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Consultancy Publication: Empowered Kambia Civil Society, Women and Youth Influence Agricultural Production and Income Sustainable Development

Region: Kambia

Occupational fields: Baseline or evaluation studies for livelihood project or programs
Program/Project

Fields of study: Program/project baseline studies
evaluation studies
and/or Monitoring and Evaluations (M&E)

Employment type: Contractual
Full time

Required Qualification:

Master's degree in any of the following; Agriculture and Rural Development
Economics Statistics

or any relevant field of study. Equivalent relevant experience maybe acceptable in lieu of a degree
A PhD degree in the above disciplines will be an advantage

Years of experience: 3 - 5 years

Required languages: Temne
Susu
Limba

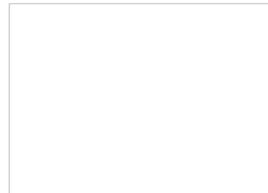
Required general skills:

Good knowledge of results-based program management
Knowledge of Kambia District

Must have advanced computer skills in Microsoft Office (Word

PowerPoint and Excel). Advanced skills in statistical software such as SPSS or Epi-Info is an added advantage

Must have advanced skills in developing questionnaires using in Word or Excel and data entry forms in Excel
or other statistical software such as SPSS or Epi-Info. Ability to develop mobile data collection apps is more
than an added advantage



TERMS OF REFERENCE

BASELINE SURVEY

Empowered Kambia Civil Society, Women and Youth Influence Agricultural Production and Income Sustainable Development

BACKGROUND

KADDRO is non-profit development organisation working in Kambia District in 9 chiefdoms (Masungbala, Gbinleh, Mambolo, Samu, Brimaia, Tonko Limba, Khonimakha and Dixon) supporting poor and vulnerable rural women and youths in sustainable livelihoods. The main areas of focus include formation and supporting of FBOs and establishment of Village Savings and Loan Associations (VSLAs).

The current context in the various beneficiary communities is that, community only produce what they eat at a subsistence level without or with limited business minds or interest in investing in business on what they produce. The beneficiaries of the intended project are primarily rural people with limited access to farm land, banking and or financial services from financial institutions for a number of reasons including lack of collateral, living in hard-to-reach-areas, poverty etc.

The community people are also embedded with the issue of knowledge and skills on business enterprise, literacy, financial literacy, modern method of farming, wealth and climate condition of the geographical area and women are not allowed to participate in decision making in their communities.

The target groups have potentials to do more in their communities in terms of cash crops production such as rice, cassava and groundnut, poultry, business enterprises, financial literacy, and financial services/products. KADDRO through a consortium of three organisations AIUDO, CDHR and Troaire has received grant from European Commission to implement a 34 months' project titled: Empowered Kambia Civil Society, Women and Youth Influence Agricultural Production and Income Sustainable Development. The Action will be delivered in 9 out of 10 Chiefdoms in Kambia (Thallah-Munu Chiefdom is already covered by an existing project). This Action will target communities that complement the co-applicants' existing agricultural and livelihood programming in Kambia and build on lessons learnt, scaling up support and best practice in order to have a significant impact at the district level. The specific objective of the Action will be achieved through addressing the multiple needs and constraints of women and young farmers at the community level in Kambia to improve their lives and livelihoods.

2.0 OBJECTIVES OF THE PROJECT

The general objective of the project is to support equitable growth, poverty reduction, democratization and long-term stability in Sierra Leone.

Specifically, the project aims to strengthen the capacity of civil society actors to increase women and young people's voice, influence and contribution in agricultural production and sustainable income development as well as hold the district council and other government bodies to account in Kambia.

3.0 OUTCOMES AND KEY ACTIVITIES OF THE PROJECT

The key outcomes of the project include:

3.1 Outcome 1

Local CSOs (KADDRO, AIUDO & CDHR) have enhanced managerial, organizational, technical and financial capacities to effectively support women's and youth's inclusion and participation in agricultural development processes and local governance.

4.2 Outcome 2

Women and young farmers have improved knowledge, skills and access to resources to participate in income generating agricultural production and value chain development.

4.3. Outcome 3

Women and youth have increased access to financial resources and more sustainable income and savings.

