

## TERMS OF REFERENCE FOR CONDUCTING BASELINE SURVEY

### FOR USAID BHA FUNDED PROJECT

#### Locally-led humanitarian solutions: Building resilience in fragile contexts affected by climate change

### 1. Context:

GNDR is a global network of more than 1500 CSOs in 128 countries, with a vision to prevent hazards turning into disasters and thereby reducing the impacts of the communities most at risk on their lives and livelihoods.

GNDR would like to conduct the baseline survey and needs assessment for the project ***“Locally-led humanitarian solutions: Building resilience in fragile contexts affected by climate change”*** The aim of the project is to achieve - Community resilience to natural disasters in the fragile contexts affected by climate change impact.

The project will be implemented in 11 fragile countries impacted by climate change across Asia, Africa, the Middle East and Latin America. The countries are as follows:

Asia - Bangladesh, Pakistan and Azerbaijan

Africa - Benin, Côte d’Ivoire, and Democratic Republic of Congo.

Middle East - Iraq and Yemen

LA - Colombia, Guatemala and Honduras

The project will be implemented by GNDR members selected after a thorough due diligence process.

The 60 month project aims to achieve the following purposes:

- a. Strengthen local capacity of CSOs and communities in 11 fragile states to lead locally-led humanitarian action that builds community resilience and links to longer term development and peacebuilding
- b. Learning, thought leadership and best practice has been gathered and

disseminated on implementing locally-led HDP nexus interventions that address climate change impacts in fragile states

The activities under the project are designed to:

- I. strengthen locally-led collaboration and coherence on multiple risks perpetrated by climate impacts in order to strengthen resilience;
- II. strengthen collaboration among local actors and between local, national and international actors, aiming to reduce silos;
- III. gather and share knowledge from the perspective of local actors enhancing capacities and strengthening risk-informed action; and
- IV. influence change by amplifying local voices of those most at risk in the policy environment, through creating partnering channels between those most at risk, local CSOs that support them and national/international NGOs, authorities and agencies, and instigating joint calls for policy change that strengthens locally-led, coherent humanitarian response.

To achieve this, two sectors of intervention (as defined by BHA) are proposed as being required:

1) The first sector involves strengthened Disaster Risk Reduction, Policy and Practice, which will be achieved through:

- i) Capacity building and training of local CSOs;
- ii) Building community awareness and mobilisation;
- iii) Global advocacy and engagement

2) The second sector involves strengthened humanitarian policy, studies, analysis and application, which will be achieved through:

- i) Thought leadership and policy;
- ii) the creation of guidelines, toolkits and resources:

In doing this it is hoped that there will be increased community resilience in fragile contexts affected by climate change impacts.

## **2.Beneficiaries:**

22 CSOs will work with 8 communities each thereby reaching out to 176 communities. The total direct outreach under the project is 107,360 community members. This will be done in two phases with 11 CSOs, 88 communities and 53,680 community members in the first phase (starting in year 1), and a further 11 CSOs, 88 communities and 53,680 community members reached in the second phase (starting in year 2).

The makeup of the community members (direct beneficiaries) will depend on the context of the communities chosen, but it is likely to include IDPs, refugees, and host community members. Within these groups we will work with males, females, children and youth, PWD and the elderly.

### 3. Baseline Scope of Work:

#### 3.1 Objective of the Baseline:

The purpose of the baseline study and analysis is to collect the data for all the indicators included in the [Indicator Tracking Table](#) before the implementation begins.

GNDR seeks to engage **a team of Consultants to cover the regions of Asia, Africa, Middle East and Latin America** to do this initial baseline analysis which should be completed in March 2023. The baseline analysis will contribute towards: 1) establishing a baseline as points of comparison to support measurement of project impacts as part of future project evaluation activities; 2) guiding realistic and feasible target readjustment for performance indicators where needed; 3) informing the planning and implementation process including MEAL systems; and 4) understanding of the operational environment and existing priorities in the target countries in the areas of intervention.

#### 3.2 Scope of work:

The scope of work includes collection of the data based on all BHA and Custom indicators included in the [Indicator Tracking Table](#), and this should be calculated based on the [Performance Indicator Reference Sheets](#) (PIR) where available.

The scope of work will also include collection of non-indicator information to describe the prevailing conditions of the target communities and location specific assessments of these communities. This should be used to revise any annexes related to safety, security and risk.

The baseline study must ensure that the data collected is disaggregated by geography (national, provincial, district), sex (male, female, other), age (children & youth, elderly), and people with disabilities (PWD). If applicable the data should also highlight if the respondent is an IDP, Refugee, or a member of the host community.

The targeted beneficiary at this baseline survey stage consists of those involved in phase 1 of the project, namely 88 communities in 11 countries (8 in each country), 11 directly implementing CSO partners (one in each country), and 53,680 community members (approx 610 people per community). The makeup of these direct beneficiaries will depend on the context of the

communities chosen, but it is likely to include IDPs, refugees, and host community members. Within these groups GNDR aims to work with males, females, children & youth , PWD and the elderly.

The baseline research audience will be :

1. GNDR Secretariat
2. Implementing Partners
3. USAID BHA as the Donor
4. Strategic Stakeholders and Partners

Target baseline respondents<sup>1</sup>:

1. GNDR in country members and Secretariat members
2. Women led networks
3. National , International and Local Community Based Organisations (especially focusing on peace/conflict, Disaster Reduction, humanitarian interventions)
4. Academics
5. Researchers ( preferably on climate change, peace building and DRR)
6. Relevant Local government authorities
7. Other networks in the country such as peacebuilding and climate change networks

### **3.3 Methodology and Sampling:**

An appropriate mix of qualitative and quantitative methods will be used to gather and analyse data/information, in order to give a diverse perspective to the baseline, and to promote participation of different groups of stakeholders. The selected consultant should propose appropriate data collection methods, including sampling strategy, and survey tools for each type of stakeholder that follow established ethical guidelines.

An average of 10 interviews will be conducted in each of the 11 countries to determine the needs of the communities impacted by climate change in a fragile context. The survey questionnaires will be developed and circulated before to the respondents. Prima facie the baseline analysis should start with the collection and analysis of secondary data (with corresponding citation) through a desktop review of the 11 countries and triangulated with the information received from the respondents.

The survey and sampling should be then collectively discussed and decided with the GNDR Secretariat, Consultant and the primary implementing partner.

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<sup>1</sup> Data from community members will be collected at a later data with a subsequent survey which has been partly designed based on the data from this baseline report.

The baseline study must collect data on:

- All BHA and Custom outcome indicators included in the applicants' indicator Tracking table. They must be collected and calculated exactly as done in Performance Indicator Reference Sheets (PIRS). Where indicators are customised to the project and therefore do not have a PIR in place, the consultant(s) should draft PIRs for these indicators outlining proposed methods of collection of data and measurement of the indicator over the project lifetime and if relevant, collect the data for the baseline accordingly.
- Non-indicator information to describe the prevailing conditions of the target communities or population impacted by climate change in conflict settings. Note, the baseline report may build on previous needs assessments, but include more specific information on the target communities the partner will be working with.

The data collected should be supported by the written documentation. The consultant may use reliable secondary data with corresponding citation but must provide a rationale for substitution for primary data collection. Consultants are encouraged to suggest creative approaches beyond those mentioned in the TOR.

At the Kick-Off Meeting, methodological specifics will be agreed upon amongst the consultant and GNDR Secretariat. The consultant shall collaborate with Implementing partners to develop appropriate survey tools and methodology for conducting the baseline. The consultant will then be expected to take the primary lead in providing implementing partners with expertise in the design phase, data collection, analysis and interpretation, and support in formulating conclusions and recommendations. When collecting information from the communities based organisations of the conflict affected areas, the consultant is expected to maintain the highest ethical standards and uphold the principles of Do No Harm.

### **3.4 Scope of the Baseline analysis:**

The baseline study and analysis should focus on following aspects which should be broken down under the project's sectors and subsectors (where applicable):

- a. The Climate Change Impacts in the fragile contexts on the communities
- b. Broad understanding of the geographical areas under threats and identifying key areas to be chosen for the intervention
- c. The existing government policies and government structures towards humanitarian actions, peace building , climate change and overall resilience approaches
- d. Stakeholder Mapping including mapping relevant interventions being undertaken in the area by these stakeholders
- e. A Conflict Analysis

- f. A Gender Analysis
- g. Details of the existing Humanitarian Aid Cluster systems
- h. Social, Economical and Political Challenges that the countries are facing and the status of HDP nexus.

