TERMS OF REFERENCE (TOR)

Services/Work Description: International Firm Level Consulancy for Data analysis for a second phase of the Journey to Extremism in Africa study

Project/Program Title: UNDP Preventing and Responding to Violent Extremism in Africa: A Development Approach

Duty Station: Home-based

Type of the Contract: **Firm Level-International**

Duration: 15 months

Expected Start Date: **Immediately after concluding the contract**

I. BACKGROUND / RATIONALE

The growth of violent extremism is an imminent threat to peace, stability and development. Absolutist ideologies that reject the co-existence, tolerance and progress represent an existential threat to many countries. Such ideologies have found recruits especially amongst the youth who believe they have been failed by the state and excluded from legitimate political and economic processes. The United Nations Development Programme (UNDP) as the leading development agency in the United Nations System has sought to understand the drivers of radicalization, its manifestation at the national and regional levels and how governments, communities and citizens can be supported to respond which ensures the protection and promotion of human rights.

With this in mind, the UNDP Regional Service Centre for Africa has developed a six-year regional project "Preventing and Responding to Violent Extremism in Africa: A Development Approach" (hereinafter "The Project"). The project articulates development responses and addresses structural, causative or perpetuating factors of violent extremism. The project initially identified 18 countries to support categorized as follows: countries at the epicenter of the crisis (Libya, Mali, Nigeria and Somalia); spill over countries affected by violent extremism (Cameroon, Chad, Kenya, Mauritania, Niger and Tunisia); and countries at risk (Central African Republic, Morocco, Senegal, Sudan, Tanzania and Uganda).

One of the key components of the project is to strengthen research (Output 8), and to ensure regional and national policies and programming are informed by research and analysis on violent extremism. This concept therefore concentrates on the area of understanding the enablers and drivers of violent extremism as well as evaluating the results and effectiveness of the Project interventions in limiting the risk and responding to violent extremism.

Building on the findings of the study *Journey to Extremism in Africa* published in 2017, which assesses enablers, drivers and the tipping point for recruitment in African countries, and given the fast-changing dynamics of radicalization towards violent extremism (VE), the PVE Project team has launched a second phase of the Journey to Extremism in Africa study for the following three inter-related objectives:

1. To assess changes in political socialization processes leading to violent extremism in Africa, i.e. to conduct a trend analysis aiming to pinpoint changes in the continental picture of root causes and drivers of VE;
2. To explore the potential of causality between these changes and increased PVE-efforts in Africa since the last Journey report was published;

3. To address *pathways from extremism*, i.e. triggers for demobilization, deradicalization and reintegration as well as to address the shortcomings of the first report, concretely low representation of female respondents, uneven geographical spread of interviews;
4. To highlight the extent to which UNDP's PVE-interventions (in the security sector, faith-based organizations, communities, etc.), that are firmly grounded in, and informed by, the findings of the *Journey to Extremism in Africa*, have demonstrated 'behavioral change'- effects in the target group of at-risk youth.

The findings from the research will inform policy recommendations that aim to further improve evidence-driven PVE-work in Africa. From the geographical scope, primary data will be collected in 8 countries, namely Burkina Faso, Cameroon, Chad, Mali, Niger, Nigeria, Somalia and Sudan. The data will be continuously populated onto an online tool compatible with statistics programs. The timeline for the data collection phase is set until March 2021 with an exception for Sudan and Mali where the data collection will last until December 2020. Primary data from countries involved in the study will be uploaded and preserved commonly into an online database platform.

Furthermore, The PVE Project team acquires data from country offices on biannual basis under the Project's M&E-efforts. This data will be measured in and assessed in the data analysis stage in consultation with the Regional PVE Project.

