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## Terms of Reference

### Consultancy to conduct project baseline study – CAM Project

#### 1. Introduction

The Agency For Accelerated Regional Development (AFARD) is a local non-denominational NGO operating in West Nile regions, Uganda. Our vision is a prosperous, healthy and informed people of West Nile. AFARD in partnership with AWO International secured funds from the German Federal Ministry for Economic Cooperation and Development (BMZ) to implementation a 3.5-year (Oct. 2022 – March 2026) **Climate Action Model Village (CAM) Project**. The overall project goal is, “Communities in Nebbi and Pakwach Districts are resilient to climate change, health and economic shocks” and its specific objective is, “Targeted communities in Nebbi and Pakwach districts have food and income security and serve as replicable examples for Climate Action Model Villages by March 2026.” The key project results and performance measures are detailed in Annex 1.

The **CAM Project**, directly targeting 3,190 people of whom 60% will be female and at least 10% individuals with special needs, about 15% will be younger than 14 and about 80% will be poor or extremely poor, is planned to empower the population of at least ten villages in Nyaravur and Alwi sub-counties to transform their villages into Climate Active Model Villages through: 1) the establishment of 15 Climate Smart Champion Groups (CSCGs), 05 School Health and Environment Club (SHEC) and 1 Cooperative; and 2) capacity development of these civil society structures on sustainable agricultural intensification, income generation and management, gender equality, Sexual and Reproductive Health and Rights (SRHR), preventive public health, environmental conservation, biodiversity and climate change mitigation. A cooperative will be formed with members from at least 06 CSCGs to drive inclusive and sustainable value-added market participation.

#### 2. Objective and use of the study

The overall objective of the baseline study is to develop an evidence-based and gender-sensitive monitoring and evaluation plan for benchmarking the project baseline status and to identify critical strategies necessary for improving project performance. This study will verify the baseline status of the project performance measurement indicators and establish profiles for each beneficiary household (demographic composition by gender, age groups, and inclusion). The results will be used to optimize the strategy and instruments and to evaluate the changes achieved over the project period.

#### 3. Methodology

The baseline study, adhering to high research ethics and data privacy law of Uganda, will use a mixed method design approach that draws on quantitative, qualitative, and participatory methods of data collection and analysis as is indicated, but not limited to, below:

- Desk review of project documents (approved proposal, log frame, theory of change/result map feasibility study and other documents)
- Field mission for data collection using tools agreed upon with AFARD and AWO International.
- Data triangulation and analysis for report elaboration.

During the inception phase, the final methodology will be defined jointly by the Consultants and the team of AFARD and AWO International. Dialogue and Transparency is considered important throughout the process to create ownership and stimulate acceptance and application of the study results.

#### 4. Scope of Work

The baseline study will be conducted in Pakwach and Nebbi districts, West Nile, Uganda in the project sub counties of Alwi and Nyaravur and strictly in the selected beneficiary households, villages, groups, and schools. It will run from November 28, 2022 to January 10, 2023 and will cover all the project stakeholders (smallholder farmers, local and district government officials, cultural, opinion and religious leaders, school teachers, pupils, parents, and school management committee members, private sector representatives, national actors like ministries, NGOs, and universities).

The Consultant will be required to submit:

- An Inception report with detailed study tools;
- Draft report (containing a revised project result chain and filled log frame); and
- A final report (soft copy containing all the photos, transcription, and cleaned data).

The assignment will cover a total of 20 days including preparation, development of the tools, testing and reviewing of the tools, actual field work, data analysis, draft and final report writing and dissemination to AFARD staff as below:

- 2 days for preparation incl. inception report and a Kick-Off / Q&A session
- 10 days for implementation at field level including travels and briefing/debriefing
- 6 days for draft report writing
- 1.5 days for final report writing and submission
- 0.5 day for internal presentation to AFARD staff

The **final report** should be complete and submitted by **January 10, 2023**.

