

**TERMS OF REFERENCE**

Baseline surveys

**Scaling Up Nutrition in Yobe State – SUNNY**

**Project Summary Table**

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| --- | --- |
| **Reference of the study** | 300432-107 |
| **Project Name** | SUNNY Livelihoods Assessment – In Nangere LGA in Yobe State |
| **Contract Number** |  |
| **Sector** | Food Security and Livelihood (including Social Protection) |
| **Implementing Partners (if**  **applicable)** | Global level: Action Against Hunger International  Nigeria: Action Against Hunger |
| **Location (country**  **region/s)** | Nigeria |
| **Project Duration** | 24 Months |
| **Starting Date** | April 1, 2019 |
| **Ending Date** | March 2021 |
| **Project Language** | English |
| **Donor & Contribution/s** | DFID |
| **Mission administering the Project** | Nigeria |
| **Responsible ACF HQ** | Action Against Hunger France |
| **Study Type** | Livelihoods Assessment |
| **Study Date** | May- June 2019 |

1. Project summary

The ongoing humanitarian crisis in Northeast Nigeria continues to impact civilians, despite the improved security situation following military operations, launched in 2016 against Non-State Actors and Armed Groups. In Yobe state, conflict affected households have experienced socioeconomic and human losses and struggle to build their resilience following the loss of household assets and being in a situation of displacement; a majority have remained displaced for over two years.

Although significant populations have returned to Yobe state, conflicted affected households continue to require support to improve their situation of nutrition and food insecurity. ACF has appeal for GDP 8,500,000 millions to launch the Scaling up Nutrition in Yobe project to address the humanitarian crisis through an integrated approach that integrates WASH and nutrition and health services, including CMAM and IYCF support.

The multi-sectoral approach aims to contribute towards the reduction of morbidity and mortality rates among pregnant and lactating women and children under five years of age, by improving their nutritional status through the early prevention, detection and treatment of malnutrition and communicable diseases and improved access and demand driven provision of maternal and child health services within support health facilities. The initiative will also aim to improve hygiene behaviors and access to sanitation solutions, as well as provide adequate water in targeted beneficiaries, facilities and communities in pilot LGAs. Importantly, efforts will endeavor to strengthen systems through improved capacity for skills and knowledge development of the health work force at the state level and coordination, collaboration, advocacy among health and nutrition partners, government and other relevant humanitarian stakeholders for the overall improved provision of services.

1. Project goal and objectives

Goal: Contribute towards the reduction of morbidity and mortality related to under nutrition amongst boys and girls under five years and pregnant and lactating women in Yobe states.

Objectives:

1. Strengthening the provision of Nutrition and Health services

2. Support to community level structure

3. Support to nutrition and health services

4. Improved resilience through food security and livelihood support

5. Support for Water Sanitation and Hygiene (WASH)

6. Advocacy and capacity building to strengthen government and community systems for health and nutrition, WASH and food security and livelihood support

7. Celebration of International and National events to create awareness and increase influence on nutrition, WASH and FSL related issues at state and national levels

1. Beneficiary groups of the project

For the nutrition and health, the direct beneficiaries will be PLW and children under 5 benefiting from the Care Group, Mother to Mother and CMAM activities. For FSL, PLW and caregivers of children under 2 years old will benefit from the social protection component and gradually transition to the livelihood activities as a more sustainable approach for building their resilience. Finally, the direct WASH beneficiaries will be the same beneficiaries of the social protection component.

1. Purpose of the study:

One of the objectives of the SUNNY project in Yobe State is to improve the resilience of the targeted beneficiaries through food security and livelihood support. The project particularly aims at bringing about sustained improvement in the incomes, livelihoods, well-being and the empowerment status of the targeted rural poor beneficiaries. A scientific survey of selected households, drawn from the Project’s targeted beneficiaries, undertaken at different points of time (tracking survey) would be required to establish the *‘net’* contribution of the Project to the changing livelihoods and well-being status of the rural poor and the factors and processes accounting for such changes. ACF has therefore decided to commission an independent study to assess the livelihoods of the rural poor at the baseline. Thus, the study will focus on the households targeted for intervention by the project. Each household/other units (if any) selected at the baseline will be revisited at the mid and end-term follow-up stages to track changes in the livelihood outcomes envisaged. Further, since the livelihood outcomes would depend on a number of factors, some within and others outside the control of the Project, the study would have to segregate the contributions of the Project’s interventions from non-Project interventions. Finally, the data collected as part of the survey should allow for the measurement of the impact of the Project on key socio-economic parameters.

