

TERMS OF REFERENCE FOR A CONSULTING FIRM

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Uganda Country Office
Purpose of consultancy:	Consultancy to undertake the baseline survey for the joint programme gender based violence at national level and in the target districts
Scope of work: (Description of services, activities, or outputs)	<p>Background</p> <p>In December, 2018 the United Nations and GoU with funding from the Swedish Government approved a 5-year (2018-2023) Joint Programme on Gender Based Violence Prevention and Response with integration of Sexual Reproductive Health and Rights (UNJPGBV). The programme involve a partnership of the United Nations Population Fund (UNFPA), UN-WOMEN and the Ministry of Gender Labour and Social Development (MGLSD). The Goal of the JPGBV is to <i>contribute to</i> the elimination of GBV and improvement of SRHR of women, men, girls and boys including in disadvantaged hard to reach (furthest behind) and vulnerable populations in Uganda. The programme has four outcomes:</p> <ul style="list-style-type: none"> • An enabling policy, legislative and accountability environment for elimination of GBV and improvement of SRHR is translated into action. • Reduced social tolerance for Gender Based Violence and improved sexual reproductive health rights. • Increased utilization of quality integrated GBV and SRHR services in the target districts. • Strengthened coordination, partnerships, learning and innovation for integrated SRHR and GBV multi-sectoral Response and prevention. <p>The JPGBV is a national programme with several interventions targeting legal and policy reform and implementation in 14 selected districts: Napak, Nakapiririt, Kaabong, Abim, Amuria, Kotido, Pader, Kiryandongo, Kaberamaido, Yumbe, Moroto, Gulu, Bundibugyo and Kampala.</p> <p>UNFPA and UN Women are seeking to hire the services of a consulting firm to collect baseline data that will provide information on the status of the programme outcomes and outputs at national level and in the target districts with reference to: programme beneficiaries, community social-gender norms and attitudes related to GBV and SRHR, GBV and SRHR policy environment, SRHR services delivery, GBV prevention, response and survivor support mechanisms and services. The JPGBV is implemented jointly through UN Agencies: UNFPA and UN-WOMEN; Government ministries: The Ministry of Gender Labour and Social Development; Ministry of Justice and Constitutional Affairs, the Parliament of Uganda, Ministry of Education and Sports; Ministry of Health; National Planning Authority, Kampala City Authority, Uganda Bureau of Statistics, academic institutions, District Local Governments and CSOs.</p> <p>The purpose and scope of the study</p> <p>The overall objective of the baseline survey is to collect information and answer the key baseline question: “what is the baseline status for each of the indicators of the JP GBV Outcomes and Outputs?” This baseline assessment will establish reference points to assess progress towards achieving intended JP GBV results at national level and in the 14 JPGBV selected districts.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Collect both quantitative and qualitative data on the status of each of the indicators of the JP GBV outcomes and outputs. • Refine the JPGBV results framework with baseline data especially at output level; including indicator definitions, 5-year and annual targets, data sources and frequency of data collection to facilitate performance monitoring and reporting especially at output and outcome level • Undertake an assessment of Knowledge, Attitudes and Practices (KAP) of communities, programme beneficiaries, service providers in the key sectors: health, JLOS, including legal aid service providers, education, Gender and policy makers, district local governments and relevant community structures (local council, cultural and religious leaders) in the 14 target districts on GBV and SRHR. • Document gaps and make recommendations where the JPGBV will need to focus on to deliver on the specific programme outcomes and outputs.

Scope of work

The scope of the baseline study will include obtaining data (existing and new) for measuring outcome and output indicators for the JGBV as indicated in the results matrix.