#### 5. Deliverables to be elaborated

- Inception Report with the study design, sample size, and data collection methods, analysis and ethics, and data collection instruments (incl. checklists and questionnaires);
- Online Kick-Off meeting with Power Point Presentations to discuss/review the Inception Report
- Designing approved tools in a digital KoboCollect software.
- Field mission to train data collectors and collect data through profiling all 375 beneficiary households.
- Draft study report no more than 30 pages excluding annexes for review and feedback.
- Final study report in English including annexes, data sheets, and relevant documents especially:
  - redrawn revised theory of change/result map from the feasibility study report
  - filled log frame (and where necessary with revised targets)
- Internal presentation of findings for learning of all AFARD staff

Requirements:

- The Reports shall be submitted in English language as a word and pdf document.
- The study report must include the following contents:
  - 1) A statement on the independence of the experts who conducted the study;
  - 2) An executive summary;
  - 3) The objectives and use of the study;
  - 4) Information on the study team (e.g. CVs) and the services provided;
  - 5) The methodology used and the participants;
  - 6) Findings of the study from the analysis of the data collected;
  - 7) Recommendations (on both, project delivery strategies and performance targets, and for all three levels, macro-, meso-, and micro).

Note: If the study does not comply with the requirements, it will be rejected.

#### 6. Schedule

Indicative activities	Deliverable	Responsible	Target Date
a) Issuance of Call for proposal	Publishing of TOR	AFARD	November 04, 2022
b) Deadline for submission of proposal	Proposal	Consultant	November 20, 2022
c) Assessment of proposal and online interview	Short list of applicants	AFARD	November 21 to 22, 2022

d)	Notification of award to selected applicant	Via email	AFARD	November 23, 2022
e)	Signing of Contract	Contract	AFARD	November 24, 2022
f)	Submission of Inception Report	Inception report	Consultant	November 29, 2022
g)	Discussion of Inception report and agreement on tools, timelines, etc	Online meeting	AFARD/ Consultant	December 01, 2022
h)	Field mission for data collection	Travel to Pakwach and Nebbi	Consultant	December 12-23, 2022
i)	Submission of draft report	Soft copy of draft report	Consultant	December 31, 2022
j)	Presentation of the draft report	Draft report to be presented to AFARD and AWO	Consultant	January 10, 2023
k)	Submission of final report	Final report	Consultant	January 12, 2023
l)	Internal presentation	PowerPoint	Consultant	January 13, 2023

## 7. Profile of the consultant

- A team of two independent Ugandan consultants with expertise in project cycle management, climate change adaptation, livelihoods, disaster risk management, adolescent and community preventive health (ideally including sexual and reproductive health), results-based management, profound knowledge of the Pakwach and Nebbi districts and fluency in Alur/Jonam local language and English.
- A minimum of Master's degree in a relevant field e.g., Agriculture, Environmental Science, Rural livelihoods, Development Studies, Business Administration and a minimum of 10 years working experience in project management as clearly reflected in the CVs.
- Expertise in the design and implementation of monitoring and evaluation systems with sound analytical and technical competence in research methods. The expertise shall be described in the application.
- Possess strong management and organizational skills

## 8. Payment modalities

Payments will be made against invoices to a Ugandan bank account with the following modalities:

- 30% upon signing the contract
- 40% upon the submission of draft study report
- 30% upon approval of the final study report and internal presentation to AFARD staff.

## 9. Application

Interested person/firm should send her/his proposal and all the necessary attachments to AFARD latest **December 5, 2022** to [afard@afard.net](mailto:afard@afard.net)

Expected application documentation in ONE PDF-document attachment MUST include the following:

1. A technical proposal with a clear description of the methodology, sampling procedures, and proposed activity schedule and a clear description of the different roles and tasks of the team (max 5 pages, CVs in the annex).
2. A separate financial proposal including all cost breakdowns in Ugandan Shillings indicating professional fees, research assistant(s), communication, travel costs and per diem (inclusive of food and accommodation, if required) (max 1 page).
3. Capability statement including: Updated CV of the two consultants and secondary staff (if any);
4. Two recent baseline reports (in PDF format) of similar assignments.

Polite Note.

- Only complete applications shall be accepted and considered for review.
- Only shortlisted candidates will be contacted.
- Proposals will be assessed taking into account the technical expertise, experience and financial offer.
- Women are strongly encouraged to apply.

Disclaimer: AFARD does not ask for fees for job opportunities. Whoever pays any such fees does so at their own risk. AFARD shall not be liable in anyway. The public is encouraged to report any such illicit solicitation to the police and AFARD authorities.