II. OBJECTIVES OF THE SERVICE / WORK

The overall objective os this service is to support Regional PVE Project in the process of analysis and application of extensive data sets collected across 8 countries in Africa to inform the evolving processes leading people to joining violent extremist groups and to contribute, by application of econometric models, to better tailored programmatic PVE-interventions

The specific objectives of this assignment are:
(1) To facilitate export of the data from the survey tool to statistical analysis programs. To ensure data are correctly enumerated and transferred onto a data analysis software platform;
(2) To lead the quantitative descriptive/regressional as well econometric analysis of the Journey to Extremism in Africa 2.0, including the five existing logistical models that address recruitment strategies, paths to demobilization and impacts of preventative initiatives while examining significant differences across countries and regions as well as between the primary and reference group of respondents;
(3) To provide a descriptive and econometric analysis, including regression analysis, of the primary findings for the Journey to Extremism in Africa 2.0 dissaggregated by country and sub-regions (Lake Chad, Liptako Gourma);
(4) Compare the collected data with findings and trends that emerged from the first *Journey to Extremism in Africa* published in 2017, identify the dynamics of triggers and enablers of violent extremism.
(5) To produce periodic policy briefs and short analysis on a quarterly basis to highlight the preliminary findings and data trends on country, sub-regional and regional levels, in consultation with the Regional PVE Project Team;
(6) Prepare the analysis for the final report expected in December 2021, which will include data visualization, design and layout.

III. SCOPE OF THE SERVICE / WORK

1. To conduct data enumeration and data transfer from the online survey tool, SurveyGizmo, used by the Regional PVE Project team, as well as the other parts of the dataset for this research gained through M&E-efforts from the Regional PVE Project, onto a data analysis software to conduct data analysis;
2. To undertake statistical analysis in development of the second phase of Journey to Extremism research on various levels of engagements, including:

a. Analysis and interpretation of primary dataset on cross-country and sub-regional levels (Liptako Gourma, Lake Chad);
b. Aggregate analysis and interpretation on the continental level to develop the regional study due to be published by December 2021;
    a. The study will incorporate a chapter with descriptive, comparative analysis of findings from the first Journey to Extremism in Africa study to examine trend analysis and changes in the continental picture of root causes and drivers of VE;
c. To create four periodic reports provided on quarterly basis, starting in Q4 2020, either oriented thematically and selected in consultation with the Regional PVE Project, i.e. role of drug abuse in recruitment processes, impact of PVE interventions on vulnerable populations, or presenting preliminary research findings and data trends drawing from the analysis.
3. To provide technical support and guidance during the data processing and to lead the econometrical analysis as well as   for the final report as well as for ad-hoc country and sub-regional reports;
4. Developing the content, report writing of the regional and sub-regional studies, excluding layout and design services.

Throughout the assignment the service provider will be expected to maintain a high level of confidentiality when handling and analyzing collected primary data to ensure that information obtained from, and about, research participants is not improperly divulged.

IV. EXPECTED OUTPUTS / DELIVERABLES
a. Data correctly enumerated and transferred to the data analysis software tool (R, Stata, SPSS, etc.);
b. Joint agreement on the econometric analysis plan, analytical framwerk for sub-regional reports and final Journey to Extremism 2.0 report is concluded.
    - The selected service provider will, with a guidance from the Regional PVE Project, develop a proposal on which basis the sub-regional and regional data analysis will be implemented and interpretated. The Service provider will align the analysis with the suggested econometric models; and address application of new econometric models to reflect objectives 2, 3, 4 in the Section II in collaboration with the PVE Regional Project.
c. Develop a total of 4 quarterly short policy reports/briefs (Q4 of 2020, Q1, Q2, Q3 of 2021) to present the preliminary findings and trends (geographically or thematically oriented);
    - Topic for each policy brief will be decided jointly and with guidance from the Regional PVE Project. The policy brief should not be longer than 6 pages;
d. Finalized data analysis, including graphic representation of data, for 2 sub-regional reports (Liptako Gourma region, Lake Chad Basin) approved by the Regional PVE Project;
e. Finalized data analysis, which will include data visualization, for the final Journey to Extremism 2.0 report;
    - Data analysis will also examine comparative assessment of findings from the first Journey to Extremism in Africa study to analyze trends and dynamics of root causes and drivers of violent extremism;
f. Finalized data interpretation, submission of coherent report-style write-up of the analysis section of the Journey to Extremism 2.0 report, approved by the Regional PVE Project;
g. Submission of evaluation and financial reports.