1. Objectives of the survey

* To conduct an in-depth analysis into the causes of food insecurity among households in the communities;
* To carry out a vulnerability analysis that includes the identification of seasonal and longer term risks linked to the environment and the creation of a vulnerability profile;
* To engage local stakeholders on the identification of local vulnerabilities, capacities and priorities;
* To identify appropriate interventions and associated target groups that will address food insecurity and support livelihoods in the longer term

1. Users of the study:

**Direct users:** The study findings would be directly used by the following;

1. Action Against Hunger field teams for easy implementation.
2. Action Against Hunger Technical and Senior Management Teams for informed decision making
3. Action Against Hunger Technical Advisors/ Director in the HQ (FR).
4. Government technical extension services (through Action Against Hunger facilitation)

**Indirect users:**

Action Against Hunger -UK, Action Against Hunger International Network, DFID 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. uses of the study:
2. The study will provide supporting information to enable the ACF SUNNY Project team to implement its livelihoods interventions in the targeted communities
3. The study will also form the reference line for comparison to measure the effectiveness of the project intervention at both the mid- and end-lines.
4. The document will also serve as a reference point for Government institutions and other development organizations to plan and implement livelihoods interventions in the targeted communities, as well as apply the learnings from the study to support similar project interventions in other communities in Yobe State and other communities with similar geo-political and socio-economic attributes.
5. Baseline scope

**Geographic Scope of the Study:**

The geographical scope of the study will cover the three LGAs of Tarmuwa and Nangere, in Yobe State. Security considerations will also be taken into account in determining the exact communities covered by the study. Efforts will be made to only consider places that are fully accessible and safe, in order not to put the consultant and other relevant staff at risk.

**Elements Covered by the Study (Study Context):**

As the central purpose of the study is to provide a baseline as a reference point for the assessment of the contribution of the SUNNY Project to the livelihoods of the rural poor, the key impact areas be explored and evidence based information collected. These areas will include:

**LIVELIHOODS:**

* Institutional and policy environment: Socio-political context, past crises and conflict, ethnicity, social organization.
* Vulnerability context: Climate; geography; physical infrastructure; hazards.
* Livelihood assets: Access to capitals, land tenure, fishery and pasture access arrangements

**AVAILABILITY**.

* Food stocks: Sufficiency and diversity of food products in markets and households.
* Food imports: Origin, diversity and availability of food in markets.
* Market prices: Prices of staple food and basic commodities; variation and trends.

**ACCESS**

* Food sources: Diversity and seasonality of food sources; changes.
* Income sources: Diversity and seasonality of income sources; labour migration; debt; changes.
* Market and market information
* Social protection mechanisms and services in the community; their strengths and weaknesses, and solutions
* Savings and investment services and opportunities
* Coping strategies: Range of food consumption strategies (adaptive, coping, crisis, survival).

**UTILIZATION**

* Dietary diversity: Diversity of foods consumed over a 24 hour period; meal frequency.
* Water access & availability: Sources, quality, quantity and cost of water for agricultural production.
* Food preparation, storage and hygienic practices

1. Cross-cutting issues:

Throughout the planning and the studies processes, gender issues, division of labour, household access and control of resources, norms, beliefs, and protection concerns should be addressed in line with the Action Against Hunger’s Principles and Policies.

Climate Change and the current security and socio-political effects of the crises in Yobe State will be key drivers of the study.

1. key deliverables:

The consultant/s will be expected to deliver the proposed study methodology taking into cognizance the context to Action Against Hunger for review, feedback, and approval within two weeks.