## Annex 1: Key Project Results

Results	Performance measures
<p>Outcome: Targeted communities in Nebbi and Pakwach districts have food and income security and serve as replicable examples for Climate Action Model Villages by March 2026.</p>	<p>O-1.1: 75% of target households are food secure by 2025.  O-1.2: 65% of target households are income secure to withstand climate, health, and economic shocks by 2025.  O-1.3: 45% of households plan their family size by 2025.  O-1.4: Disaster preparedness interventions of Climate Smart Champion Groups (CSCGs) and School Health and Environment Clubs (SHECs) have resulted in a 25% decline of infectious and vector-borne diseases (malaria, covid-19, cholera, diarrhoea, and gastrointestinal worms) by 2025  O-1.5: By 2025, residents of the climate action model villages use the forest planted on 15 acres for their own food (e.g., mangoes and oranges), food preparation (firewood), and health (shade, and utilization of the bark, sap, or leaves for medicines).  O-1.6: 8 climate action villages serve as models for replication through knowledge sharing with local governments, networks of AFARD, universities &amp; partners of AWO International in Uganda.</p>
<p>Outputs 1 - Climate-smart and sustainable agriculture intensification  <i>375 vulnerable smallholder households (60% female headed and 10% with persons with disabilities) adopt climate smart agriculture and produce and consume diversified foods for healthy diets for all household members.</i></p>	<p>OP-1.1.1.: By 2023, 15 CSCGs are established, registered and strengthened, and operate according to their constitution.  OP-1.1.2: From 2023 to 2025, 45 agro-ecology champions (i.e. 30 trained and equipped lead farmers (crop) and 15 trained and equipped poultry paravets) support CSCGs to establish and implement their annual production calendars.  OP-1.1.3.: 375 households use their start-up agro-inputs (hand hoes, watering cans, spray pumps, rubber boots, tarpaulins, improved seeds and seedlings, and chickens) to sustainably intensify their agricultural activities starting in 2023.  OP-1.1.4.: By 2023, 75 oxen handlers trained in Animal Traction Technology use the purchased oxen, ox ploughs, and ox carts to provide services to members of the CSCGs and beyond.  OP-1.1.5.: By the end of 2025, the target groups (CSCGs), trained in over 300 sessions on climate-smart agriculture and digital weather forecasting, apply their knowledge in agricultural practice.</p>
<p>Outputs 2 - Livelihood Diversification  <i>15 CSCGs and 01 Cooperative actively contribute to economic diversification of livelihoods and to healthy living without (gender-based) violence.</i></p>	<p>OP-2.1.1: 50% of target households save at least 10,000 UGX per week by 2025.  OP-2.1.2: 85% of targeted households have increased ownership of income generating activities by 2025.  OP-2.1.3.: One functional cooperative society is promoting cassava agribusiness by 2024.  OP-2.1.4.: 50% fewer women in target households report gender-based violence by the end of 2025.</p>
<p>Outputs 3 - Strengthening community health and disaster preparedness  <i>15 CSCGs and 5 SHECs promote improved community health through disaster preparedness and gender sensitive interventions.</i></p>	<p>OP-3.1.1.: 85% of targeted households adopt safe practices to keep everyone healthy by 2025 (use of sanitation facilities, use of hygiene measures in food preparation and cooking healthy meals, family planning, protective measures against contracting COVID-19).  OP-3.1.2.: In 2024, 375 households use health kits (mosquito nets, face masks, solar lamps, gum boots, hand washing devices) for sustainable disaster preparedness at household level.  OP-3.1.3.: 80% of targeted school children (11 to 14 years) are aware of relevant health practices by 2025 to better protect themselves, their peers and their families from diseases (sanitation, hygiene measures in terms of nutrition, SRHR, COVID-19).</p>
<p>Outputs 4 - Environmental and Biodiversity Conservation  <i>Environment and biodiversity conservation is promoted in 10 villages to improve livelihoods and climate resilience</i></p>	<p>OP-4.1.1: 85% of CSCG members use improved energy saving stoves by 2025.  OP-4.1.2: 05 schools have functional SHECs by 2024.  OP-4.1.3.: 15 food forests of each 1 acre (comprising of 100,000 fruit, shade and medicinal trees) are reforested by 2025.  OP-4.1.4: 12,750 fruit, medicinal, firewood and timber tree seedlings for CSCGs are planted by 2023.</p>