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

Research methodology is mostly derived from the first Journey to Extremism in Africa report published in 2017 with an extended scope/focus to capture impact of PVE-specific interventions in communities at-risk of radicalization. Similarly to the former study, the proposed data collection stage will include interviewing respondents which will be divided into 2 clusters - [1] former recruits - individuals who used to be, or in a handful of cases still were at the time of the interviews, members of extremist organizations, which they had voluntarily joined. These are referred to in the presentation of the data as 'voluntary group'. [2] Individuals who are not, and never have been, members of similar organizations and who live in designated at-risk communities but have not been associated with violent extremist groups – they are referred to as 'reference group'.

When data are entered into an online database, the next stage will focus on data cleaning enumeration and transfer of data on the appropriate statistical analysis programs to undergo econometric data analysis. The econometric analysis will explore different moments in the journey to and from becoming a member of a violent extremist group, including the impact of PVE-interventions implemented in the designated at-risk communities. The selected service provider will support UNDP with data cleaning, enumeration, and lead the descriptive and regression analysis.

Specifically, five models will be developed with the following objectives: models (1) and (2) explore the systematic differences between voluntary group respondents and others in the survey sample and compare the data with the findings of the first iteration of Journey to Extremism in Africa study. Model 1 includes questions pertaining to elections, while Model 2 contains questions pertaining to the study of the Quran, Hadith and Tafsir. Models (3) and (4) explore the path of the voluntary group towards extremism and include regressions with two different dependent variables. The first dependent is a dummy coded 1 for respondents who joined the organization within a month of introduction, and 0 if it took them longer than a month. The second dependent is a dummy coded 1 for those who joined with friends and 0 for those who did not (they include people who joined alone, with strangers or with family members). Models 3 and 4 explore what makes someone join suddenly, as well as the social structures that encouraged or discouraged them to join. Model 5 is intended to explain the path towards demobilization. It uses a dummy coded 1 if the respondent had surrendered or applied for amnesty at the time of responding to the survey, and 0 if he or she had any other status in the organization – as a dependent variable. It is intended to help explain what circumstances, events, reasons for joining and which personal characteristics are related with the decision of leaving a particular violent extremist group. New models can be proposed, considered and formulated to better address objectives 2 and 4 of the research.

1. **To assess changes in political socialization processes leading to violent extremism in Africa, i.e. to conduct a trend analysis aiming to pinpoint changes in the continental picture of root causes and drivers of VE;**
2. To explore the potential of causality between these changes and increased PVE-efforts in Africa since the last Journey report was published;
3. To address *pathways from extremism*, i.e. triggers for demobilization, deradicalization and reintegration as well as to address the shortcomings of the first report, concretely low representation of female respondents, uneven geographical spread of interviews;

4. To highlight the extent to which UNDP's PVE-interventions (in the security sector, faith-based organizations, communities, etc.), that are firmly grounded in, and informed by, the findings of the *Journey to Extremism in Africa*, have demonstrated 'behavioral change'- effects in the target group of at-risk youth.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK/DELIVERABLES/OUTPUT

This assignment will be home based.

No.	Deliverables	Location and Action to be Undertaken	Duration (approx.)
1	Submission and acceptance of econometric analysis plan and analytical framwerk for sub-regional reports (Liptako Gourma, Lake Chad Basin) and final Journey to Extremism 2.0 report.	Home-based assignment	By December 31st 2020
2	Agreed concept and thematic focus for development of Q4 2020 and Q1 2021 policy briefs.	Home-based assignment	By December 31st 2020
3	Data correctly enumerated and transferred to the data analysis software tool (R, Stata, SPSS, etc.);	Home-based assignment	By February 28th 2021
4	Published and disseminated policy briefs for Q4 2020 and Q1 2021; Agreed concept and thematic focus for development of Q2 2021 and Q3 2021 policy briefs.	Home-based assignment	By March 31st 2021
5	Analysis of data on cross-country and subregional levels (Liptako Gourma, Lake Chad); including data interpretation and data visualization;	Home-based assignment	By May 31st 2021
6	Desctriptive and regression analysis on the regional level data for the Journey to Extremism in Africa 2.0 study; including data interpretation and visualization;	Home-based assignment	By August 30st 2021
7	Published and disseminated policy briefs for Q2 2021 and Q3 2021;	Home-based assignment	By September 30th 2021
8	Submission of narrative analysis section of the Journey to Extremism in Africa 2.0 report approved by the Regional PVE Project;	Home-based assignment	By November 30th 2021

