



TERMS OF REFERENCE

For

A Consultancy firm to conduct

**Endline Survey of the UNFPA - UN Women Joint Programme
“Realizing Gender Equality through Empowering Women and
Adolescent Girls”**

UNFPA & UN Women

September 2022

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1. Background

The United Nations Population Fund (UNFPA) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) in Tanzania have been implementing a three-year Joint Programme since 2020, entitled “Realizing Gender Equality through Empowering Women and Adolescent Girls”, in Shinyanga and Singida Regions with financial support from the Korea International Cooperation Agency (KOICA).

The Joint Programme has supported ongoing efforts and commitment by the Government of the United Republic of Tanzania to advance gender equality and end poverty by improving women’s economic status and agricultural transformation, strengthening village land use planning and ending all forms of violence and harmful practices against women and children, in line with the implementation of the Agriculture Sector Development Plan (ASDP) II, National Plan of Action to End Violence Against Women and Children (NPA-VAWC 2017/18 – 2021/22) and the Village Land Act.

The objectives of the Joint Programme are to enhance the social and economic status of women and adolescent girls in Ikungi district, Singida region and Msalala district, Shinyanga Region through: 1) economic empowerment of women and female youth farmers; and 2) enhancing the capacity of sub-national institutions and community to prevent and respond to Gender-based Violence (GBV) including harmful practices.

Since this is the last year of the Joint Programme implementation, an endline evaluation of the programme has been planned to determine its relevance, effectiveness and efficiency of the programme in the target areas. The end-line evaluation will be done for the purpose of learning and accountability with recommendations to be provided for sustainability and scale-up.

2. Project Overview

- 1) Title: Realizing Gender Equality through Empowering Women and Adolescent Girls
- 2) Goal: to contribute towards gender equality and empowerment of women and adolescent girls
- 3) Geographical areas: Ikungi District in Singida Region and Msalala District in Shinyanga Region
- 4) Duration: April 2020 - March 2023 (three years)
- 5) Beneficiaries
 - Direct beneficiaries: total 2,350 women and adolescent girls & 6,000 village male and female residents for land certificate
 - Indirect beneficiaries: at least 40,000 residents in two districts
 - The beneficiaries of the programme include: selected three Sunflower Agriculture Marketing Cooperative Societies; women and young females farming sunflower and horticulture in four villages in Ikungi District as well as one village in Msalala District;

out-of-school adolescent girls in six villages in Msalala District and four villages in Ikungi district, girls and women survivors of GBV accessing response services in both Regions (health care, law enforcement, legal and paralegal), and targeted communities including boys, men and influential leaders.

6) Outcomes and Outputs

Outcomes	Outputs
Outcome 1. Women and female youth farmers empowered economically	Output 1.1 Increased capacity of women and female youth farmers to apply Good Agricultural Practice (GAP) in sunflower and horticulture farming for higher yields Output 1.2 Increased collective marketing capacity of women and female youth farmers Output 1.3 Enhanced land tenure security and economic agency of women and female youth within the enabling households and the wider community
Outcomes 2. Enhanced capacity of sub-national and community to prevent and respond to Gender Based Violence (GBV) including harmful practices	Output 2.1 Strengthened capacities of local institutions and service providers to prevent and respond to GBV including harmful practices Output 2.2 Women and adolescent girls have the entrepreneurship skills and capabilities to prevent and respond to GBV including harmful practices

The Joint Programme has collaborated with the Ministry of Community Development, Gender, Women and Special Groups (MoCDGWSG), the Ministry of Health and Social Welfare (MOHSW), the Ministry of Industries and Trade (MOIT), the Ministry of Agriculture (MOA), the Ministry of Lands (MOL), the Ministry of Housing and Human Settlements Development (MOHSD), the Ministry of Home Affairs (MOA), Ministry of Constitutional and Legal Affairs (MOCLA), the Tanzania Police Force (TPF) and other stakeholders and, at the sub-national level, with the Shinyanga and Singida Regional Authorities, the Ikungi and Msalala District Councils and selected non-government organizations.

