

CALL FOR CONSULTANTS: ISLAMIC RELIEF KENYA



TERMS OF REFERENCE FOR CONDUCTING BASELINE SURVEY

PERIOD: TBD once consultant is on board

Number of days: 30 days (excluding weekends)

Location: Golbo ward, Moyale-Sub County

Islamic Relief

Islamic Relief Worldwide (IRW) is an international relief and development agency which envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfil their potential. IRW is an independent Non-Governmental Organization (NGO) founded in the UK in 1984. In the region, IRW support countries such as Kenya, South Sudan, Somalia, Ethiopia and Sudan through provision of technical and advisory roles on issues relating to Emergency response and recovery, food security, WASH, Health and Nutrition. In Kenya, Islamic Relief is operational in Mandera, Wajir, Kilifi and Garrisa counties implementing emergency response, food security, micro-finance and education programme. In 2018, IRK is expanding its humanitarian services to the county of Marsabit implementing a resilience project in Dabel location of Golbo ward, Moyale sub-county.

Briefly about Golbo Project

IRK through EA regional office has been awarded a 40 month (1st of Jan 2018 to Feb 2021) project from Islamic Relief United Kingdom. The title of the project is **Strengthening Pastoralist Resilience to Climate Stress through Livestock Insurance & Agricultural Support Services for Population in Dabel Location, Moyale sub-county (SPARE-CS)**

The overall objective of the project is *“To build resiliency of the pastoralist community in Golbo Ward of Moyale sub-county against climatic shocks through adoption of Remote Sensing Technology in forage mapping linked with insurance premiums as a means of reducing livestock death.*

* While the project goal is *“Enhance social and economic stability of pastoralist population in Dabel Location of Moyale sub-county, Kenya”*

Expected results

- **R1:** Reduce vulnerability to external shocks among 20,000 female and 15,000 male pastoralist including 3,750 livestock in Golbo ward of Moyale sub-county
- **R2:** Increased livestock productivity with decrease in risk, vulnerability and mortality levels for pastoralist household
- **R3:** Reduce drought stress and strengthened community resiliency building through livelihood restoration approaches and measures to enhance the productive capacity and production of population in Dabel location

Project Outputs

- Potable water available for local population
- Water source for agriculture and livestock is available through dam construction, borehole drilling and shallow well rehabilitation
- Satellite mapping of forage and water detection available on a monthly basis through NDVI platform
- Livestock owners are insured against drought impact
- Livestock management and improvement plan know-how is available to local population
- Women and youth groups engaged in fodder production and management
- Seeds, tools and know-how is available for women and youth groups
- Community based structures for disaster risk reduction is strengthened

IRK is therefore looking for a consultant (Individual/Agency) to conduct baseline survey in the project locations and meet with beneficiaries in Golbo ward of Moyale sub-county. The consultant will work closely with project officers while conducting the study to specific activities under Result 1, Result 2 and Result 3, and frequently reports progress to the Regional DRR Manager and Livelihood Advisor.

Interest groups of this assignment

The baseline information is primarily for IRK project team and the Regional DRR unit, county and local stakeholders who will use it for tracking and measuring progress over time as a result of the planned interventions.

Purpose of the task

The purpose of the consultancy is to clearly identify, articulate, and document the existing situation of the five components under project mainly livestock insurance, local Agricultural practices, livestock production including livestock health, Disaster risk reduction and community based early warning, water sources and resource based conflicts. The products of the assessment will provide the benchmarks on which any changes resulting from the interventions and achievements could be measured. The outcome will also inform any modifications that may be made in the course of project implementation in order to realize optimum achievements of results.

Specific objective of Tasks are as follows:

The main purpose of the consultancy is to visit project proposed location (Dabel, Gola, Guyo Timo, Dirib-dima, and Missa), and to carry out a baseline survey to assess the baseline situation of:

- Assessment of water availability, mapping of all water points, sources, quality and quantity for humans and livestock consumptions, indicating availability of water facilities (Boreholes, shallow wells, water pans, dams and seasonal rivers), its proximity to catchment centers.