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

a. Upon signing the contract, the Selected Service Provider should work closely with the Regional PVE Project, UNDP Regional Service Centre in Africa;

b. The Regional PVE Project shall monitor the research work and shall evaluate the deliverables through peer-review of the UNDP-commissioned report;

c. The Selected Service Provider shall deliver quarterly briefings/discussions on progress of data analysis and interpretation, preliminary conclusions and potential thematically-oriented proposals for policy briefs' reporting;

d. UNDP Regional Service Centre for Africa shall disburse payment to the Selected Service Provider upon successful finalization of deliverables under the scope of service. The transaction of the direct payment shall be made to the Responsible Partner only when the UNDP Regional Service Centre for Africa is fully satisfied with the final deliverable of this assignment.

VIII. PAYMENT MILESTONES AND AUTHORITY

The Selected Service Provider will indicate the cost of the Professional Service in US dollars. The Selected Service Provider will be paid based on the effective UN exchange rate (in case of other currency denomination), and only after approving authority confirms the successful completion of each deliverable.

The winning Service Provider shall then be paid upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalments of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1st Installment	1) Submission and acceptance of econometric analysis plan and analytical framwerk for sub-regional reports (Liptako Gourma, Lake Chad Basin) and draft analysis section of the Journey to Extremism 2.0 report. 2) Agreed concept and thematic focus for development of Q4 2020 and Q1 2021 policy briefs.	UNDP Regional PVE Project;	20%
2nd Installment	1) Data correctly enumerated and transferred to the data analysis software tool (R, Stata, SPSS, etc.); 2) Analysis of data on cross-country and subregional levels (Liptako Gourma, Lake Chad); including data interpretation and data visualization; 3) Published and disseminated policy briefs for Q4 2020 and Q1 2021; 4) Agreed concept and thematic focus for development of Q2 2021 and Q3 2021 policy briefs.	UNDP Regional PVE Project;	30%
3rd Installment	1) Desctriptive and regression analysis on the regional level data for the Journey to Extremism in Africa 2.0 study; including data interpretation and visualization; 2) Published and disseminated policy briefs for Q2 2021 and Q3 2021;	UNDP Regional PVE Project;	30%
4th Installment	1) Submission of narrative analysis section of the Journey to Extremism in Africa 2.0 report approved by the Regional PVE Project;	UNDP Regional PVE Project;	20%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

The Selected Service Provider is expected to have a proven track record in research, primary data collection and experience with project related to impacts of violent extremism in Africa or related research in Africa in security and governance.

The Selected Service Provider is expected to meet the following minimum requirements:

- Have at least 7 years of practical experience in research and analysis in the areas of violent extremism, peacebuilding and conflict prevention initiatives in Africa or related research in Africa in security and governance, and preferably have engagements with the non-profit sector and UN agencies;
- Knowledge of relevant sectors and demonstrate relevant expertise or research engagement in countries where interviews are carried out, especially of the Lake Chad Basin and Liptako Gourma region;
- Have at least 7 years' experience in longitudinal data modeling and analysis. Understanding of data innovation methodologies and designing data-based experiments preferred.
- Experience with analysing large-scale primary data and demonstrating the awareness of information security to operate in the area of PVE;
- Previous experience in the P/CVE research on national or regional level in Africa is considered as an advantage;
- Strong reporting, writing and oral communication skills in English. Verbal and written communications skills in French will be considered an advantage.
- Demonstrate capabilities, understanding of the ToR and flexibility to adapt expectations to field-level realities.

