



## TERMS OF REFERENCE FOR CONDUCTING A BASELINE STUDY FOR THE PHASE II GRZ-UN JOINT PROGRAMME ON GENDER-BASED VIOLENCE

UNDP ZAMBIA

### 1. Consultancy Information

Title: **Government of the Republic of Zambia (GRZ)-United Nations (UN) Joint Programme on Gender-Based Violence Phase II, December 2019 – December 2022.**

Type of Contract: **Consultancy firm**

Post Level: **Consultancy**

Duty Station: **Lusaka**

Department/Unit: **Governance and Gender**

Reports to: **Gender Specialist**

Expected Places of Travel: **Applicable where necessary**

Duration of Assignment: **45 working days**

Estimated commencement date: 19 October **2020**

End Date: 21 Dec 2020

Duration of the work: **45 days**

Location/duty station: **Lusaka and other locations in Zambia**

### 2. Background Information

This Government of Zambia-United Nations Joint Programme on Gender Based Violence (GRZ-UNJP-GBV) Phase II (2020-2022) is a multi-partner programme designed to reduce the prevalence of gender-based violence (GBV) in Zambia. The programme builds on and consolidates the gains made in the GRZ-UN Joint Programme Phase 1 (2012 - 2017). Phase 1 of this programme recorded significant results by providing support to GRZ implementation of the Anti GBV Act No.1 of 2011. The programme served to accelerate implementation of the provisions of the Act in four pillars of support: Health, Legal, Protection and Coordination. Under the health pillar, for example, significant achievements included training of over 1,000 health workers and revision of the training curriculum on clinical management of rape in addition to supporting the establishment of 4 hospital based One Stop Centres (OSCs), which culminated in 5,679 survivors of sexual violence receiving Post Exposure Prophylaxis (PEP).

Whereas Phase I of the GRZ-UNJP achieved significant successes, acceptance of gender-based violence<sup>1</sup> (GBV) in Zambia remains incredibly high in some parts of the country. Thirty-Six percent of women of childbearing age reported having experienced physical violence, while 17 percent had experienced sexual violence in their lifetime.<sup>2</sup> Building upon the previous GRZ-UNJP on Gender-Based Violence, which was completed in December 2017, the United Nations (UN) is implementing a project to improve prevention of and response to GBV by strengthening existing institutional structures to provide a more consolidated package of services across seventeen districts in Zambia. The overall Phase II GRZ-UNJP focusses on *prevention* and *response* at sub-national and national level.

<sup>1</sup> The Zambia Anti-Gender Based Violence Act chapter I of 2011 defines gender-based violence (GBV) as any physical, mental, social or economic abuse that is meted against another on the basis of their gender.

<sup>2</sup> Zambia Demographic & Health Survey (2018)

The response component includes four key elements, namely; Anti GBV Fast Track Courts (FTCs), One Stop Centres (OSCs), Shelters and Village Led One Stop Centres (VLOSCs) as avenues for strengthening professional practice through capacity development of service providers such as police officers, social workers, medical workers and legal officers to respond effectively and efficiently to survivors of GBV. This will include an element of strengthening child friendly services for child survivors as well as best interests' determination<sup>3</sup> for unaccompanied and separated child migrant victims of GBV. Strengthening response also has impact on prevention as communities see that violence and GBV is not acceptable and sanctions will be applied, which serves to discourage would be perpetrators.

The prevention component of the programme will include community engagement particularly with traditional leaders and community dialogues. Through this intervention, VLOSCs will play a role in continually sensitising the community on the need to report and support survivors of GBV as well as discouraging all forms of GBV from occurring, especially challenging social and cultural norms that perpetuate GBV. At national level, the programme will collaborate with other GBV stakeholders and programmes to support review and drafting of key legal documents, policies, frameworks, curricula and guidelines as needed. The programme will also strengthen the monitoring, evaluation, tracking and assessing the results of the interventions such as the fast track courts, coordination, shelters, VLOSC etc.

The project has the following expected outcomes:

**Outcome 1:** Increased access to and use of quality prevention and response services by persons at risk of GBV and survivors (including children and adolescents).

