



Terms of Reference

Support to conduct a baseline study NCA Afghanistan 2020

Location	<i>Kabul or Home based</i>
Time Frame	<i>16 Days</i>
Tentative Start date	01 Aug 2020

1. Background

NCA Afghanistan has secured financial support from grant schemes to conduct the following projects in the period 2020-2024:

- Civil Society, from Norad. Programmatically, this project is grounded on NCA's WASH and Peacebuilding GPs.
- Humanitarian, from the Norwegian MFA. Programmatically, this project is grounded on NCA's GBV programme

NCA will be implemented these projects in Kabul, Daikundi, Khost, Samangan, Badakhshan and Kunduz provinces. The baseline survey will help to understand the current situation in the targeted areas and also at the end of the programme an end-line survey will be conducted for all indicators and all programmes. The Norad programmes (Civil Society and Special Application) will be implemented in 240 communities in the targeted provinces (Kabul, Khost, Samangan and Daikundi) and the GBV-WASH (emergency) programme will be implemented in Badakhshan and Kunduz provinces (in Faizabad and Kunduz cities). The programme geographical areas are listed below.

Target Province	Proposed Districts	Programmes	Comments
Kabul	Dehsabz and Charasyab	CR-WASH and Peacebuilding p	
Khost	Mondozaï and Muton	CR-WASH and Peacebuilding	
Daikundi	Kitte and Sang-e-Takht	CR-WASH and Peacebuilding	
Samangan	Hazrat-e-Sultan, Feroz Nakhchir	CR-WASH and Peacebuilding	
Badakhshan	Faizabad	GBV - WASH	
Kunduz	Kuduz City	GBV - WASH	

2. Scope of the work

Against this background, NCA Afghanistan is looking for a consultant/team of consultant to support the baseline process. The consultant/team of consultants will be responsible for:

- *Analysis the baseline data (data will be collected NCA and partner organization through Kobo Toolbox and will be ready for the consultant through XLS file).*
- *In the light of the data generated after the analysis the consultant is responsible to write the baseline survey report*

3. Methodology

The baseline study is a mixed internal and external process, where the data will be collected by NCA and data analysis and report writing will be responsibility of the consultant

Thus, according to NCA global result framework and source of data collection a quantitative survey will be conducted. Most of the quantitative data will be collected through household survey

The data collection team will use the probability sampling methods, called a random stratified sampling approach. At the same time for sampling size margin of errors will be considered 5% and confidence of level will be 95% for baseline survey¹.

The consultant will write a inception report and will be submitted to the contracting authority for approval before proceeding with data analysis and report writing. The inception report must provide details on quality assurance measures along the process. The data analysis must include gender and age disaggregation. Unless more detailed disaggregation is specified data by women, men, young women and young men is default.

NCA has an Indicator Website for guidance on our compulsory indicators of the global thematic programmes outlining purpose of indicator, frequency of data collection, data source and how to collect, analyse and requirements for disaggregation of each indicator:

<https://www.kirkensnodhjelp.no/en/about-nca/global-results-framework-2020-2030/>

The inception report must account for ethical approaches to analysis and dissemination of findings. The consultant shall commit to protect the rights and confidentiality of informants and abide by “do no harm” principles. Data and information collected in the course of the assignment will be used for the purpose of the assignment only, and hand over to NCA once the assignment has been completed.

NCA has established a Steering Group is to quality assurance and approve of baseline process deliverables. The consultant/team of consultants will report to NCA’s Steering Group Chairperson.

¹ NCA survey guide

4. Deliverables

Minimum requirements under deliverables are as follows:

1. Inception report including detailed description of methodology.
2. Presentation of draft baseline report with focus on findings and analysis of interesting findings
3. Final baseline report (maximum 20 pages).

The draft and final baseline study reports need, as a minimum, to contain the following components:

- Baseline background
- Deviations from ToR and/or inception report.
- Indicator by indicator with baseline values broken by geography/project/grant and disaggregated by gender and age
- Brief analysis of interesting findings
- Lessons learned from data collection – to inform endline study process
- Link to raw data

Annex 1 - Indicator by indicator – description of approach (method(s), sampling framework etc.)

Annex 2 – Data collection tools used

Annex 3 – Full ToR

5. Timeframe – schedule

Outline timeline in detail.

No	Date	Activity Description
1	25 June 2020	Submission of expression of interest, budget and CV
2	30 June 2020	Selection and to inform the eligible consultant
3	07 July 2020 (1day)	Submission of inception proposal to NCA (after desk review of relevant documentation and kick-off skype with NCA).
4	10 July – 02 July 2020	Review the inception report by steering committee and feedback to consultant
5	10 July 2020	Submission of final inception report
6	01-14 Aug 2020 (14 days)	Data Analysis and draft of baseline report
7	15 – 20 Aug 2020	Draft version reviewed and commented by NCA and sent to the consultant for revision and finalization
8	22 Aug 2020 (1 Day)	Submission of the final report to NCA

6. Qualifications and skills

- University degree in any field, preferably Social Sciences. Post graduate education is an added advantage.

- In-depth knowledge and experience on research methods (household survey, key informant interviews and focus group discussions).
- Knowledge of and familiarity with Afghanistan context
- Fluent in both oral and written English and Pashtu and Dari].
- Knowledge of NCA thematic programme areas Peacebuilding, WASH and GBV will be an asset
- Excellent Analytical, Communication and Report writing skills

7. Submission and evaluation of proposals

Please submit to Afghan.Operations@nca.no the following documents:

1. Proposal submission form;
2. A brief technical proposal (5-10 pages), including an outline of the methodological approach and activities proposed considered to be necessary to achieve the contract objectives and a tentative timeline with key milestones.
3. CV (if more than one, please submit CVs for all team members and detail the different roles and responsibilities)

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation (75% of the score) and a financial evaluation (25% of the score). For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	Candidate's relevant academic qualifications	10
2	Candidate's relevant experience with relevant research methods	20
3	Candidate's knowledge and familiarity with country	10
4	Candidate's relevant language skills	5
5	Candidate's knowledge of NCA thematic programme areas	5
6	Candidate's analytical, communication and report writing skills	10
Sub-total Candidate and/or Organisation		50
1	To what degree does the proposal show understanding of the task?	10
2	Have the Terms of Reference been addressed in sufficient detail?	10
3	Is the conceptual framework adopted appropriate for the task?	10
4	Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?	10

Sub-total Methodology	40
Total Technical Score	100

Annex 1 – Indicator list with data source

Grant reference	Indicator	Data source from project RF	Data Source from global mandatory indicators 2020-2030
	CR-WASH Indicators		
Norad Civil Society	3.1 % of people who washed their hands with soap in at least 3 out of 5 critical occasions in the past 24 hours	Household survey in targeted areas	KAP survey. And enumerator observation of handwashing facility for the respondents.
Norad Civil Society	3.2 % of diarrhoea episodes of children under 60 months (counted over the 2 previous weeks)	Household survey	N/A
Norad Civil Society	3.1.1 # of assessments (baselines) carried out (# assessments out of # of targeted villages)	Household survey	N/A
Norad Civil Society	3.1.2 # of women and men participated in HWWS campaign	Household survey	N/A
Norad Civil Society	3.1.3 % of people treating drinking water	Household surveys	N/A
Norad Civil Society	4.2 % of women, men, girls and boys satisfied with sanitation services	Household survey	N/A
Norad Civil Society	4.3.1 % of sanitation facilities equipped with lockable doors and easily accessible during the day/night for girls and women	WASH Committee reports	N/A
Norad Civil Society	5.2 % of communities (men, women, youths, people with disability) satisfied with water facilities.	Household survey	N/A
	Peacebuilding Indicators	Data source from Country RF	Data Source from global RF 2020-2030
Norad Civil Society	1.1 Level (%) of constructive social interaction across groups	Household Survey	Household Survey
Norad Civil Society	1.2 % of men acknowledging women's role in peacebuilding	Household Survey	Household Survey
Norad Civil Society	1.4.2 % platform members with a positive perception of each other	Pre-post questionnaire	N/A

Norad Civil Society	2.1 % of people with a positive view on the peace structure	Household survey	Household Survey
Norad Civil Society	2.1.2 % youth in the peacebuilding structures	List and profile of peacebuilding structures.	N/A
Norad Civil Society	4.1 Level of influence on duty bearers, with the aim of addressing a conflict driver or increasing space for social action	Advocacy meeting reports; Duty bearers' speeches, statements;	N/A
Norad Civil Society	4.2.1 % of targeted right holders aware of the Gov. mandate	Survey	N/A
GBV-WASH Indicators			
MFA	3.1.1: % of targeted women, girls, men and boys who report that they wash hands with soap at least at 3 critical times	KAP survey. And enumerator observation of handwashing facilities for the respondents - Hygiene Promotion Session attendance lists, Monitoring visit/reports	KAP survey. And enumerator observation of handwashing facility for the respondents.
MFA	3.1.2: % of targeted affected households where soap and water are available for handwashing	KAP survey. And enumerator observation of handwashing facility for the respondents	N/A