There is a mix of partners who participated in the programme implementations. UNFPA and UN Women have directly led coordination with the regional and district local government authorities, through the National Steering Committee (NSC), regular District Coordination Meetings (DCMs), and Field Monitoring Visits (FMVs). Training activities for the duty bearers, including health care providers on GBV clinical management, have been carried out by the relevant government ministries with their comparative advantages in line with the national guidelines. Several Civil Society Organizations (CSOs) have been engaged as implementing partners with their expertise in

the areas of women's economic empowerment through agriculture, community mobilization, gender advocacy, GBV prevention and response, and adolescent girls' empowerment.

3. Evaluation Objectives

The endline evaluation is expected to:

- a) Determine the relevance, coherence, effectiveness, efficiency, and sustainability of the programme implementation in terms of women's economic empowerment and the capacity of sub-national institutions and communities to prevent and respond to GBV and harmful practices, including by building women and adolescent girls' agencies to realize gender equality.
 - Collect and provide endline values against the baseline status for each of the outcome and output indicators in the results framework.
 - Assess the economic status of women and female youth farmers in the programme districts/regions and explore community knowledge, attitude and practice on Gender-Based Violence (GBV) including harmful practices and female youth/women economic empowerment.
 - Assess the shift in institutional systems and community structures and capacities that have improved or further limited the accessibility to and use of GBV services and women/female youth economic empowerment opportunities as a result of support from the Joint Programme regions.
- b) Identify the intended and unintended outcomes, best practices, lessons learned as well as any challenges or barriers that have interfered with achieving the goals or targets.
- c) Develop key recommendations based on findings from the research to promote the programme's sustainability and scale-up.

4. Scope of Assignment

The endline evaluation is expected to be conducted in Ikungi District, Singida Region and Masalala District, Shinyanga Region with quantitative and qualitative study methods which will be proposed by the consultant. The qualitative methods shall include interviews with selected key institutions and beneficiaries that were reached and engaged during programme designing and implementation stages, including relevant Government Authorities at national, regional, district and community levels. These include sector ministries, Agriculture Marketing Cooperative Societies (AMCOS), public institutions, and market and village committees. The regional and district NPA-VAWC Protection Committees, including those at Ward and Village levels, selected health facilities, and some CSOs working in the programme area shall also be selected for interviews.

A preliminary list of specific stakeholders and beneficiary groups will be shared by the UN Women and UNFPA Joint Programme Team (JP Team) to inform further development and finalization of the field data collection plan of the consultancy firm.

Under this assignment, the selected research firm shall collect the necessary data across all thematic areas of the programme to fully reflect the contribution to results under the two outcomes and related outputs.

5. Methodology

The selected consultant firm is expected to propose appropriate mixed methods based on the stated objectives, including quantitative and qualitative, which will be used to collect and analyse data/information and promote the participation of different groups of stakeholders. Based on the feasibility of their use, the consultant may deploy both digital data collection and traditional/conventional data collection methods.

The consultant must propose methodologies with scientific sampling techniques for the survey, which will be reviewed and approved by the Reference Group constituting members from KOICA, UNFPA and UN Women, government counterparts and selected programme stakeholders.

The final selection of methodologies for data collection will be defined after the conclusion of the hiring process of the team of consultants/consultancy firm, on the basis of any possible pandemic-related situation in future, including COVID-19 in Tanzania and the guidelines on movement and physical distancing received by both the Government and the United Nations if necessary.

6. Qualifications

Registered research firms will be considered for the assignment. The selected organization should have a sound profile in conducting similar tasks. The desired team composition is as follows:

- 1) Team leader qualifications.
 - a) Academic qualifications
 - At least a master's degree in the field of demography, international development, social sciences or gender studies.
 - A PhD in relevant fields as an added advantage.
 - b) Experiences and skills
 - Minimum 7 years of hands-on experience in conducting surveys or evaluations for development programmes in the Tanzanian context.