**Outcome 2:** GBV survivors, those at risk and communities are empowered to break the cycle of abuse.

The programme aims to address prevention and response to GBV by working with traditional and local structures to create community response mechanisms as an entry point to breaking the silence on domestic violence and challenge social norms that make GBV acceptable.

### 3. Objectives of Assignment

#### Scope of Work

The baseline is intended for Programme Implementation Technical team, Steering Committee, National/District Planning Officers, Parliamentarians, Policy makers, persons with disabilities, Civil Society Organizations, Faith Based Organisations, Anti-GBV service providers, private sector, government line ministries as well as GBV survivors.

#### Objectives of the assignment

The purpose of the baseline data is to provide a benchmark from which to measure progress of the phase II GRZ UN GBV programme through an in-depth situation analysis and needs assessment of GBV in the target districts. The baseline data will also cover interventions by district administration in the target districts, service providers, women groups, traditional and religious leaders, in order to understand the GBV needs. Thus, this survey will attempt to provide the current status of the indicators in the results framework and facilitate monitoring of progress towards meeting programme objectives:

<sup>3</sup> A process undertaken by the state to establish the best course of action to take when a child (minor) has protection concerns which require the intervention of the state.

1. Identify current landscape or status of GBV, child friendliness and disability inclusiveness of GBV services in the targeted districts
2. Identify current status of project indicators
3. Investigate gaps in the service delivery chain (response) including FTCs, OSCs, Shelter and village led one stop centres.
4. To identify potential additional interventions which may be required to strengthen FTCs, OSCs, Shelter and village led one stop centres, child friendliness and disability inclusiveness.
5. Identify community Knowledge, Attitudes and Practices towards GBV
6. Identify attitude of Service providers towards GBV, child friendliness and disability inclusiveness.

#### 4. Methodology

The baseline survey will use both qualitative and quantitative data collection techniques to source for appropriate information from the respondents. In the wake of COVID-19, the adopted approach will follow the do-no-harm principle by ensuring that the methodologies used do not result into increased risk for respondents or for the consultancy team. As the COVID\_19 situation unfolds, the consultancy will be conducted through a series of discrete activities beginning with desk reviews before face to face interviews. Depending on the duration and severity of pandemic, the consultancy team will utilize appropriate means and tools such as virtual meetings to collect information. The districts where the programme will be implemented (Chipata, Chinsali, Chililabombwe, Chisamba, Chongwe, Choma, Ndola, Kasama, Kalumbila, ItezhiTezhi, Mongu, Petauke, Lundazi, Mumbwa, Kabwe, Solwezi and Mazabuka) will be target areas for this baseline. In their technical proposal, bidders should indicate their sampling plan including how they will select the districts to be assessed and how these findings will be generalised or applied to the rest. Further, the bidders should indicate their proposed methodology including aspects of sampling, sample size, tools, design and administration, which will inform the first phase of the selection process. The successful consultancy team will be expected to provide a detailed methodology with tools for field work as part of their inception report. All this bearing in mind the COVID19 guidelines of do-no-harm.

#### 5. Tasks and Responsibilities

The Consultancy firm will be responsible for the following:

The deliverables expected from the consultancy firm include the following:

- An **inception report** will be prepared by the consultancy team and shared with the Programme Analyst – Gender (UNDP) and Director Gender Rights Protection. The report should include a detailed methodology, including sample size, sampling plan, data collection tools, plan for field work, and data analysis.
- Following the field visit, the consultancy team will prepare a short **presentation** of the initial findings, including at least 2 case studies, and tentative conclusions and recommendations. This will be used to debrief the Programme Analyst – Gender (UNDP) and other relevant parties, to identify and address any misinterpretations or gaps.

Building on the debrief and initial feedback received, the consultancy team will produce a **draft report** that will be shared with the Programme Analyst – Gender at UNDP and Head of Unit Planning Department at the Ministry of Gender for review.