4.4 Outcome 4

Women and youth are participating in decision-making and oversight at community and district level, leading to improved local governance.

5.0 Purpose of the Baseline Study

The baseline study will provide data and information on the livelihood status of the targeted beneficiaries that will be used as benchmarks against which the project results/indicators will be assessed and compared after the project intervention. As such, the baseline report will inform the profiling of the principal characteristics of

the target population and, hence, the approach for communicating the project intervention strategy, activities and the monitoring of the project.

6.0 Objectives of the baseline study

The overall objective of the baseline study is to establish the current coverage and baseline values of project performance indicators that will enable measurement of performance and impact over the project period.

Key indicators to be measured:

- Determine number of women and young farmers who have increased access to financial resources.
- Determine number of women and young farmers have sustainable income and saving.
- Determine the % of women and young farmers participating in decision making at community level.
- Determine the % of women and youths who are not engaged in profitable entrepreneurial skills/activities.
- Determine % of women and youths who are not engaged in sustainable entrepreneurial skills/activities.
- Determine the number of women and youth's agriculture enterprise contributing to sustainable income.
- Determine % of women who have access to farm land.
- Determine average level of income for targeted women and youth engaged in profitable entrepreneurial
- Determine level of income for youth and female members of agricultural enterprise who apply agro-ecological principles in their farming practices
- Determine number of farmers able to access financial resources to support income generating activities.
- Determine average monthly saving of VSLA
- Determine number of farmers trained on livestock farming practice disaggregated by sex and age

7.0 Audience of the baseline study

The baseline study is commissioned by the KADDRO Sierra Leone Country Office. However, the results of the baseline will be useful both within and external of KADDRO. The KADDRO internal structures that will have access to the findings of the baseline study include, the EU Project Team, KADDRO Sierra Leone Program Units, KADDRO Monitoring and Evaluation and Communication Expert.

The external structures that will have access to the results of the baseline study include, the project donors (European Union Commission and Trocaire), AIUDO and CDHR.

8.0 Baseline scope

This study will be the first phase in an ongoing evaluation, and used for planning, monitoring and evaluating the progress of the project interventions. The design of the study will be largely informed by the logical framework to avoid overlap in indicators and to be mutually beneficial to KADDRO and the implementation of the project in terms of design and impact evaluation. Additionally, the baseline study will help provide programme staff with detailed baseline data on key project indicators outlined in the logical framework to establish realistic targets and make recommendations to the present approach.

The data collected will be both qualitative and quantitative in nature and will include information gathered on the outcome indicators specified in the logical framework.

KADDRO is seeking to hire a consultant to work on the baseline study for this project. The study will involve women and young farmers, communities' leaders such as chiefs, youth leaders, chairladies and agricultural enterprise in 45 communities of nine chiefdoms in Kambia District.

10.0 METHODOLOGY

The study is anticipated to use a wide array of qualitative and quantitative data collection methods including participatory approaches. The following are key methods that the Consultant should consider using for the study:

- Survey Questionnaire
- Focus Groups Discussion
- Key Informant Interview
- Review data from secondary sources such as project proposal and M&E framework and log frame.

The Consultant should clearly outline the data analysis methods they wish to use and should incorporate gender analysis where relevant. Triangulation of information gathered during the quantitative and qualitative research is crucial in this study. The Consultant should ensure that their assessments are objective and balanced, affirmations accurate and verifiable, and recommendations realistic.

11.0 SUPERVISION AND MANAGEMENT

KADDRO and MEAL Manager from Trocaire will supervise the process and specifically, the Consultant will report to the Project Coordinator (KADDRO). He/she will work closely with KADDRO Director during the duration of the assignment.

12.0 ROLES & RESPONSIBILITIES

12.1 Consultant

- Read and understand all project documentation
- The inception report showing how they plan to carry out the study out and the timelines. Study design to include- approach and methodology, sampling procedures, data quality control, analysis framework, reporting formats, timeframe.
- Recruit, train and supervise enumerators in data collection
- Oversee the entire process to ensure unbiased and correct data collection
- Comply with all reporting deadlines
- Budget
- Adhere to health and safety procedures and KADDRO" s Safeguarding Principles of beneficiaries Policy.

12.2 KADDRO and Partners

- Provide all relevant documentations
- Ensure that the health and safety procedures and KADDRO's Safe Guarding Policy are fully adhered to.

12.3 QUALIFICATIONS OF THE CONSULTANT

- Master's degree in any of the following; Agriculture and Rural Development, Economics Statistics, or any relevant field of study. Equivalent relevant experience maybe acceptable in lieu of a degree.
- A PhD degree in the above disciplines will be an advantage.

12.4 Experience, skills and competencies

- 3-6 years' experience in program/project baseline studies, evaluation studies, and/or Monitoring and Evaluations (M&E).
- Must have completed at least one program/project baseline or evaluation studies
- Must have advanced computer skills in Microsoft Office (Word, PowerPoint and Excel). Advanced skills in statistical software such as SPSS or Epi-Info is an added advantage
- Must have advanced skills in developing questionnaires using in Word or Excel and data entry forms in Excel or other statistical software such as SPSS or Epi-Info. Ability to develop mobile data collection apps is more than an added advantage
- Experience in conducting interviews, focus groups discussions, and other rapid rural appraisal tools and techniques
- Good interpersonal skills, including ability to lead a team and work with people from diverse ethnic, religion and cultural background

13.0 Desirable:

- Experience conducting baseline or evaluation studies for livelihood project or programs
- Good knowledge of results-based program management;
- Ability to speak any of the Kambia District local languages (Thenme, Susu and or Limba)
- Knowledge of Kambia District.

13.1 DELIVERABLES OF THE STUDY

The baseline study will produce the follow deliverables:

- Description of study design and baseline team:
 - Description of sampling methodology and sample size calculation;
 - List of sampled locations (section/village/town);
 - Enumerator Guide;
 - Supervisor Guide;
 - Job descriptions of enumerators, supervisors, data entry clerks, other personnel of the study.
- Questionnaires and other data collection tools used for the baseline study.
- Interviews and Focus Group Discussions notes/recordings in appropriate format.
- Raw dataset in Microsoft Excel format or any statistical software (SPSS, Epi-Info).
- Inception report of the baseline study.
- Draft report of the baseline study, including narratives, case studies, tables, graphs, charts and anecdotes (or real quotations from respondents).
- Report of data validation workshop in MS Word and/or PowerPoint.
- Final detailed baseline report, including narratives, case studies, tables, graphs, charts and anecdotes (or real quotations from respondents).
- **Information Dissemination:** After completing the draft report, the consultant will make a presentation to KADDRO and other partners on the key findings of the baseline study and recommendations. This meeting will be organized by Project Coordinator KADDRO.
- **Final Report:** The Consultant should submit the draft final report within ten days of completing the data collection.
- All data collected (both raw and aggregated) should be submitted to KADDRO. The data set should be in the appropriate format and PowerPoint presentation of preliminary findings to KADDRO and its partners.
- Filled Project indicator tracking table.

DURATION OF THE BASELINE

The duration of the baseline study is four (4) weeks including submission of the final report

14.0 TERMS OF PAYMENT

The following will be the terms of payment:

- 60% to be paid after signing the contract for the consultancy
- 30% upon completion and submission of draft final report
- 10% upon completion and submission of final baseline report

Please note that KADDRO will deduct 5.5% withholding tax from the consultancy fee.

15.0 APPLICATION

The following should be submitted for consideration:

- Technical Proposal - outlining your understanding of the ToR, the methodology that will be used in undertaking the assignment, work plan, team composition, including CVs.
- Financial proposal (maximum 1 page) outlining all relevant costs, including consultant fees.

(Expected fees not more than Le 40,000,000)

Interested candidates should submit their proposals by email to the Finance & Admin Manager (Mohamed Sallieu Bangura) medbangs.kaddro@gmail.com / - (<http://www.careers.sl/about%3Ablank>) medbangs@kaddrosl.org - (<mailto:medbangs@kaddrosl.org>) **no later than 24th January, 2020** Include **'Empowered Kambia civil Society, Women and Youths Influence Agriculture production and sustainable income Development Baseline Study'** in the subject line.

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