- Proven track record in designing quantitative and qualitative data collection tools, data collection and analysis, and use of participatory approaches both in the field and through digital platforms (phone or online).
 - Experience in using a theory of change, and outcome mapping and harvesting to development programmes.
 - Proven experience in leading a team of consultants in quantitative and qualitative data collection and analysis in the social sectors, especially gender and women empowerment.
 - Excellent understanding of the functioning of Agriculture Marketing Cooperative Societies, preferably of sunflower commodity in the Central Zone, the land tenure security issues in Tanzania including village land use planning and certificates of customary rights of occupancy; gender inequality, gender power imbalances, GBV including harmful practices, community mobilization, and social behavioural change.
 - Excellent analysis and writing skills of evaluation reports with constructive and practical recommendations.
 - Excellent skills in both written and oral English and Kiswahili.
- 2) Other members of the team
- a) Academic qualifications
 - A bachelor's degree in international development, gender, social science, agriculture, marketing and other relevant areas.
 - b) Experiences and skills
 - Minimum 5 years of experience in conducting research, evaluations or review of development programmes in Tanzania, including specific experience in the areas of social science, women economic empowerment, and gender equality.
 - Good thematic understanding of the land tenure security issues in Tanzania including village land use planning and certificates of customary rights of occupancy, the functioning of Agriculture Marketing Cooperative Societies, preferably of sunflower commodity.
 - Proven experience in conducting gender analysis and assessing programmes that address gender inequality, gender power imbalances and GBV including harmful practices, including through women and girls empowerment, community mobilization, social behavioural change, and institutional strengthening.
 - Good presentation/communication skills in both written and oral English and Kiswahili.
- 3) Other competencies as assets
- Strong interpersonal skills and ability to work with people from different backgrounds to deliver quality products within a short timeframe.
 - Experiences and/or know-how of programme implementation at the ground level.
 - Be flexible, responsive to changes and demands and open to feedback.

7. Deliverables

The endline assessment will consist of three phases of work, namely, a) inception; b) data collection and analysis; and c) drafting, validation and finalization of the survey report.

a) Inception phase

- The consultant firm will have a kick-off meeting together with the Joint Programme Team to understand the programme after review of the key documents including the Programme Document that contains the Theory of Change and the results framework. The kick-off meeting will also serve to discuss and agree upon the draft work plan that shall be submitted by the consultant firm prior with the proposal for the assignment.
- The consultant firm shall present a protocol with research questions, proposed methodology, an analytical framework, and relevant tools for review and approval from the Joint Programme Team and Reference Group prior to data collection at the inception phase.

b) Data collection and analysis phase

- Upon ethical approval of the protocol, the consultant firm shall undertake data collection in accordance with the methodologies and tools approved by the Joint Programme team.
- The Joint Programme team will participate in the discussions through field visits/virtual meetings with the primary stakeholders in Singida and Shinyanga regions during data collection and analysis.

c) Synthesis and final endline evaluation report

- Zero draft endline report with the preliminary results of the endline assessment should be shared for review and comments from the Joint Programme Team after completion of data/information analysis. The report format and outline will be agreed upon during the inception phase and included in the inception report.
- First draft endline report will be submitted and presented to the Joint Programme team and the Reference Group for their review and validation of results.
- Final endline evaluation report will be prepared after a few iterations of the report if the quality standards are not met within the first rounds. Review and revision process from the draft report stage to the final report should not exceed six weeks.

In line with these three key phases, the consultant consultancy firm should submit the deliverables as follows;

- 1) Draft inception report including a detailed work plan/Gantt chart, proposed report format/outline, methodologies, survey tools and analytical framework;
- 2) Oral presentation of the draft inception report;
- 3) Final inception report including final translated survey tools, sampling, methodology and analytical framework;
- 4) Application of the ethical clearance to the relevant authorities;
- 5) Zero draft endline report with the agreed report format and outline.
- 6) First draft final baseline report including raw, cleaned data sets;
- 7) Preliminary presentation of findings for validation/dissemination to people in target districts, the Joint Programme team and the Reference Group;
- 8) Final edited endline report including datasets in excel format and transcribed qualitative data.

The research firm is expected to upload all relevant resource documents, raw, clean data sets and draft reports collected or prepared for this assignment on Google drive to be created by the Joint Programme team.

All deliverables shall be presented in English. All survey is to be back translated into Kiswahili.

8. Payment schedule

The budget proposed by the research firm shall include professional fees, domestic travel costs, costs of meetings with stakeholders and beneficiaries, report writing and supply costs of the research firm.

