 10 days of completing the assessment exercise.

## **8. Expected deliverables**

Upon being awarded the consultancy, the consultant or consulting firm is expected to provide LWF with the following;

- Inception report clearly stipulating the consultants' understanding of the TOR.
- Final report from the assessment with all the information pertaining the activity included in the report.
- Final de-briefing on the report findings so that the team can have a clear understanding of the field findings.

## **9. Evaluation team and selection criteria**

The evaluation team will consist of the LWF M&E team and will use the LWF standard assessment criteria when reviewing the bids to award the consultancy to the qualified consultant or consultancy firm.

## **10. Consultancy Engagement procedure:**

The consultant will be engaged through a bidding process and applications will be evaluated including a review of the CVs of the team, related experience in the relevant context (refugee/emergency), financial proposal and demonstrated understanding of the project.

## 11. Qualifications for the consultancy

LWF Uganda invites a consultant /consultancy firms to express their interest in this assignment. The consultants/firms should indicate the relevant experience in doing similar work and should have the following qualifications;

- demonstrable expertise on refugee and livelihoods operations, especially in Uganda,
- track record in developing and conducting qualitative and quantitative data collection and analysis,
- experience in managing evaluation/research exercises,
- ability to deliver agreed outputs on time and on budget,
- previous experience working with communities using participatory approaches,
- strong quantitative data entry and analysis skills and experience using statistical analysis software,
- ability to respond to comments and questions in a timely, professional manner,
- ability to write high quality, clear, concise reports in English,
- excellent and demonstrated understanding of ethical issues in research and
- ability to work with communities in relevant local languages would be an advantage.

## 12. Supervision

The Consultant will be supervised by the LWF Project Monitoring, Evaluation & Reporting Manager working closely with the LWF Field Operations Manager all at the head office.

## 13. Ethical Issues

The baseline survey will be organized 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.

## 14. Timeline

The interested consultants are expected to submit their technical and financial proposals not later than **August 30<sup>th</sup>, 2018**. **The successful candidate is expected to have draft versions of all survey tools available by September 7<sup>th</sup> 2018**. The actual survey is expected to start **September 10<sup>th</sup>, 2018**. After one month the final draft of the report is expected to be submitted to Lutheran World Federation. Detailed implementation schedule should be included in the technical proposal.

## 15. Submission of Technical and Financial Proposals.

Interested individuals /firms can express interest in undertaking the consultancy by submitting technical and financial proposals, sealed in separate envelopes, clearly marked on top of the

envelope, TECHNICAL PROPOSAL FOR WFP BASELINE, for the technical Offer, and FINANCIAL PROPOSAL FOR WFP BASELINE, for the financial Offer, not later than **August 30<sup>th</sup>, 2018**, addressed to;

**The Chairman-Tender Committee.  
Lutheran World Federation – Uganda Program  
Department for World Service  
Plot 1401, Gaba Road, Nsambya  
P.O. Box 5827 – Kampala.**