- Livestock in terms of health, household livestock ownership, common livestock diseases and availability of **community animal health workers** and assess training needs of the CAHWs
- Field visit to the borehole construction sites (in Dirib-dima and Golla), Dam construction sites and identifying (but not limited to the following for each components: Technical viability (catchment size, rainfall, soil conditions, designs consideration) environmental impacts, socio-economic impacts, potential for conflicts, local institutional management capacities including capacity gaps, existing community local operators for maintenance, management of water facility after completion,
- Gather community capacity and uptake for livestock insurance, its relevance, effectiveness on disaster (drought mitigation), its divergence from restocking, community attitudes and willingness, community knowledge and potential for adoption. What sensitizations need to be done for the complete overtaking of the approach. any traditional informal insurance in the pastoralist setting that community has been using for years, how this proposed livestock insurance will be pegged to their livelihood
- What is the baseline situation of drought on human lives and livelihoods, impacts on forage, community coping mechanism, impacts on animal population;
- Feasibility of existing farming practices in the area, current practices, potential for improvements, possibility of irrigating solar farming;
- Existence of community managed Disaster Risk reduction platform and its relevance in line with current climate changes

Methodology

- In survey, IRK expects the consultant will employ both quantitative and qualitative methods for collection of data/information. The consultant/agency is expected to use Participatory Tools and Techniques for data collection, which may include but not be limited to Household In-depth interview, Key informant interview, Focus group discussion etc.
- Comprehensive desk review of all relevant documents i.e. reviews related literature, Project proposal, reports and related Government Policy documents as deemed necessary; meeting with KARI, Kenya metrological department, country ministry of Agriculture and WASH, ILRI,
- The consulting firm/bidder will have to fully engage project stakeholders (i.e. Local leaders, Pastoralists, Community Health Workers, Water Users Associations, Village Peace Committees and Environment Management committees;
- The baseline information will be collected from Golbo ward of Moyale sub-counties. The sample size of this survey will be determined by the consultant from a total of 10,000 target beneficiaries. For qualitative survey the participants should be community people, civil society, policy actors of different departments, different government service providing organizations at local and national level, NGOs, etc.

Indicative Time frame

The duration of the assignment is 30 working days, which could also be discussed between both parties. It is expected that the whole task should be finished within the proposed days from the starting date.

Reporting and Presentation /Outputs expected

Output 1: The consultant will submit a summary of preliminary report of the baseline survey in both electronic version one ONE (1) week after the field work to the regional DRR Manager and Livelihood Advisor. The document should be very precise and address each specific objective and bring out key task the project expected to address. The preliminary report should include: Executive summary (1-2); Methodology; Limitations of the assignment; and Way forward for the assessment.

The aim of the preliminary report is to give a picture of the situation on the ground which may require modification in the planned itinerary of the consultant for effective capture of data and information.

The consultant will submit the following

1. Share the draft questionnaire before finalizing the questionnaire
2. Inception report on the execution of the assignment within ONE (1) week of commencement of the consultancy.

Output 2: The consultant will make a draft report and have Power-Point presentation of the findings of the whole study to IRK management after 7 days of the assignment for feedback before finalizing the report.

The draft and /or final report should comprise of, but not limited to:

- I. Executive summary (2-3 pages)
- II. Introduction
- III. Rational of the assessment
- IV. Methods and Results
- V. Limitations/challenges of the methodology
- VI. Discussion
- VII. Findings
- VIII. Conclusion
- IX. Recommendations
- X. Annexes

Output 3: The consultant will produce a systematic baseline database and deliver with final report.

Key contacts and report:

Regional DRR Manager; Livelihood/DRR Advisor, Programem Quality Coordinator; the consultant should report to the Livelihood/DRR Advisor. At the Field level, the consulting Consultant will work closely under supervision of the project Manager.

Mode of payment:

The payment will be done according to the following time frame/arrangement:

Installments

Amount

Time line

1st installment

40 % of the total amount

After submission of a draft report

2nd installment

60% of the total amount

After satisfactory completion of the task and acceptance of final report.

The payments will be made in A/C payee cheques/ or direct bank transfer in the name of the consultant/firm. IRK will deduct income tax at source as per the rules of GoK and it will be deposited to treasury of GoK. Besides no other benefits shall be admissible beyond what is stipulated in the contract, nor does it guarantee a regular position in IRK.

Copyright and ownership of data:

Copy right of all information, findings and the final version lie with IRK/EARO

General considerations

- a) Required logistics support will be provided by IRK as prescribed in the contract.
- b) All documents prepared during the assignment will be property of IRK.