- Once feedback is provided by the Gender Programme Analyst (UNDP), the consultancy team will prepare the **final report**. The report will follow the same presentation logic and include, at a minimum: executive summary, list of acronyms, introduction, baseline context and purpose, baseline framework and methodology, findings, case studies, conclusions and recommendations. Annexes should include the TOR, inception report, programme baseline indicators with baseline values from

<p>the baseline survey, list of documents reviewed, list of persons interviewed or consulted and data collection instruments.</p> <ul style="list-style-type: none"> <li>▪ The consultancy team will also prepare a <b>Powerpoint presentation</b> and <b>two-page baseline Brief</b> to facilitate sharing of the key findings, conclusions and recommendations. The <b>Brief</b> will include project information; baseline background (baseline purpose, baseline team, baseline timeframe, methodology); and baseline results: key findings and/or conclusions, and key recommendations.</li> </ul>
<p><b>Documents to shared with the consultancy firm:</b></p> <ul style="list-style-type: none"> <li>• Phase II GBV Programme Document</li> <li>• Phase I GBV Programme Document</li> <li>• Phase I GBV Programme Evaluation Report</li> <li>• Phase II GBV Joint Work Plan</li> <li>• Phase II GBV Reprogrammed work plan</li> <li>• UN Partnership Framework</li> <li>• Terminal Report for Phase I GBV Programme</li> </ul>
<p><b>6. BASELINE TEAM COMPOSITION AND REQUIRED COMPETENCIES</b></p>
<p>The personnel requirements for this project include:</p> <p><i>Core survey team:</i> The consultancy firm must provide a minimum of:</p> <ul style="list-style-type: none"> <li>• (1) Full-time Project Manager – Gender Expert</li> <li>• (1) Full-time Field Manager – Legal Expert</li> <li>• (1) Full-time Data Manager</li> </ul> <p><i>Field Team:</i> Although the Consultancy Firm will determine the NUMBER of field teams in consultation with the Evaluation Team, each field team should be comprised of:</p> <ul style="list-style-type: none"> <li>• (1) Supervisor</li> <li>• (2-4) Interviewers</li> </ul>
<p><b>7. REQUIRED SKILLS/ EXPERIENCE</b></p>
<p>As the consultancy is multifaceted, the consultancy team is expected to have a mix of skills relevant to the assignment. The required background and experience for the consultancy team is as follows:</p> <ul style="list-style-type: none"> <li>• Legal status recognized by the Government of the republic of Zambia, enabling the organization to perform the above-mentioned tasks under the laws of Zambia.</li> <li>• Minimum 8 years’ experience managing household-level surveys of similar scale (2000+ households) such as programme strategy development, design and evaluations and must have demonstrated experience with research and participatory methods.</li> <li>• Strong capacity and experience in planning and organizing survey logistics</li> <li>• Good network of experienced enumerators, supervisors and data entry clerks.</li> <li>• Strong capacity in data management and statistics.</li> <li>• Strong knowledge in the following software: STATA, CS-Pro, SPSS and STATA</li> <li>• Strong interpersonal skills and a team-oriented spirit.</li> <li>• Team should have gender, legal (international law related to child protection) and statistics expertise</li> <li>• Knowledge on GBV related legal and policy framework.</li> <li>• The firm has demonstrated knowledge and experience with the application of human rights-based approach to programming, an understanding of the GBV and development issues and other relevant frameworks, ability to conduct and equity focused research and analysis.</li> <li>• Strong writing and analytical (a sample of recent analytical report is requested).</li> <li>• Demonstrated ability to work in a multi-cultural environment and ability to establish good and effective relationships with national partners.</li> <li>• Knowledge on issues of Child protection and violence against children will be an added advantage including knowledge on Prevention of Sexual Exploitation and Abuse (PSEA).</li> </ul>