Other key deliverables will include (both in hard and soft copy): during the activity proper would include;

* Inception report
* Copies of tools to be used
* Raw data
* List of key improved inputs (varieties, technology, tentative operating accounts for one typical year) available in the region but not yet adopted in the target communities.
* Presentation during the validation workshop
* Draft report
* Final report

1. methodology

# **Study Design**

The baseline study will mainly adopt a cross-sectional study design with a blend of both quantitative and qualitative methods. However, the external Consultant in collaboration with the ACF Nigeria’s M&E and FSL Technical Teams will design more detailed study methodology. The detailed design of methodology must include the following;

* + - The baseline study design
    - Data collection instruments, protocols and procedures
    - Procedures for analyzing quantitative and qualitative data
    - Data presentation/dissemination methods.
    - Report writing and sharing etc.

The key data collection methods will include the following among others.

* + - Household interviews
    - Focus group discussion (FGD)
    - Key Informant Interview (KII)
    - Observation
    - Document review
    - Field measurement of vegetation and physical features of interest (where required).

The process should have a minimum of the following steps:

Step 1: induction and planning meeting with the SUNNY team.

Step 2: literature review, expanding on an already preselected body of essential readings, internally produced as well as external.

Step 3: Validation of the findings from the FSL study, previously conducted.

Step 4: Sampling of key informants and survey respondents

Step 5: field work through a mix methodology including but not limited to focus groups discussions (FGDs), Key Informants Interviews (KIIs) and direct observation.

Step 6: based on initial findings, final selection of priority livelihoods for in depth investigation;

Step 7: Analysis

Step 8: production and internal dissemination of draft report, including recommendations, a suggested list of equipment and materials and other relevant attached documents

Step 9: discussion of findings with SUNNY team

Step 10: Refining of report based on the received feedback / comments

Step 11: Internal dissemination of final report and annexes, including all received feedback / comments

Step 12: External validation and dissemination of the findings (cost and organization of the event to be sustained by the organization).

The Consultant will be expected to employ the use of mobile data collection and Geographical Information System (GIS) tools in the baseline process. This will range from data collection, analysis and presentation of results.

# **KEY DELIVERABLES**

The Consultant will be expected to deliver the following outputs:

* + - An inception report detailing methodologies to be used and sample size calculations, a detailed execution plan, data-collection tools.
    - Draft report submitted to ACF within an agreed timeline between the ACF Management and the Consultant (soft-copy).
    - A presentation of the key findings and recommendations to ACF and other stakeholders in Damaturu, Yobe State.
    - Collected data (raw) after analysis submitted to ACF Nigeria, alongside the final report.

Final baseline report (soft copy) FSL HoD and SUNNY Project Manager Project Manager. The Language of the report must be in English.

However, the Consultant should note that, the final baseline report shall follow the structure below:

1. Table of Contents
2. List of Figures
3. List of Tables
4. Acknowledgements
5. Affirmation
6. Glossary/Acronyms and Abbreviations
7. Executive Summary
8. Introduction/Background
9. Methodology
10. Limitations
11. Baseline findings
12. Conclusions and Recommendations
13. Lessons Learned from the baseline process
14. Appendices.

# **13.0 LESSONS LEARNT**

* + - Orientation and training of both internal and external data collectors, as well as the pilot testing of baseline tools, KII and FGD tools should be given a thorough consideration; hence a considerable time should be planned for these tasks.
    - Data collection quality control mechanisms and data validation scheme should be embedded into the baseline design to ensure that the findings are valid and sufficient for informed decision making.

# **14.0 TIME FRAME**

The overall baseline study is expected to take 30 to 40 days including preparation, data collection, and analysis and reporting. The Consultant should be able to undertake some of the tasks concurrently to fit within the planned time-frame, without compromising the quality expected. The assignment is expected to commence on **June, 20 2019**, with the final baseline report expected by **July 30, 2019**.

The anticipated duration of the task is one and half months, starting in June 2019 to July 2019.

Below is a tentative timeline for the study:

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| --- | --- |
| Desk review | 3 days |
| Inception report and tools development | 4 days |
| Livelihoods Analysis tools training including pre-test | 3 days |
| Field work (including selection of respondents, FGD, KIIs) | 10 days |
| Data cleaning/analysis | 3 days |
| Livelihoods Analysis draft report | 10 days |
| Response to comments and final production of report | 5 days |
| Dissemination of findings to external stakeholders as required. | 2 days |
| Total Number of days | 40 days |

# **AUTHORITY AND RESPONSIBILITY**

ACF will establish a technical team to oversee all the related baseline tasks. The ACF FSL and M&E HoDs will be responsible for the overall coordination of all the baseline study tasks with the Consultant. In addition, the Project Manager of the SUNNY Project and the Leadership of the ACF Base in Yobe State will provide all the necessary technical and operational support required throughout the baseline study process.