- c) Assignment will not be sub-contracted to a third party by the consultant. Consultant will be allowed to contract enumerators from the community where the study will be carried out.
- d) In the event that, additional time is required to complete the assignment, over and above that previously agreed to, without changing the scope of work, then it has to be agreed by IRK in writing.
- e) In case of any change made, in the scope of work by IRK because of an increase or decrease in the cost or time required for performance or any part of the work under the contract, equitable adjustment in the contract price, delivery schedule, or both will be amended in writing.
- f) Confidentiality of all the assignment will be assured at all times.

Expiry of agreement and negotiable flexibility

- Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.
- The Agreement will be invalidated after expiry of duration of the contract unless an extension is made by IRK.
- The work schedule may be staggered due to compelling reasons which both parties must assent to, in which case the number of working days will remain the same but actual work done on dates/days different from those indicated in the work plan. Such flexibility will not give rise to additional cost of the assignment on the side of IRK
- IRK also reserves the right to amend or change or cancel the Agreement at any time if there are compelling reasons to do so.

Preparation of the Proposal

The consulting firm/individual consultant shall bear all costs associated with the preparation and submission of the proposal. The consultant shall submit technical and financial proposal through the email provided.

1. Validation of the Proposal

All cost should be quoted in **KES and will remain valid** up to the end of the task

2. Withdrawal/Termination

This agreement shall be effective between dates mentioned in agreement, unless otherwise earlier terminated or extended based on agreed compelling reasons.

IRK may terminate this agreement with immediate effect on occurrence of any irregularities, anomalies relating to non-compliance by the consultant with any terms and conditions as agreed upon in the contract of service.

In the event of a *Force majeure* (major natural disaster, war or major civil or political unrest) this agreement will automatically come to an end. In this case the consultant will only be paid for the work done up to the date of stoppage and will not make any claim for remaining period of the assignment.

3. Outline of the Technical Proposal

It is mandatory that the proposal should maintain the following format:

Topic

- ✓ Title of the survey
- ✓ Understanding of the Task
- ✓ Technical aspect of the proposal
- ✓ Methodology (sampling design and strategy, data collection methods, Data Processing & Analysis, Data quality control measures)
- ✓ Operational plan
- ✓ Proposed team/individual with names and curriculum vitae
- ✓ Submitted by: (with contact details)
- ✓ Detailed CV's of the team members should be included in the annexure of the technical proposal.

4. Outline of the Financial Proposal

The budget of the task should be broken down in details as like the following format:

- ✓ Consultancy fees
- ✓ Questionnaire development cost
- ✓ Data collection cost
- ✓ Communication and transportation cost
- ✓ Data processing & analyzing cost
- ✓ Reporting cost
- ✓ Miscellaneous (stationeries, printing, etc)

All the pages of the financial proposal should be signed by the respective person of the firm/bidder.

For firms, the company profile must be submitted with technical proposal.

NB: The costs of long meetings such as focus group discussions will be borne by the IRK directly (venue, food if required, etc).

5. Competence Required:

Qualification and Experiences

- ✓ At least a Master's degree qualification in any of the following areas Water, Veterinary Disaster Management, Social Sciences, Natural Resource Management, Insurance, GIS or any other relevant degree from recognized institutions.
- ✓ Must have minimum of 5 years' of overall experience conducting baseline assessment for livelihoods and resilience building initiatives.
- ✓ Demonstrated experience of working in donor funded projects under public sector and /or NGOs.
- ✓ Must demonstrate a minimum of 5 years' experience of conducting baseline surveys in the Greater Horn of Africa particularly in pastoral areas.
- ✓ Must have good understanding on livestock, livelihoods, and DRR programmes.
- ✓ Experience in Northern Kenya is a plus.

Knowledge and skills

- Excellent analytical, interpersonal, communication and reporting skills.
- Excellent technical knowledge on Food security and Resilience issues in Northern Kenya
- Should have knowledge and experience in gender and women's rights issues.
- Mastery of written and spoken English and Kiswahili.

N/B: The Consultant must submit the necessary documentation to substantiate above eligibility criteria. Applicants who do not meet the minimum eligibility criteria shall not be considered.

6. Confidentiality:

All the outputs - baseline reports, data base, etc. produced by this assignment will not be disseminated in part or whole without express authority from IRK/EARO. Thus the consultant shall not produce in these materials in any form (electronic, hard copies, etc) to a third party without a written permission from IRK/EARO.

7. Application Process and Timeline

Only online applications will be accepted. Please email your Technical and Financial application

8. Deadline for submission of EoI (Technical and Financial) and Interpretation of ToR: 26th of JANUARY, 2018 to Procurement.Irk@islamic-relief.or.ke

END