<ul style="list-style-type: none"> <li>• Strong knowledge of at least two local languages spoken in the targeted districts, traditions and culture in Zambia.</li> <li>• Have relevant experience in working with governments and/or international organizations on consultancy assignments, especially in M&amp;E, or GBV and gender equality.</li> <li>• Have excellent proven written, spoken English and communication skills.</li> </ul>	
<p>In the technical proposal, the firm must also indicate the proposed staff and qualifications for each of the three key managerial positions based on the following minimum requirements:</p>	
<b>Project Manager: (Gender Expert)</b>	<ol style="list-style-type: none"> <li>I. Masters' degree in social sciences (Gender, sociology, economics, demography, anthropology, development studies, political science or other relevant field. Specific training in baseline management. The project Manger must have excellent inter-personal skills and demonstrated ability to engage at various levels including local communities and strong analytical skills. Plans, supervises and manages the entire survey with the assistance of the field and data managers; Should have strong experience in Monitoring and Evaluation, Community Mobilisation, Gender analysis, child protection.</li> <li>II. The Project Manager must be based in-country for the entire duration of the survey and must have experience in managing at large-scale household baseline surveys of over 1500 households; experience managing surveys of at least 100 communities and/or schools;</li> <li>III. Minimum 10 years of relevant work experience in gender analysis, gender policy advocacy, policy research, gender responsive programming and budgeting</li> <li>IV. Have relevant experience in working with governments and/or international organisations on consultancy assignments, especially in gender analysis, gender policy and gender responsive budgeting.</li> <li>V. Experience in supervising and managing teams</li> <li>VI. Knowledge in data management software and statistical skills</li> </ol>
<b>Field Manager (Legal Expert):</b>	<ol style="list-style-type: none"> <li>i. Master's in Social Science (international Law: with advanced knowledge of child justice and legal protection for children, management).</li> <li>ii. Advanced knowledge of international human rights law specifically relating to children and women.</li> <li>iii. Specific training in baseline management.</li> <li>iv. The Field manager must have experience in conducting training and developing training materials</li> <li>v. Responsible for training of field staff; plans, supervises and manages the field work.</li> <li>vi. The Field Manager must be based in-country for the entire duration of the survey and have experience in managing field work of large-scale household surveys of over 1500 households;</li> <li>vii. experience managing field work for surveys of at least 100 communities and/or schools.</li> </ol>
<b>Data Manager:</b>	<ol style="list-style-type: none"> <li>i. Masters' degree in Social Sciences with advanced knowledge in Statistics, demography or other relevant discipline;</li> <li>ii. The Data Manager must be based in-country for the entire duration of the survey, in data entry for household survey management and must have experience in managing data entry of large-scale household surveys of over 1500 households; experience in managing data entry for surveys of at least 100 schools and communities.</li> </ol>

	iii. Specific training and experience in using and programming CS-PRO and similar programs; plans, supervises and manages data processing and consolidation of data including coding of questionnaire; data analysis and cleaning, ability to compile data from different sources and merging sets, ability to query data, visualization and reporting.
Language Requirements	<ul style="list-style-type: none"> <li>All deliverables are to be written in English and meet good language standards.</li> <li>Knowledge of a local language is an advantage</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>Strong inter-cultural competences</li> <li>Awareness and sensitivity of gender and social inclusion</li> <li>Ability to work with minimum supervision and in a team</li> <li>Possess facilities and equipment to conduct research, communication in light of social distancing due to COVID-19</li> </ul>

## 8. Institutional Arrangements

The consultancy firm will work a maximum of 45 working days. Applicable administrative and logistical support will be provided.

### 1. Timeline and Products

The expected duration of the consultancy is 2 months (45 working days) upon signing of the contract. The tentative schedule of deliverables are as follows:

Activities	Consultancy days	Deadline	Weeks							
			1	2	3	4	5	6	7	8
Baseline planning and design	10	3 Nov, 2020	x							
Submission of inception report	10	17 Nov, 2020		x						
Sampling and field work	13	3 Dec, 2020			x	X	x			
Data processing and analysis	7	12 Dec, 2020						x		
Submission of draft report	2	15 Dec, 2020							x	
Validation meeting	1	16 Dec, 2020							x	
Final report and dissemination	2	18 Dec, 2020								x

## 9. Payment Milestones against Deliverables

- The successful consultancy team shall receive payments upon certification of the completed tasks satisfactorily, as per the milestones shown below.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Product 1: Payment upon submission and acceptance of Inception report.	15%	3 Nov 2020	Approval by the technical team
Product 2: Payment upon submission and acceptance of work-plan for data collection.	35%	17 Nov 2020	Approval by the technical team