It is important to note that should there be any problem in the delivery of outputs pertaining to quality and schedule, the research firm is expected to make necessary corrective actions without affecting the overall programme delivery. This will have no additional cost charged to the client.

a) Payment schedule

- 40% upon submission of and acceptance of the inception report
- 30% upon submission of draft endline report
- 30% upon submission of the final endline report

9. Duration of the consultancy and timeframe

The duration of the consultancy is to last no more than 31 payable working days from the day of the signing of a contract. The 31 days include days for expedited research ethical clearance. The days will be spread over 2.5 months (10 weeks). The assessment is expected to take off on 16 January 2023 and to be completed by 24 March 2023. The proposed working schedule is outlined in the table below.

No	Activity	Number of days
1	Desk review for inception report and tools development	5 days
2	Presentation of the inception report to the Reference Group	0.5 day
3	Addressing comments for the inception report including tools and submission of the final inception report	2 days
4	Pre-testing data collection tools and adjustment	2 days
5	Data collection	10 days
6	Data cleaning, entry and analysis	3 days
7	Draft zero report writing and submission to the Joint Programme team	3 days
9	First draft writing and submission to the Joint Programme team and the Reference Group	3 days
12	Presentation of findings for validation by the Joint Programme team and the Reference Group	0.5 day
14	Final report writing and submission with data sets	2 days
Total		31 days

10. Supervisory and administrative arrangements

The consultancy firm/team will work under the direct supervision of UNFPA with the Joint Programme team, consisting of UNFPA and UN Women programme team.

The Reference Group that constitutes members from KOICA, UNFPA and UN Women, government counterparts and selected project implementing partners will also provide overall guidance and approval throughout conducting the endline survey.

11. Consultant Selection Criteria

The selection of a consultancy firm will be based on the quality of the technical and financial proposals and track record of similar work undertaken, and demonstration of a strong composition of team with the required experience and education profile submitted.

Only applications with relevant attachments as listed below will be considered for technical and financial Evaluation, these include completeness of response (duly filled bid form, expression of interest letter, copy of legal documents, registration and business license). The weight allocated

for the proposal will be 70 points for the technical proposal and 30 points for the financial proposal. Only bidders whose technical proposals achieve a minimum score of 50-70 points in the technical evaluation will be qualified for review of the financial proposal. The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points. The selection criteria are detailed in the table below.

S/N	Technical Evaluation Criteria	Points
1	Overall response	10
1.1	Completeness of response (Duly filled bid form, expression of interest letter, copy of legal documents, registration and business license)	5
1.2	Overall understanding of the TOR requirement and proposal	5
2	Company/Team and Key Personnel	30
2.1	Range and depth of organization experience in conducting similar projects	10
2.2	Sample of previous work (provide link) and reference point	10
2.3	Key personnel: (a) relevance and experience and qualifications of the proposed team leaders	5
	(b) relevance and experience and qualifications of the proposed team members	5
3	Proposed Methodology and Approach	30
3.1	Relevance of proposed methodology and approach	15
3.2	Quality assurance processes and mechanism	5
3.3	Innovative approaches in data collection and analysis	5
3.4	Proposed work plan/timeframe showing implementation of the tasks with clear project planning and timelines	5
Total		70

12. Research and ethical clearance

The selected consultancy firm shall be responsible to apply for expedited ethical clearance and administrative approvals from the relevant authority in Tanzania as may be required to undertake the evaluation.

13. Submission requirements

The consulting firm should submit Technical and Financial proposals separately, the technical proposal should have a maximum of 10 pages in length with the proposed approach and activities to be taken for the implementation and management of the consultancy, including an operational work plan with timelines.

Following documents should be attached to the proposal; a) a profile of the firm, 2) Curriculum Vitae of a team lead and team members expected to undertake the evaluation exercise, and 3) evidence of undertaking similar work in the past and names with the contact information of contact persons from the past clients.

14. How to apply

Qualified research firm should send the application letter and proposal documents, technical and financial in separate files through the email address tanzania.office@unfpa.org.

Deadline for the application: 10 October 2022