**Support from ACF Nigeria**

ACF will be responsible for the following:

* Recruit the external Consultant and finalize the Consultancy agreement
* Share all necessary documents to the Consultant to finalize the baseline study design and data collection tools
* Provide input for baseline study methodology, data collection tools and report.
* Share with the Consultant all the relevant project documents
* Ensure that inputs from ACF is circulated and shared with external Consultant and vice versa throughout the baseline study process;
* Flight expenses for the Consultant from Abuja to Yobe State and within Yobe State (where necessary);
* Vehicle hire to support the baseline study process;
* Food and accommodation for the consultant during the exercise in Yobe State;
* Working space for the Consultant while in Yobe State;
* Recruitment and payment of the enumerators and translation of questionnaires, where necessary;
* Stationery for data collection;
* Overall accountability of the baseline study process;
* Guidance and coordination throughout all the phases of baseline study, keeping communication with external Consultant;
* Provide support to the baseline technical lead (external Consultant) for the baseline field visits processes such as orientation and training of enumerators, FGDs and KIIs;
* Closely follow up the data collection process, ensuring quality control, daily debriefing, meeting the timelines set for interview completion;
* Inform the study audience for their involvement in the study and help in setting specific dates for the baseline field schedule.

**The Consultant will be responsible for the following:**

* Review all relevant documents for baseline study;
* Develop baseline study design which includes survey methodology, review and refine the data collection tools (household questionnaire, focus group discussion guides, interview protocol, data entry templates, etc.) , as appropriate, including a field manual for training, in Consultation with the ACF technical team, integrate all ACF’s feedback on the survey methodology and tools;
* Designing the data collection tools in an online platform leveraged on Open Data Kit (ODK) platform, training of the field team in the use and data collection procedures;
* Develop the field work schedule in consultation with baseline team;
* Conduct training for the data collectors during field visits phase, finalize the baseline study schedule;
* Supervise the data collection process, give advice and ensure the quality of the data;
* Conduct interviews (KII) with key project staff;
* Data analysis and report writing, draft the first report and include ACF’s feedback and finalize the report for submission
* Provide required data that is completed and labelled in English (variables and values) for both the SPSS and Microsoft file formats.
* Provide daily field briefing to the Base Coordinator and Project Manager on the progress and any challenges from the field.

**Other responsibilities of the consultants:**

The consultant is responsible for his own health insurance

The consultant is responsible for any international transportation

The consultant is responsible for his own laptop

The consultant has to comply with Action Against Hunger’s principles as mentioned in the “Procurement Policy”

# **16.0 LIMITATIONS**

Time and security may be a major limitation with regard to assessment processes in the fragile and versatile contexts Yobe State and this makes it often challenging to keep up strictly with a set agenda. In addition, households spent a better part of the afternoon hours in prayers and some may be involved in such other activities as marketing. These will be hard for the enumerators to administer many questionnaires per day (in an effort to complete the assessment timely). To address this issue, firstly ACF will allocate extra overflow days for field data collection. The ACF team will also work closely with the security department to ensure that the evaluation field processes are conducted in the most appropriate time and secure conditions.

# **QUALIFICATIONS OF THE CONSULTANT**

The baseline study will be undertaken by an external Consultant who will work in close collaboration with the FSL and M&E HoDs, the SUNNY Project Manager and the ACF Base Coordination Unit in Yobe State. Therefore, ACF is looking for a Consultant/team with the following skills and qualifications;