Product 3: Payment upon submission and acceptance of Draft Baseline Report.	25%	1 Nov 2020	Approval by the technical team
Product 4: Payment upon submission and acceptance of Final Baseline Report.	25%	20 Dec 2020	Approval by the technical team
9. Criteria for Selection of the Best Offer			
Submission of the technical proposal and financial proposal will be required for this process. Technical proposals will be opened and compared prior to the financial proposal. The financial proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 1000 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference.			
The financial proposal of all bidders, who have attained a minimum 70% score in the technical evaluation will be compared. The short-listed bidding agencies may be asked for a presentation prior to the final selection if necessary. The contract will be awarded to the successful bidder following completion of all evaluations. The successful bidder will have to sign a contract to undertake the assignment			
Shortlisting will be made by the UNDP in consultation with the Ministry of Gender. The following criteria will be followed in selecting the best candidate.			
Item	Evaluation Criteria		Points
SEQ.	CRITERIA		OBTAINABLE POINTS
SECTION 1. BIDDER’S QUALIFICATION, CAPACITY AND EXPERIENCE			
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing		30
1.2	Litigation and Arbitration history		15
1.3	General Organizational Capability which is likely to affect implementation - Financial stability - Loose consortium, holding company or one firm - Age/size of the firm - Strength of project management support - Project financing capacity - Project management controls		50
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)		15
1.5	Quality assurance procedures, warranty		30
1.6	Relevance of Experience of Team Members:		
1.6a	Specialized Knowledge		25
1.6b	Experience on similar projects		50
1.6c	Work for major multilateral/ or bilateral programmes		25
16d	Experience in the region		10

	<b>Sub-total: bidder's qualification and experience</b>	<b>250</b>
<b>SECTION 2. PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN</b>		
<b>2.1</b>	To what degree does the Proposer understand the task?	50
<b>2.2</b>	Have the important aspects of the task been addressed in sufficient detail?	30
<b>2.3</b>	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	65
<b>2.4</b>	Is the conceptual framework adopted appropriate for the task?	65
<b>2.5</b>	Is the scope of the task well defined and does it correspond to the TOR	100
<b>2.6</b>	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project indicating time frame?	140
	<b>Sub-total Methodology</b>	<b>450</b>
<b>SECTION 3. MANAGEMENT STRUCTURE AND KEY PERSONNEL</b>		
<b>3.1</b>	<b>Project Manager/ (Gender Expert) Lead Consultant</b>	
3.11	Master's degree or equivalent in Gender, management, or other related field	30
3.12	Demonstrable Experience in designing and conducting research and baseline study for development projects with strong experience in Monitoring and Evaluation, Community Mobilisation, Gender analysis, child protection.	50
3.13	Excellent in working with local communities, NGOs/Donors or national government	40
3.14	Experience in supervising and managing teams	20
3.15	Knowledge in data management software and statistical skills	10
<b>3.2</b>	<b>Field Manager (Legal Expert)</b>	
3.21	Master's in Social Science (international Law: Advanced knowledge of child justice and legal protection for children, management); Advanced knowledge of international human rights law specifically relating to children and women.	30
3.22	Experience managing field work for surveys of communities and/or schools	20
3.23	Experience in conducting trainings and developing teaching aids; Specific training in survey management.	10
3.24	Experience in community-based projects	10
<b>3.3</b>	<b>Data Manager/ Technical lead</b>	
3.31	Degree or equivalent in computers science, demography, statistics, or any other relevant field	30
3.32	Training and experience in using and programming CS-PRO and similar programs.	10
3.33	Data analysis and cleaning	10
3.34	Ability to compile data from different sources, merging data sets	10
3.35	Ability to query data or data mining	10
3.36	Visualization and reporting	10
	<b>Sub-total Management structure and key personnel</b>	<b>300</b>
<b>Total</b>		<b>1000</b>

#### Summary of Technical Evaluation Criteria



Category	Criteria	Obtainable Points	Weight
Section 1.	Bidder's qualification, capacity and experience	250	25%
Section 2.	Proposed Methodology, Approach and Implementation Plan	450	45%
Section 3.	Management Structure and Key Personnel	300	30%

#### 10. Ethical Considerations, Confidentiality and Proprietary Interests

- The Consultancy Firm holder needs to apply standard ethical principles during the course of the assignment. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of UNDP.

#### 11. HOW TO APPLY

Interested applicants with required qualification and experience must submit their applications on line as per the following email: [procurement.et@undp.org](mailto:procurement.et@undp.org). The submission should include technical and financial (price offers) as separate components of one application by **15th September 2020** by 15:00hrs (Zambia Time).

#### 12. APPROVAL AUTHORITY

Approval

This TOR is approved by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name:

Designation: