**Terms of Reference for Rustaq LBRC Consultancy**

**Baseline / End line survey**

**Project Title:** Labor Based Road Construction (LBRC), Rustaq,

**Location:**
- Takhar province, Rustaq district, Watershed area of Chakkar and Narristan and surroundings

**Specific Objectives:**
1) Design and oversee the implementation of a quantitative and qualitative baseline survey of the LBRC project. Draft a comprehensive baseline report.
2) Train and, where possible, coach the Data clerk and other team members involved in the collection of data. This includes data processing as well as the proposal of appropriate data analysis system (with support from the Tdh teams in Rustaq and Kabul).
3) Design and oversee implementation of a quantitative and qualitative end line survey of the LBRC project. Draft a comprehensive Endline report

**Duration of the consultancy:**
- Stage 1 (2 months) May 2017 – June 30th 2017
- Stage 2 (2 months) August 2019 – 30th of September 2019

---

**1. Context of consultancy**

**Background: Labor Based Road Construction, Rustaq project**
The Labour Based Road Construction (LBRC) Rustaq road construction and maintenance project addresses the most pressing needs of the population in the region and complements the ongoing livelihood based intervention (LIPT).

The 3 years intervention follows a one year inception phase which started in September 2015 and finished at the end of October 2016. This inception phase had for objective to set up the office, initiate the project, verify the feasibility of the approach and draw the integrated program of LBRC approach adapted to the specific context of Rustaq.

The objective of LBRC is “Men and women, girls and boys, especially from poor families living in Rustaq district, improve their livelihoods”.

Throughout the programme, the LBRC project will increase income (generate income for families through participation to the road construction, provide vocational training and livelihood opportunities), access to market and services in the targeted area. LBRC will promote child rights in order to better protect children, will support families in order to meet their pressing needs, and will promote better access to basic services (education, health, markets, government etc).

The LBRC project is in line with the technical specifications of the Ministry of Rural Rehabilitation and Development (MRRD), who is also the main national partner.

LBRC project’s interventions are carried out and endorsed by the local communities and governance institutions. Local committees are trained and integrated in the management and implementation of the project; the labour force will be recruited from within the zone of influence of the road, workers will receive a fair timely paid wage for their work that allows for savings and will lift their family’s income above the poverty line. LBRC will run job trainings on construction and maintenance skills. This approach will reduce seasonal migration and generate a longer lasting effect, well beyond the road construction period.
Furthermore, the project raises awareness on child protection, child rights and gender. LBRC, through its child protection component also aims to identify children at risk of or victim of Worst Forms of Child Labour, migration and violence and reinforce existing child protection mechanism to decrease violence against children. In addition of raising awareness on gender issues, insures the participation of women in the project especially by developing specific activities based on the LIPT intervention. This part of LBRC develops livelihood opportunities for women and female youth as well as training.

LBRC has engaged the local registered Water Shed Associations (WSA) and the Natural Resource Management Committees (NRMC) in construction management and the local based Community Development Committees (CDC) in the implementation and the management of road maintenance works. WSA and CDC have a crucial role in the acceptance of LBRC project, in the negotiation with the community and to insure the sustainability of the road.

2. General and specific objectives of the Consultancy

**General Objective of the project:** *Men and women, girls and boys, especially from poor families living in Rustaq district, improve their livelihoods*

The indicators with regard to the general objective are:
- Decrease of food gap
- % increase of household income within the target area
- Decrease in labour migration, especially of minors

The project has two main outcomes, the first is linked to **Improved access to services and economic opportunities** and the second to **Capacity Building**

**Outcome 1:** Men and women, girls and boys make better use of basic services and economic opportunities.

**Outcome 2:** Local institutions facilitate the construction and maintenance of local roads.

- **Surveys**

Tdhs is looking for a consultancy expert to carry out a baseline and endline survey in the frame of the LBRC project implemented in the district of Rustaq. The scope of the survey is defined by the general objective and should contribute to measuring the project indicators. The scope of the survey is equally defined by the two project outcomes and their indicators. If necessary, define and analyze other baseline and endline indicators.

The purpose of the Surveys is to collect and provide consolidated information (baseline and endline, qualitative and quantitative) that can be analyzed in order to provide comprehensive reports.

The Surveys should be carried out in line with activities of the LBRC project and should incorporate the specificities of the district, project logical framework and donors requirements.

The Surveys should be able to show and measure the degree and quality of change in line with the project’s objective and outcomes.

**Specific objectives for the consultant:**

1) Design and oversee the implementation of a baseline survey for quantitative and qualitative data collection and analysis (methodology and tools should be defined by the consultant) referred to the target groups specified in the logical framework and project document.
Specifically:
A. Assess the situation, the project and propose an efficient methodology to Tdh.
B. In coordination with the Tdh team in Rustaq, develop questionnaires for the baseline field data collection (according to the agreed methodology).
C. Organize and manage the baseline field survey in coordination with the Tdh team in Rustaq and with support from stakeholders (WSA, CDC, NRMC and other relevant departments).
D. Draft a quantitative and qualitative baseline analysis report based on the collected data.

