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**TERMS OF REFERENCE (TOR)**

***Income Generating Activity Feasibility studies and Cost Benefit analysis***

**Project and Evaluation Summary Table**

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| **Project Name** | **Enhancing Food security, WASH services and resilience for conflict affected Populations in Northeast Nigeria** |
| **Contract Number** | REF-1006-14200 E-81056512 |
| **Sector** | * FSL * WASH |
| **Implementing Partners (if**  **applicable)** | N/A |
| **Location (country**  **region/s)** | Nigeria |
| **Project Duration** | 24 Months |
| **Starting Date** | 1st April 2018 |
| **Ending Date** | 1st April 2020 |
| **Project Language** | English |
| **Donor & Contribution/s** | Swiss Agency for Development and Cooperation 1,800,000 USD (1,730,769 CHF) |
| **Mission administering the**  **Project** | Nigeria |
| **Responsible ACF HQ** | Action Against Hunger France |
| **Evaluation Type** | Feasibility study for income Generating Activity and cost benefit analysis |
| **Evaluation Dates** | ASAP |

1. **Background**

In order to address the urgent humanitarian needs of internally displaced persons (IDPs), host community members and returnees affected by the conflict in Northeast Nigeria, Action Against Hunger is proposing an integrated resilience leaning food security and livelihood and WASH intervention coupled with a rapid response capacity to cope with sudden emergency needs, which might arise in the course of the project lifetime.

Under this proposed intervention, Action Against Hunger will contribute towards improvement in food security and nutrition status for the most vulnerable people in the conflict affected areas of Yobe and Borno, and building their resilience through context specific pro-poor economic empowerment initiatives and improved all year round production of diversified nutritious foods. The proposed project aims at improving the capacity of the vulnerable populations to be less dependent on aid, recover from conflict inflicted losses, and transit from the fragile emergency driven setting towards safe, dignified and sustainable livelihoods.

This project will target conflict-affected populations in Borno and Yobe states including IDPs, host community members and returnees, with a special focus on women and children who represent the majority of the displaced population and who are the most vulnerable. Participants in the capacity-building activities will be selected through vulnerability assessments that will be conducted by Action Against Hunger. Beneficiary groups include: women with children under 5 years of age, men, girls and boys, pregnant and lactating women (PLWs), and persons with special needs such as elderly and chronically ill, disabled people, and female and child-headed households. The project will focus on strengthening the community groups focus approach to empower and build the capacity of the target individuals on agro recovery, vegetable production, group waste sorting and compost making, water point saving scheme, cooking training and income generating activities in the area of latrine construction and bathroom for masons, soap making, multi-purpose nutrition sensitive tree nurseries and energy saving stoves.

For the income generating activities of soap making , Energy saving stoves and tree nurseries, a Feasibility study would need to be conducted to determine if the endeavors would lead to sustainable livelihoods while maintaining focus on the social enterprise 3P tenets of People, Profit and Planet (environment) and integration with other project components.

1. **PROJECT OBJECTIVES**
2. **Overall Objective:**

To contribute toward improvement of food security and water and sanitation to influence nutrition status of the most vulnerable people in the conflict affected areas and building their resilience through context specific pro-poor economic empowerment and WASH initiatives to improve and sustain supply of diversified nutrition food in Yobe and Borno State.

1. **Specific Objectives**:

The project aims at improving the capacity of the vulnerable populations to be less dependent on aid, recover from conflict inflicted losses, and transit from the fragile emergency driven setting towards safe, dignified, and sustainable livelihoods.

1. **RATIONALE**

The consultancy aims to determine the feasibility of the proposed Income Generating Activities and their integration with the overall strategy of resilience programming:

* Soap Making,
* Fuel efficient technologies
* Tree nurseries

1. **OBJECTIVE OF THE ASSIGNMENT**
2. **General**

* To contribute to informing the design of the SDC F4C Income generating activities in the most cost-effective way and insights on Action Against Hunger strategies .

1. **Feasibility of Income Generating Activities: soap making, fuel efficient technologies and tree nurseries from the lens of a social enterprise**

* Detailed costing to start up soap making, energy saving stoves and tree nurseries including cost for and ease of accessing inputs
* The demand for the goods within the community and its potential demand outside
* Marketing and distribution strategy including the potential for the goods to be marketed innovatively -Example: soap buying clubs for far communities, constructing energy saving stoves rather than selling per piece, institutional buyers of tree seedlings linked to greening programs , linking energy saving stoves to humanitarian response initiatives, mobilizing community based entrepreneurs alongside direct beneficiaries
* Analysis of competition
* Recommended pricing taking into consideration cost recovery and eventually profit
* Integration of the social enterprise in the over-all project – linkage of stoves to community waste management and use of biomass as fuel, linkage of soap to WASH and community demand for quality, inexpensive soap…
* Analysis of the potential barriers from the demand side (e.g. trust in the quality of the new products etc.)
* Investigate access to credit

1. **Study questions**

The data collection and analysis set out to answer the following questions:

1. *What is cost of producing soap, energy savings and cost of starting up tree nursery business?*
2. *Are the inputs easily accessible by community?*
3. *Who, where and what are potential market including institutional markets?*
4. *What are the possible and doable integration of the IGAs/Social enterprise to other components of the project?*
5. *What innovative pathways to develop these into sustainable livelihoods for the stakeholders involved most specially the community?*
6. **USERS OF THE ANALYSIS**

**Direct users:** Action Against Hunger field teams, Technical and Senior Management Teams, Action Against Hunger Technical Advisors/ Director in the HQ (NY), local communities and entrepreneurs.