* The team leader must possess a Postgraduate degree in Agricultural Economics, Agriculture, Project Evaluation, Environment and Natural Resource Management, Social Sciences or related discipline.
* Strong and documented experience in conducting participatory qualitative assessments related to Baseline and Livelihoods studies.
* Demonstrated experience in leading at least three related project baseline and evaluation studies involving surveys and group interviews,
* At least 10 years’ experience in conducting baseline/evaluations for Livelihoods and Rural Development related projects in fragile contexts implemented by government, non-governmental and private sector actors.
* A solid understanding of remote learning through mobile technology
* Demonstrated experience in leading teams.
* Demonstrated experience in training local staff in quantitative and qualitative data collection tools including mobile data collection process using ODK, etc.
* Demonstrated experience in designing survey methodology, data collection tools, processing and analysis of data.
* Ability to interact with host government, partners and/or others as requested by ACF
* Strong organizational, analytical and reporting skills, presentation skills, attention to detail, ability to meet deadlines, and proficiency in Microsoft Office and qualitative data analysis software/tools.
* Previous experience in a fragile country with tight security context will be preferred.
* Capacity to use mobile data collection tools (in particular ODK) and GIS tools for data collection, and analysis of survey results
* Excellent verbal and written communication in English required

# **18.0 APPLICATION PROCESS AND REQUIREMENTS**

Qualified and interested parties are asked to submit the following;

* + - Letter of interest in submission of the Proposal
    - A detailed technical proposal clearly demonstrating a thorough understanding of this ToR and including but not limited to the following;
      * Consultant/Company Profile and legal documentation
      * Description of the Methodology and Sample Size Determination
      * Demonstrated previous experience in similar assignments and qualifications outlined in this ToR.
      * Proposed data management plan (collection, processing and analysis).
      * Proposed timeframe detailing activities and a work plan.
      * Team composition and level of effort of each proposed team member (include CVs of each team member).
    - A financial proposal with a detailed breakdown of costs for the study quoted in United States dollars.

**MINIMUM DETAILS IN APPLICATION:**

Also include profiles of previously related tasks carried out in the last 3 years, team composition and CVs of key personnel, detailed work plan, and budget. When available for distribution the applicant should also annex copies of any relevant study report authored or co-authored by him/her.

**EVALUATION OF APPLICATIONS**

The evaluation of the applications by an internal team comprising of the FSL technical team and project manager will be conducted. Internal evaluation criteria and selection procedures from Action Against Hunger Nigeria and the SUNNY project will be applied.

The selection criteria used are the following:

|  |  |
| --- | --- |
| Technical evaluation criteria | Point |
| (i) Quality of the approach / adherence to the ToR | 30 |
| (ii) Specialized experience, technical competence and contextual Knowledge | 20 |
| (iii) Quality of the proposed methodology | 40 |
| (iv) A realistic and affordable budget- Weighted Average | 10 |
| TOTAL: | 100 |

**Immediate exclusion criteria**

**Technical offer**

* Incomplete documentation;
* Lack of methodological note and or budget;
* Lack of previous relevant experience.

**Rating of financial offers**

Financial offers will be rated on scale from 0-10 based on the completeness and clarity of the information and on the apparent cost-effectiveness of the proposed action vis-à-vis the expected costs. The score is attributed by weighting every total budget against the most affordable financial proposal received, in order to include a comparative element in the final score.

**SUBMISSION**

The technical and financial proposals should be send in electronic version to the following email address: [supply.ng@acf-international.org](mailto:supply.ng@acf-international.org).

Any question regarding the Call for applicants should also be addressed to the same email address, mentioning the title of the Study “Recruitment of a consultant to conduct an in-depth analysis of Livelihoods of Nangere and Tarmuwa LGAs, in Yobe State, Northeast Nigeria, for immediate support or enhancement”

**PAYMENT MODALITY**

An advance payment equal to 30% of the overall agreed compensation will be paid after production and validation of the inception report and upon receipt of an invoice addressed to Action Against Hunger Nigeria.

Following the completion of all the agreed expected tasks and following validation of the final technical report by the FSL HoD and SUNNY Project Manager, the remaining 70% of the overall agreed compensation will be paid, upon receipt of an original invoice addressed to Action Against Hunger Nigeria. The payment will be made through a bank transfer.

# **20.0 APPLICATION PROCEDURE**

All applications should be sent electronically to: [supply.ng@acf-international.org](mailto:supply.ng@acf-international.org), with attachments in pdf and a subject line: Technical and Financial Proposal for a Baseline Survey ‘ACF **SUNNY Project Livelihoods Baseline Study’,** on or before 19th of June 2019

**Note:** As part of the Consultant selection process, the best five candidates will be subjected to an interview process, as may be required by the Supply Chain and Core Technical Teams, to inform the final decision on the award of the Contract.