Team compostions

Key Staff 1 (Team Leader/Task Manager):

- Advanced University degree in Data Science, Analytics, data engineering or other related areas;
- At least 5 years of experience in supervising/team leading similar projects in analyzing large scale primary data in the areas of violent extremism, peacebuilding or conflict prevention;
- Professional certifications and at least 5 years of experience in carrying out studies/research, data analysis, assessments in peace-building, P/CVE, conflict prevention, or other relevant fields;
- Proficiency, written and verbal, in English Language required; Verbal and written communications skills in French will be considered an advantage;
- Experience with UN or international organizations will be considered as an asset.

Key Staff 2 (Senior Analyst):

- Master's Degree in the discipline related to Data analytics, economics statistics, or equivalent.
- A minimum of five (5) years of professional and practical experience;
- This experience should include provision of high-quality professional analysis and reports in the fields of peace-building, P/CVE, conflict prevention, or relevant;
- Proficiency in Microsoft Office Suite, data analysis tools and statistical analytical software is required;
- Strong reporting, writing skills; experience with developing policy briefs, analytical reports.

- Proficiency, written and verbal, in English Language required; Verbal and written communications skills in French will be considered an advantage;
- Experience with UN or international organizations will be considered as an asset.

Key Staff 3 (2 Data Analysts):
- Bachelor Degree or equivalent in statistics, economics, computer science, data/information management, information technology, business administration and/or other relevant field;
- Minimum 2 years of relevant work experience of which at least one year related to data management / database development and data analysis;
- Knowledge of and previous experience with data visualization and data visualization software;
- Strong reporting, writing skills; Proficiency, written and verbal, in English Language required;
- Prior experience with analyzing large datasets in the field of P/CVE, conflict prevention is an asset.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Service Provider is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:
- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  a. Technical Criteria weight is 70%
  b. Financial Criteria weight is 30%

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

XII. HOW TO APPLY

Interested consultancy firms with required qualification and experience must submit their applications
through: https://etendering.partneragencies.org UNDP/ETH10/Event ID: ETH1999

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

	Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
	T O T A L	**100%**	**1000**

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		**Points Obtainable**
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	**50**
1.2	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 the Project Management Support - Project Financing Capacity - Project Management Control	**90**
1.3	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 specialized skills.)	**15**
1.4	Quality assurance procedure, warranty	**25**
1.5	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes	**120**
	S U B T O T A L	**300**

Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	**30**
2.2	Have the important aspects of the task been addressed in sufficient detail?	**25**
2.3	Are the different components of the project adequately weighted relative to one another?	**20**
2.4	Experience in similar assignments in the P/CVE research on national or regional levels in Africa. Demonstrate capability to produce high-quality policy briefs, reports aimed thematically on P/CVE, Conflict Prevention.	**125**
2.5	Is the conceptual framework adopted appropriate for the task?	**65**
2.6	Is the scope of task well defined and does it correspond to the TOR?	**80**
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	**65**
	S U B T O T A L	**400**

Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	**Team Leader /Task Manager** General Qualification Suitability for the Project	
	- International experience	**25**
	- Training experience	**20**
	- Professional experience in the area of specialization	**45**
	- Knowledge of region	**30**

		- Language qualification	**20**
	S U B T O T A L		**140**
3.2	**Senior Analyst** General Qualification Suitability for the project		
		- International experience	**15**
		- Training experience	**15**
		- Professional experience in the area of specialization	**45**
		- Knowledge of the region	**25**
		- Language qualification	**20**
	S U B T O T A L		**120**
3.3	**Data Analysts (Two)[ ]** General Qualification Suitability for the project		
		- International experience	**5**
		- Training experience	**5**
		- Professional experience in the area of specialization	**10**
		- Knowledge of the region	**10**
		- Language qualification	**10**
	S U B T O T A L		**40**
	Aggregate		**1000**