The levels of measurement of the indicators include:

- **National-** for outcome indicators focusing on policy implementation and resource mobilization efforts, capacities of national and sub national governments for gender budgeting and expenditure analysis on GBV/SRHR including implementation of recommendations contained in major declarations; availability and effectiveness of laws and policies criminalizing GBV and promoting SRHR; availability and accessibility of relevant tools (standards, SOPs, guidelines, protocols, job aids etc); Knowledge, Attitudes and Practices (KAP) of institutional social norms of key sectors: Health, education, JLOS including legal aid service providers, policy makers (Parliamentarians), Gender, Finance, NPA, UBOS; data availability, evidence generation, analysis and use for decision making; capacity gaps assessment (skills, information and logistical needs), institutional monitoring and accountability mechanisms.
- **At district level-** for indicators of outcomes and outputs with activities targeting the 14 JGBV districts and with measurements based on existing or administrative data; Knowledge, Attitudes and Practices (KAP) of communities, programme beneficiaries, service providers in the key sectors: health, JLOS, education, Community services in the 14 target districts on GBV and SRHR; GBV/SRHR resource allocations and expenditures; capacity assessment for gender budgeting and expenditure analysis, assessment of GBV/SRHR service availability and access – health, legal including police investigative capacity, psychosocial and protection, data availability, generation and analysis, capacity gaps assessment (training needs) related to the 4 outcomes; availability and accessibility of relevant tools (standards, SOPs, guidelines, protocols, job aids etc) to support GBV/SRHR service provision; assessment of economic empowerment initiatives at district level integrating GBV/SRHR and demand for GBV/SRHR various services.

Specific tasks

- Undertake Knowledge, Attitudes and Practices (KAP) of communities, programme beneficiaries and service providers in the key sectors: health, JLOS, education, gender and in the 14 target districts on GBV and SRHR
- Undertake desk review and analysis of key documents – sector and District Local Government plans and Budget framework papers; policy frameworks/reports (CEDAW, resolutions on FGM and Child Marriage; African Solemn Declaration, Maputo protocol, UNSCR 1325 1820; Goma declaration) to collect information on GBV/SRHR integration, budget allocations and expenditures; and extent of implementation of recommendations contained in major declarations.
- Undertake assessment of relevant sectors (health, JLOS, education, social sector) to establish availability and accessibility of relevant tools (standards, SOPs, guidelines, protocols, job aids etc) related to GBV and SRHR at national and district levels
- Map and undertake desk review of related assessments and studies already done in the selected districts on GBV and SRHR
- Mapping of community advocacy platforms that promote gender-equitable norms, attitudes, and behaviours and promote SRHR
- Mapping of district economic empowerment initiatives and whether they integrate GBV and SRHR
- Mapping of capacities of key sectors for GBV/SRHR integrated service provision in the target districts and establish training needs.
- Assessment of monitoring and accountability mechanisms of GBV/SRHR investments at national and in the target districts
- Mapping of sources of data available at national and in the target districts for monitoring and measuring GBV and SRHR, including frequency of data collection.
- Mapping of most at risk and vulnerable sub-population groups at risk of experiencing GBV and with limited access to SRHR services in the target districts
- The consulting firm will guide and provide required technical support to the field teams for carrying out interviews and gathering information from different stakeholders.
- The consulting firm will remain responsible for the entire study maintaining the highest-level standards and quality and for producing the final survey reports.
- Recruiting and/or training of field staff in participatory evaluation techniques and on the methods/subjects relevant to the JPGBV baseline survey.