2) Train and, where possible, coach the Data clerk and other team members involved in the collection of data. This includes data processing as well as the proposal of appropriate data analysis system (with support from the Tdh teams in Rustaq and Kabul). The aim is to enable the team to collect quality data during the project in order to measure the project indicators and change.

3) Design and oversee implementation of End line survey for quantitative and qualitative data collection and analysis referred to the target groups specified in the logical framework and project document.
Specifically:
A. In coordination with the Tdh team in Rustaq, develop questionnaires for the End line field data collection, aligned on the methodology chosen for the baseline.
B. Organize and manage the End line field survey in coordination with the Tdh team in Rustaq.
C. Draft a quantitative and qualitative endline analysis based on the collected data and the baseline report.

3. Methodologies and Action plan

Methodologies
- The consultant is expected to spend a maximum of 3 months in Rustaq, Afghanistan throughout the consultancy.
- Field visits to project locations will be determined based on Tdh Afghanistan’s analysis of the security situation in target areas.
- Conduct data analysis using participatory methodology and appropriate software
- The consultant will work in close contact, collaboration and coordination with Tdh project teams and management in Rustaq, the Programme Coordinator, the Deputy Programme Coordinator, the Protection Manager and if necessary with Tdh Kabul focal points (M&E Officers and Child Protection department and Country Representative).

The research will be guided by the following ethical principles and considerations
- The outcomes and conclusions of the Surveys must be correct, trustworthy, cross checked and based on ethical principles of Tdh.
- The consultant must respect the privacy of the persons met and seek their informed consent to participate in the Surveys.
- The consultant must consider the level of vulnerability and protection status of the Survey targets and adapt their questions and attitude accordingly
- Tdh has ‘the best interests of the child’ as its central theme of the Surveys. This is to be interwoven into all aspects. If during the process the consultant becomes aware of a child in need of protection and/or assistance, ‘the best interest of the child’ takes precedent over the desired outcomes of the consultancy.
- This consultancy should not put any child in danger and if a request is made for assistance or the consultant recognizes a risk, the appropriate resource agencies will be activated to assist the child when possible
- The consultancy will be as ‘child led’ as possible, utilizing child participatory techniques.
- Children’s opinions will be actively listened to and encouraged.
- Children’s right to privacy and confidentiality will be maintained to the highest level
The consultant must sign the Terre des hommes Child Protection Policy and Code of Conduct and be willing to adhere to its principles and expected practices. If a breach of the policy or code of conduct takes place the consultancy will be terminated immediately without any financial burden on Tdh.

**Action plan**
The Consultancy will be conducted in two stages, as specified below. It is expected that the consultant or his designated team will be based in Rustaq for the duration of the consultancy.

**Time frame**
Given the time-frame of the Consultancy and the specific security constraints in Afghanistan, the Consultancy will be divided into two stages:

**Stage 1: Baseline Survey / Consultancy - April 2017 to May 2017**
- Objectives of the stage 1 are described above under “Specific Objectives” points 1 and 2.

**Stage 2: End line Survey / Consultancy - August 2019 to September 2019**
- Objectives of the stage 2 are described here above under “Specific Objectives” point 3.

The Tdh Afghanistan delegation and specifically the Rustaq team will facilitate the Consultancy process by ensuring that team members of the LBRC project give their inputs during the Consultancy and at the same time be open to the capacity building opportunities that will be delivered by the Consultancy.

### 4. Deliverables

The consultancy will commit to the following deliverables:

- Identify and propose the most adapted methodology and tools to be used for the baseline/endline
- Develop a detailed implementation work plan
- Create qualitative and quantitative questionnaires for field data collection (baseline and end line).
- Create tools for project monitoring and evaluation.
- Organize and implement training sessions on data collection and data analysis with Tdh Rustaq team
- Final reports for stages 1 and 2, based on specific objectives, to be provided maximum 30 days after the end of each field mission.

### 5. Reference Documents for Concept note (by request)

- LBRC Pro Doc phase II with Logframe will be provided to interested consultancy companies.

**Other reference documents can be provided (if Consultancy company selected)**

### 6. Eligibility/Requirements/Selection Criteria

- Registered Consultancy company eligible to work in Afghanistan;
- Experience in designing and conducting Baseline & End line surveys (qualitative and quantitative methodologies)
- Experience in developing Monitoring & Evaluation tools;
- A thorough knowledge of the afghan socio-economic environment, knowledge on Takhar Province an asset.
- Good analytical and synthesis skills;
- Good report writing skills (English);
- A good communicator and a team player;
- Strong ability to speak and write in Dari and in English;
- Good command of data analysis software such as CPRO – SPSS – STATA, etc

**Interested candidates are requested to submit the following documents:**

- Cover letter (max. 1 pages)
- Concept note (methodology) (max. 3 pages)
- Budget proposal (max. 1 page)
- CV (max. 3 pages)
- Email & phone contacts

**Note:**

- Tdh is not in a position to provide accommodation, transport, refreshment and or stationaries for the Consultancy company during the contract period.
- All cost should be included in the total budget proposed.

**Please direct your question via this phone number:**
0700165247 (Can be reachable from 08:00-16:00, Sunday to Thursday)

**Documents Submission:**
Interested companies should submit above mention documents to this Email address: [hrtdhafg123@gmail.com](mailto:hrtdhafg123@gmail.com)