Name of Organization: Norwegian Church Aid (NCA)

Introduction
Norwegian Church Aid (NCA) is an independent humanitarian organization working for people’s basic needs. NCA is founded on the belief that all human beings are created equal with the same human dignity. NCA was established in 1947, to work for the poor and vulnerable, and was mandated to be a professional and reliable channel for the resources available and to raise resources for humanitarian assistance to people in need. NCA provides emergency assistance in disasters and works for long-term development in local communities. As a civil society organization NCA aims at developing relationships with local organizations that know the conditions and culture. A sustainable and conflict sensitive approach characterizes all of NCA’s activities. NCA global program intervention is summarized as follows.
- Development aid
- Emergency relief
- Advocacy

NCA Afghanistan: Since the 1970s, Afghanistan has faced a set of insecurity, development and human rights challenges, and there is increasing uncertainty about the continued international engagement and support after 2014. The initial stability brought by the international intervention after 2001 have gradually been replaced by a worsened security situation in large parts of Afghanistan, uneven development opportunities and increased levels of corruption, continued human rights violations, and major concerns relating to democratization and governance.

NCA has been working in Afghanistan for 30 years, under different political regimes. Current key programs for NCA’s activities in Afghanistan are as follows:
- Women Peace and Security
- community violence
- Climate Change Mitigation
- Livelihood and Trade
- Water Sanitation and Hygiene

NCA is a partner based organization which implements projects through national NGOs in Afghanistan. The national partner organizations of NCA implement programs with NCA funds in Uruzgan, Daikundi, Faryab, Bamyan, Kabul and they are present in nearly 30 provinces of Afghanistan. The low presence of NGO actors in most of the mentioned provinces raised a need for development intervention due to remoteness and the potential to contribute towards peace and stability. Despite difficult access into the mentioned provinces for international organizations and authorities, NCA has been able to implement programs there through its network of local partner organizations. They better understand the local contexts, culture and traditions of the communities.
Research Topic:
NCA has initiated a four year water, sanitation and hygiene (WASH) development project for 92,150 individuals in Urozgan (District Tirinkot) and Daikundi (District Ashterly & Kijran) provinces of Afghanistan. The project focuses on improved access to Water supply, a community driven sanitation and improved health through good hygiene practices. A baseline survey needs to be carried out prior to implement the project to monitor and compare progress over time. NCA is, therefore, seeking consultancy services from expert organizations/individuals to undertake this baseline survey in 65 communities of 3 districts in Urozgan and Daikundi. Baseline report will be prepared through collection of primary data on the pre-intervention situation that can inform project planning and establish benchmarks. These in turn will be used to assess the impact and outcomes of the project during project monitoring and evaluation, and to compare baseline data with end line data to identify the effectiveness and impact of the project, end line survey will be conducted in 2018. The project also focuses on behavior change which is essential to improve the use and functionality of Water, Sanitation & Hygiene (WASH) related services and facilities, hence contributing to health outcomes, particularly reduction of diarrhea and other water borne diseases.

Purpose and Scope:
The Baseline Survey will collect information on Knowledge, Attitudes and Practices of WASH coverage, with a suitable sample size of the households in three districts mentioned above. The baseline design must incorporate methods for sampling, data collection data checking, and cleaning, recording, collating and analysis. Data about all performance questions, indicators and/or variables must be included. The Research consultants / Organization must list all available options for selecting the software for data analysis and assess the advantages and disadvantages of each option.

The Research Consultants/Organization will ensure that Survey/Study is based on the Project documents and log frame. This includes ensuring the Baseline Survey/Study requirements described are developed and conducted in a timely fashion that represents the true feedback and views and recommendations of the key stakeholders. The Research consultants/ Organization will also be responsible for making sure that the baseline survey would be performed professionally using all support needed to conduct a high quality survey. This will entail close communication with key stakeholders including; the project staff, the core project partners, and particularly the direct/indirect beneficiary communities.

The data/information, not limited but covering, the below given aspects would be collected and analyzed in the Project field area based on fair and representative sample basis: The Research consultants/Organization would be responsible for;

1. Collecting and analyzing data/information related to the socio-economic conditions of the IDPs (Male, Female & Children) particularly relevant to the Project Areas envisaged in the Project documents.
2. Ensuring that respondents include youth, social/ethnic groups on each aspect of the prevalent situation/circumstances.
3. Ensuring that data/information depicts the current scenario with regard to water, sanitation and hygiene status of people (as per agreed House Holds sample size) in project areas with particular focus on open defecation status, safe drinking water, basic sanitation and hygiene related diseases, Diarrheal, water born and malaria diseases, Infant mortality rate (Increase, Decrease or no change), Latrine using, Hand washing practices, Water availability , taste and its quality (water infected etc.) The baseline survey should also provide the gender analysis in relevance to WASH in the target districts and specific KAP information about disability and inclusion.
4. Ensuring that data/information collected and analyzed by covering the family structure, income and consumption patterns and willingness to pay for public and private services. Including Drinking water,
Drainage facilities, latrines, encompassing key water, sanitation, latrine, sanitation marketing and hygiene indicators ensuring that the project result and outcomes are properly covered.

5. The Research consultants/Organization will be required to consult with the WASH Program Manager of NCA, on each step of the survey/study for its concurrence such as on the stage of conceptual framework, research sample, methods of data collection, tools/instruments used for comprehension, data cleaning, identifying and training the enumerators, quality control and supervision, software/hardware plan, general work plan, checklist and coverage plan, results of the study/survey plan etc.

6. Sharing the draft and final questionnaire for comments and feedback with the NCA team and ensuring that the comments/feedback are incorporated in the final questionnaire to be used for data collection. The final questionnaire must be pre-tested, detailing all proposed changes, must be submitted to NCA.

7. Training of enumerators on the final questionnaire to ensure that all the enumerators have the same understanding of each question. The enumerators will conduct “mock-interviews” before conducting the actual data collection.

8. The data collection will be monitored in the field for quality assurance.

9. Timeline – The Research consultants/Organization will follow the project time-line. Any revision in the timeline, if required, can only be done in consultation and subject to the approval of the WASH Program Manager NCA.

**The intended users of the evaluation report**

- NRK (Donor)
- NCA Afghanistan and Head office
- NCA Partners
- Government

**Objectives of the Survey**

The primary objective of the assignment is to prepare a baseline report through collection of primary data on the pre-intervention situation that can inform project planning and establish benchmarks to be used to assess the impact and outcomes of the project during project monitoring and evaluation and to compare baseline data with end line data to identify the effectiveness and impact of the project.

The specific objectives of the Baseline survey are;

1. To determine recipients Knowledge, Attitude and Practices (KAP) regarding WASH will cover minimum basic sanitation, open defecation, latrine use, safe drinking water, water borne diseases, hand washing, hygiene related diseases, and socioeconomic status of the IDPs in the targeted UCs.

2. To give analysis on the basis of baseline data in relation to socioeconomic status.

3. To know about the Knowledge, practices and aptitude which give clarity for gender role in WASH, social inclusion and issues of disability with reference to target UCs.

**Cross Cutting Issues (Gender Analysis)**

Gender analysis to be included in the survey to identify gender roles, responsibilities and practices related to WASH. Data disaggregated by sex and age to develop a profile of at-risk populations with special water requirements. Gender analysis should include the following.

a. Expound on the differential perspectives, roles, needs, and interests of women and men including the practical needs and strategic interests of women and men
b. Explain the relations between women and men pertaining their access to, and control over resources, benefits and decision-making processes;
c. Explain the potential disparity impact of program on interventions on women and men, girls and boys;
d. Define social and cultural constraints, opportunities, and entry points for reducing gender inequalities and promoting more equal relations between women and men related to WASH;

**Methodology:**
A mix of both quantitative and qualitative methodology is recommended for conducting the baseline survey. The researcher will submit detailed inception report proposing tools, sampling criteria, and sample size and detailed methodology.