	<p>Reviewing existing information, preparing outlines, including study objectives, research questions , and development of sampling methodologies</p> <p>Methodology</p> <p>The consultants will detail their methodological approach in their Inception report, as per the TOR, including the tool they will use</p>
Duration and working schedule:	The assignment will be undertaken within 90 days, in any case not later than November 30 2019
Place where services are to be delivered:	At national level and district levels
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Deliverables</p> <ul style="list-style-type: none"> • Inception Report - detailing the research methodology including sampling procedures, data collection tools, data analysis plan and detailed work plan and schedule. • Draft baseline report for comment and feedback • Revised JPGBV results framework with baseline data especially at output level; and design the Indicator Performance Tracking Table (including indicator definitions, data sources and frequency of data collection) to facilitate performance monitoring and reporting especially at output level • Make recommendations and suggest changes to the result matrix where necessary • Make a presentation of the draft baseline report to stakeholders in a validation workshop – the baseline methodology and findings. • Produce an acceptable quality of the final evaluation report. The report should be a maximum of 50 pages in length, excluding annexes. • Cleaned-up datasets in EXCEL format
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultants will provide periodic updates (in writing) on progress of the assignment, at a frequency to be agreed upon by the M&E and technical teams from UNFPA. The consultant will present all key milestone products to UNFPA M&E and technical teams who will in turn share them with the corresponding teams at UNWomen.
Supervisory arrangements:	<p>Management of the study:</p> <p>The consulting firm will work under the direct supervision of the M&E Specialist, with technical support from the Gender, Human Rights, GBV and Harmful practices thematic area. The consulting firm will present all key milestone products to a technical committee coordinated by Ministry of Gender, Labour and Social Development (MGLSD). The technical committee will guide the consultancy and vet all the consulting firm's work. The consultant's inception and final reports will be peer reviewed and submitted for approval to the UNFPA Uganda Knowledge Management Committee (KMC) to ascertain scientific and academy rigor. Approval by the KMC is a pre-condition for the assignment to be considered finalized and that it has met the expected quality standards. The consultant will work in accordance to the procedures and activities agreed upon, and expected to deliver outputs as per agreed schedule</p>
Expected travel:	The consultants will be expected to travel widely, to all the 14 target districts
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications and experience:</p> <p>The survey will preferably be conducted by an evaluation team comprised of a team with expertise in gender, human rights, sexual and reproductive health, and monitoring and evaluation</p> <p>The Team Leader must possess</p> <ul style="list-style-type: none"> • At least a Master's degree or equivalent in one of the following fields: Population studies, Statistics, Demography, Public health, Gender, Development Studies • 10 years' experience in conducting complex evaluations in the field of development aid for UN agencies and/or other international organizations including experience in leading evaluations • Proven experience in leading a multi-disciplinary team of experts <p>In addition, the team must demonstrate</p> <ul style="list-style-type: none"> • Substantive knowledge of sexual and reproductive health, gender equality and human rights • Good knowledge of Uganda's national development context • In-depth knowledge of evaluation methods, data collection and analysis

	<ul style="list-style-type: none"> • Excellent data analysis skills in qualitative and quantitative methods • Evidence of having carried out similar work before, especially within the East African Region, particularly in the health, gender and human rights sectors • Examples of studies conducted using mixed methods approach (quantitative and qualitative), including especially KAP studies. • Expertise in developing a M&E Results Framework • Excellent analytical, writing and communication skills • Excellent written and spoken English • Familiarity with UNFPA or UN operations is an added advantage
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>UNFPA will provide relevant documents required to support the survey</p>
<p>Other relevant information or special conditions, if any:</p>	<p>Evaluation Criteria Interested firms are required to submit both technical and financial proposals. Proposals will be subjected to a three-stage evaluation process, namely (a) compliance review; (b) technical review; (c) financial review.</p> <p>Compliance The compliance review, firms will be assessed if they have submitted all the following requirements.</p> <ul style="list-style-type: none"> • Certificates of registration (evidence of legal status) • CVs for at least three key personnel including the Team Leader • Evidence of the firm's previous work • Complete and signed bid submission forms <p>Any bid that fails any one of these criteria will be eliminated at this stage</p> <p>Technical and Financial reviews The technical bid is evaluated on the basis of its responsiveness to the Terms of Reference and the evaluation criteria. The Financial Bid will only be evaluated if the Technical Bid achieves a minimum score of 70% of the points and is considered qualified through the supplier qualification process. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the supplier qualification process will not be eligible for further consideration. Technical evaluation will be based on the following criteria</p> <p>Overall score Technical evaluation will be weighted at 70% while financial proposal will be weighted at 30%</p> <p>Information on applications All interested firms should submit a concept paper of not more than 10 pages detailing their understanding of the assignment, methodology proposed, time frame, budget, qualifications of all team members. Annexed list of similar assignments conducted, up-to-date Curricula Vitae (CV) for each of the expert(s) proposed to work on this assignment, including past experience in similar projects and at least two references. All these documents should be delivered in hard copy in a sealed envelope, to UNFPA Reception at 12A Baskerville Avenue, Kololo, Kampala, Uganda, not later than July 23, 2019, at 04.00 p.m. Kampala tome.</p> <p>Payment schedule The consultant will receive 50% of their fees (20% upon submitting the inception report and 30% upon submission of a draft report of the survey). The balance of 50% will be paid upon submission and acceptance of the final report.</p>