## 4.Tasks and Deliverables

The consultant will implement the planned tasks along the proposed timeline and approximate Level of Efforts (LOE) as summarised in the below table.

| Tasks  | Duration | Expected Date             |
|--|----------|---------------------------|
| a. Kick of Meeting with the GNDR to refine the baseline requirements and discuss study designs   | 1 day    | 15th February 2023        |
| b. Desktop Review of (a) Project Proposal (b) Project's Indicator Tracking Table and other related documents and studies to inform the best approach towards establishing baselines and informing the project design   | 2 days   | 16th -17th Feb 2023       |
| c. Draft baseline, design for data collection and analysis, including: <ol style="list-style-type: none"> <li>1. Listing of baseline data requirements in consultation with the project team. This should include list of project indicators and definitions</li> <li>2. Methodology of data collection and data analysis</li> <li>3. Timelines of the key milestones</li> <li>4. Identification of key assumptions and limitations of the data</li> <li>5. Baseline data collection tools ( e.g. questionnaires, interview guides, reports, secondary data analysis, checklists, interview confidentiality agreements, etc.)</li> </ol> | 3 days   | 21st Feb -23rd Feb 2023   |
| d. Baseline Data Collection Exercise initiated   | 20 days  | 24th Feb -24th March 2023 |

|   |         |                 |
|---|---------|-----------------|
| e. First draft of the baseline data and analysis report to be presented along with the following documents:<br><ol style="list-style-type: none"> <li>1. Narrative Report with annexures</li> <li>2. Updated Indicator Tracking Table</li> <li>3. Custom PIRS</li> </ol>  | 1 day   | 28th March 2023 |
| f. GNDR inputs on the baseline data and analysis report   | NA      |                 |
| f. Finalisation of the Baseline Data and Analysis and Report - <i>note, the final draft (excluding annexes) should be no longer than 10 pages in length to meet donor guidelines. Ref: <a href="https://www.usaid.gov/document/emergency-me-guidance">https://www.usaid.gov/document/emergency-me-guidance</a> ( for overall guidance regarding reporting ( Annex 4) and gathering consent ( Annex 5)</i> | 3 days  | 31st March 2023 |
| Baseline Completion (LOE)   | 30 days |                 |

## 5. Time Frame:

For the purposes of the proposal, the consultant should present a proposed timeline for completion of the mentioned activities. The consultant should be available to begin work on 15th February 2023. The entire assignment, including report revisions, presentations and consultations, is expected to require a LOE not to exceed 30 days, and completion by end-March 2023.

## 6. Submission Requirements:

Qualified individuals or firms are invited to submit a proposal in response to this Terms of Reference no later than 15th February, 2023. The proposal should be typed in 12-point font, no longer than 5 pages. The proposal submission should include each of the following sections in the specific order listed below in order to be considered for this consultancy:

1. The technical proposal should reflect how the applicant would undertake all the tasks in Section 3. Baseline Analysis Scope of Work. The applicant will provide a detailed plan of specific activities and timetable for carrying out the assignment and data collection and analysis activities.
2. The applicant or organisation shall provide a summary of organisational capacity to conduct baseline studies specifically and monitoring and evaluation in general. Having done baseline studies in the conflict affected areas and climate change will be an added advantage.
3. The applicant shall list and briefly describe the name(s), qualifications and responsibilities of the staff proposed to work on the assignment. (CVs of proposed personnel should be included in an annex and not counted toward the page limit). The proposed team must include an Evaluation Team Leader who has extensive experience of working in conflict settings, climate change, peace building , disaster risk reduction and humanitarian actions. H/She has related qualifications with expertise in evaluating projects in multiple countries especially high risk countries.. Other recommended team members could include analysts familiar with quantitative and qualitative data analysis; data entry team; and survey enumerators.

**Proposed consultants should meet the following requirements at a minimum:**

- Experience of working in the humanitarian sector preferably in conflict settings and climate change
- Experience conducting evaluations / baselines for USAID BHA projects
- Experience of designing surveys and developing sampling plans
- Experience of working with multicultural teams
- Experience of working in the region or countries of the project.
- Language skills - English must , French , Spanish and Arabic desirable
- Applicants should submit a list of at least three references

## **Application Submission**

Kindly submit all applications and required attachments to this email address; [shivangi.chavda@gndr.org](mailto:shivangi.chavda@gndr.org) with the subject line "**BHA- Nexus Project Baseline Application**". Kindly note if you do not receive any communication from GNDR by 25th February 2023 consider your application not successful. Only successful applicants will be contacted.