**Indirect users:** Action Against Hunger -UK, Action Against Hunger International Network, ECHO and other donors, federal, regional and local governments, ministries, UN agencies and Global Clusters, NGOs and NGO Consortiums as well as humanitarian learning platforms.

1. **USE OF THE ANALYSIS**

This information from the study will help in shaping the SDC/GAC project design to be based on evidence and research. It will also better equip Action Against Hunger and other stake holders in Nigeria with quality information on implementation Income generating activities and sustainable livelihoods as it relates to resilience programming

1. **GEOGRAPHICAL SCOPE COVERED BY THE ANALYSIS**

The geographical scope of the analysis will cover Borno state – Gubio and Mobbar LGA’s and Yobe state – Yunusai and Geidam LGAs. (\* subject to change depending on security concerns)

1. **SCOPE COVERED BY THE ANALYSIS**

The consultant/s will work closely with Action Against Hunger staff and stakeholders in executing the task. Under the overall guidance of Action Against Hunger, the consultant/s will be guided (*but not exclusively*) by the implementation framework in the flowchart below.

**Planning for the SDC/GAC Feasibility study**

**Defining the objectives:**

* Research Design

**Literature Review:**

* Secondary data

**Defining the scope:**

* Identification of location
* Inception Meeting

**Data collection preparation**

* Select beneficiaries for FGDs or survey
* Select key informant interviews
* Recruit data collectors
* Finalize logistics plan
* Develop & share tools
* Train data collectors
* Adapt data collection methods if necessary
* Write food list & WASH list

**Data collection**

* Secondary data review
* Interview and focus discussions
* Data quality checking

**Report Writing**

* Assessment details
* Collating data and finalize computations and projections
* Technical annexes

**Analyze and interpret results**

* Standard analysis
* Discuss results and validate with local knowledge

Feasibility Study and Cost Benefit Results

1. **CROSSCUTTING ISSUES**

Throughout the planning and analysis process, gender and protection concerns should be addressed in line with the Action Against Hunger Gender Policy. All data should be disaggregated by sex and age and different needs of women, men, boys and girls should be considered throughout the analysis process.

1. **KEY DELIVERABLES**

The consultant/s will be expected to deliver the proposed methodology for data gathering and analysis to Action Against Hunger for review, feedback and approval within one week.

Other key deliverables will include (*both in hard and soft copy*):

* Copies of tools used
* Draft business plan for at least one of the IGA
* Raw data
* Presentation during validation workshop
* Draft report
* Final report

1. **SAMPLE SIZE**

To be proposed by consultant consistent with Design if survey is included. The design should include key informant interviews and FGDs.

1. **TENTATIVE TIMELINE**



1. **MANAGEMENT ARRANGEMENTS AND WORK PLAN**

The consultant will directly report to the FSL Head of Department and M&E Head of Department in Action Against Hunger – Abuja or their designate. The consultant will submit all the outputs directly to the FSL and M&E Heads of Department or their designate who will do a quality check (*ensure required elements are there*) and decide whether the report is ready for sharing. The M&E Head of Department will forward a copy to key stakeholders for comments on factual issues and for clarifications. He/she will consolidate the comments and send these to the consultant by the date agreed between both parties or as soon as the comments are received from stakeholders. The consultant will consider all comments to finalize report and will submit it to the M&E Head of Department or designate who will then officially forward to relevant stakeholders.

1. **ETHICAL AND LEGAL MATTERS**

The ownership of the draft and final documentation belongs to the agency and the funding donor exclusively. The document, or publication related to it, will not be shared with anybody except Action Against Hunger before the delivery by Action Against Hunger of the final document to the donor. Action Against Hunger is to be the main addressee of the analysis and its results might impact on both operational and technical strategies. This being said, Action Against Hunger is likely to share the results of the analysis with the following groups:

* Donors
* Government partner
* Various coordination bodies

For independent consultancies, it is important that the consultant does not have any links to project management, or any other conflict of interest that would interfere with the independence of the activity.

1. **INTELLECTUAL PROPERTY RIGHTS**

All documentation related to the assignment (*whether or not in the course of duties*) shall remain the sole and exclusive property of Action Against Hunger.

1. **QUALIFICATIONS AND EXPERIENCE**

* Masters qualification in discipline related to, economics, sociology, business, enterprise development or other relevant discipline or commensurate work experience in lieu of graduate qualification.
* International experience or Nigerian experience (*at least 3 years*) in social enterprise development or community based enterprise development (C-BED) within the framework food security and livelihoods resilience programming.
* Experience in carrying out atleast two related studies with atleast one as the lead consultant.
* Strong commitment to capacity building of national staff and partners with willingness to adopt a participatory and consultative approach.
* Extensive experience in data management and analysis, including data collection tools design, database design and management and data quality checks.
* Sound and mature understanding of rights-based approaches to development and participatory concepts and practical experience in similar context.
* Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, taking into account cultural and language difficulties with tact and diplomacy.
* Ability to communicate efficiently (*oral and written*).
* The ability to work closely in a team, to be patient, adaptable, flexible and able to improvise and work in an environment that is often stressful and potentially volatile.
* Willingness to travel in difficult circumstances.
* Excellent command of the English language.
* Understanding of the social and economic context of the North Eastern Nigeria is an added advantage.

1. **MINIMUM DETAILS IN APPLICATION**

The consultant should send a technical and financial proposal detailing his/or her understanding of the TOR and methodology that will be used to undertake the task including proposed methods, sampling strategy, data collection tools, method of data analysis and final reporting template. Also include profiles of previous tasks carried out in the last 3 years, team composition and CVs of key personnel, detailed work plan and budget.