**Outputs / deliverables:**
The following deliverables will be provided in English. The successful bidder is expected to submit all interim reports, data collection tools, QA materials, draft and final reports in soft copy (word or excel):
- Finalize detailed work plan, sampling methods based on agreed sampling approach and method of analysis
- A draft report of the study including analysis of the date keeping in view log frame relevant proxy indictors agreed with NCA WASH staff
- A final report after incorporating comments from NCA in two versions; MS word (page size A4) and designed on coral draw (page size 6.5”X9.5”),
- All materials produced by the study including hard copy of the report and raw data either in SPSS, excel, FGD and IDI transcripts in soft form.
- The consultant will be responsible to present most significant findings to the NCA Management and key stakeholders including community, to get their feedback on critical areas.
- Final presentation to NCA and invited stakeholders- soft copy of presentation and hand-outs for attendees

**Outline of the Baseline report:**
The report should be presented in the following format;
1) Cover page (Cover page should have title of the survey with geographic area Month and year of execution, NCA Logo in middle while donor logos at right and left at bottom of page, Name of NCA and Researcher /firm who conducted the Study)
2) Acknowledgment
3) Executive summary
4) Introduction
5) Demographic profile
6) Geographical background and profile
7) Objectives
8) Methodology
9) Limitations
10) Results/ findings
11) Analysis and interpretation (including tables/graphics and text)
12) Conclusion
13) Recommendations
14) References
15) Annexes including all data collection tools TOR, case studies etc

Following lists must be given at the start
- Table of contents
• List of Figures
• List of Tables
• Acronyms and abbreviations

Assignment Time Schedule:
The assignment will start on 15th of May, 2016 upon signing of the contract and is expected to take 20 work days.

Qualification and experience of the consultant
The bidder should:
• Have proven experiences in baseline designing, planning & monitoring of projects;
• Be able to demonstrate understanding of data collection sensitivities and associated risk management
• Experience in conducting similar type of evaluations knowledge about WASH intervention with national/international organization and (or) interventions with reputable organizations.
• Ideally have previous experience in WASH sector
• Proven skills and experiences on statistical tools/methods and analysis.
• Demonstrate adequate capacities to organize and complete the assignment within the time frame specified

Payments:
Terms of payment are as follows;
• 25% on approval of the detail implementation plan and tools
• 50% upon submission of the 1st draft report and
• 25% on submission of approved final report
The proposal should only include the consultant fee for the assignment. The remaining cost including administrative costs, transport, accommodation and stationary will be handled by the organization.

Content of the Proposal:
Interested and qualified consultants are invited to submit technical and financial proposals. Subsequent interviews may be held with shortlisted bidders to clarify bids and seek further assurance of their capability. The technical proposal must contain:

• A detailed methodology for the quantitative and qualitative aspects of the assignment.
• A detailed work plan including dates for submission of the draft and final Report
• Evidence of availability of appropriate qualifications, and key staff that will constitute the team.
• Budget for the proposal. All expenses related to travel, food, accommodation and hiring of enumerators will be taken care by the contracting organization. Budget should only include individual consultant fee for the baseline.
• CVs of the assigned team member(s) detailing relevant experience.

The financial proposal should contain the consultant fee for the assignment. Proposal must be in US dollars with a detailed break up of fee related to the deliverables of the assignment.

Submission process:
Both Technical and Financial Proposal should be submitted in soft copy. All proposal documents shall be provided in English language.
Based on the ToR, individual consultants are requested to submit their technical and financial proposals. Technical Proposals should include the details on methodology, activities and milestones, budget details, time frame, CVs of experts and profile.

*The proposals should be submitted latest by 16:00 hours, 3rd May 2015 in soft copy to the email address: Mirwais.Stankzai@nca.no* stating “Base line survey-WASH” in the email subject line.

Only short listed applicants/organizations will be contacted. NCA reserves the right to reject any or all proposals and is not bound to any legal claim in this regard. No telephone inquiries will be entertained.