

**Terms of Reference  
for  
Conducting a Baseline Study for Advancing women's economic empowerment and resilience (AWEAR) in the South Sudanese  
emergency response in context of the ReHope Framework - Extension**

**1. Background.**

CARE International in Uganda successfully implemented, the advancing women's economic empowerment and resilience (AWEAR) under the LEAP programme Phase I; for a period of 27 months i.e. October 2018 – December 2020 which was largely an economic empowerment programme that seeks to increase the economic opportunities for South Sudanese refugees women and host community women in Adjumani and Yumbe districts; with two (2) main areas of focus, AWEAR strived to improve the enabling environment for women to make it gender responsive and empowering the South Sudanese Women refugees to access and harness the prevailing economic opportunities to boost their economic status at household and at the broader societal level while ensuring a gender responsive emergency programming; And through the AWEAR intervention, the Economic opportunities and options for 6000 direct beneficiaries was diversified and improved through VSLA interventions, CFW and Market engagement intervention which targeted 100% women and girls from the refugee settlement and their host community. This project will therefore, contribute to bridging the humanitarian/development divide in the refugee response by promoting sustainable livelihoods for refugee and host women through increased access to livelihoods and skills building in different business enterprises including best agronomic practice for 200 women; Enhancing access to digital savings and credit for 900 Women's; Equip 100 young women and out of school youth and young mothers with vocational and skills trainings (second chance education) for economic empowerment and they will be linked to access to employment opportunities through women empowerment centers and cash for work opportunities while promoting positive gender norms in support of women's leadership and protection through Role model men (male engaged) while promoting women and girls' participation in productive activities and decision making process in the household and community, as well as increase access to protection services through economic empowerment and increased opportunities. The project will also target young women, adolescents and those with intersecting vulnerabilities such as women living with HIV, PWDs among others.

Ultimately AWEAR project will greatly continue contribute to reducing the economic burden on South Sudanese refugee women and girls in the targeted refugee settlements by improving their livelihoods opportunities and strengthening their resilience to current COVID-19 Crisis and future shocks; through the VSLAs, Vocational skills trainings and IGAs for women and girls in the refugee settlement and the host community; this include;- market oriented food and supplemental cash crops production (commercial production), non-Agricultural productive businesses and scale up of women focused business startups and growth, while increasing livelihoods opportunities for women through cash for work interventions and the project also seeks to promote private sector linkages to improve market access and life skills for decent viable and productive employment for women and girls , thus contributing to increased level of income and bridging the gaps created by COVID-19 and the food aid cuts by 30% by WFP for refugee in Uganda while positively coping to the Current shocks of COVID-19 and low Food Productivity & control over economic resources.

**Project Approach/ strategies**

The advancing women's economic empowerment and resilience in the South Sudanese Emergency Response project- AWEAR, under its Immediate Objective one: "diversifying the livelihood options of refugee women and girls, and their host communities through a menu of dignified, viable and profitable options" will continue to employ tested models and approaches used in AWEAR project Phase I will focus on the challenging COVID-19 Situation and reducing level of economic opportunities for Refugee women and girls and their host community as COVID-19 impacted on the socio-economic economy and this include; a) Digitalizing VSLA activities as empowerment platform and financial inclusion strategy to promote safe access to saving and lending opportunities, b) Direct Cash for work intervention to create alternative source of income for the most vulnerable women and girls c) promoting productive market engagement through linkages to private sectors, d) promotion of second chance education (vocational training as well as promoting commercial business engagement for refugee women and girls and their host community.

While using these various proven models, CARE will target the AWEAR established groups and also form new beneficiaries livelihood groups to manage impact and ensure sustainability; 30 VSLA groups will be supported and Provide training on VSLAs operation and management, Develop the skills of 200 women and youth in vocational skills and through second chance education initiatives, provide start-up capital to 100 second chance education beneficiaries to start business enterprises, provide access to ICT facilities and equipment's, market information, network, mentorship to 200 women and adolescents through women empowerment centers, Support alternative sources of income through provision of Cash for Work opportunities for 150 women and youth and offer

Training on Gender Action Learning Systems methodology to 150 cash for work beneficiaries to tackle the underlying negative gender norms that may hinder women from accessing cash programming initiatives. CARE will therefore continue to empower the Project Community Committees (PCC) created at district and community level per district to promote women's economic empowerment activities under AWEAR project and project sustainability and the use of Role model men to promote gender equality in the community. Through its financial inclusion approaches, 68 women livelihoods groups in Bidibidi refugee settlement Zone 1, 2, 3 & 4 Yumbe and Maaji I, II, & III Adjumani District with a total of 1020 women and girls from the refugee and host community are able to access economic opportunities through cash for work interventions, institutional financial services, digitalized Village Savings and loans associations, trainings on life skills and food and supplemental cash crops production through IGA grants leading to improved Sustainable economic opportunities for refugee and host community women affected by protracted conflict.

### **Project beneficiaries**

The intervention will target 1,450 women and girls both refugees and their host communities in the districts of Adjumani, Yumbe with 70% for refugees and 30% for the host community women and girls; of the total target, 20% - [290] people with disability – PWD, 20% - [290] Women living with HIV/AIDs – WLWH, 20% [290] widows, 30%- [435] single mothers, young mothers, and youth who drop out of school due to early/teenage pregnancy and women with less than 1\$ income earnings (living below poverty line) and 10%- [145] elderly of age 45-50 years. Men will also be targeted especially during formation of VSLA groups at 20M:80F ratio. In all these districts, CARE will target the RLP and TPO project beneficiaries and establish new groups while maintaining presence and touch with project beneficiaries in Bidibidi settlement, zones 1, 2, 3 & 4 and in Adjumani, Maaji I, II, & III refugee settlements where CARE implemented the first phase of LEAP (AWEAR). In the absence of this document and for planning purposes, CARE has estimated reaching 50% of the total target in each district. The estimated total direct beneficiaries are 1,450 women and girls, of whom 70% are from the refugee and 30% from the host community.

### **Project objectives and Results**

The overall goal of this project is to ensure that over 1,450 women and girl refugees, IDPs are directly empowered to mitigate the impact of multiple crises on their livelihoods, protect themselves from exposure to gender-based violence, and participate in decision-making processes within their communities.

- **Outcome 1: Positive coping mechanisms and sustainable economic activities are promoted for refugee and IDP women.**

1. Output 1.2: Women micro and small entrepreneurs are supported to set up and improve their operations in agriculture and non-agricultural sectors
  - a. Activity 1.2.5: Develop the skills of 200 women and youth in vocational skills and through second chance education initiatives.
  - b. Activity 1.2.6. Provide start-up capital to 100 second chance education beneficiaries to start business enterprises in Uganda.
  - c. Activity 1.2.7: Provide access to ICT facilities and equipment's, market information, network, mentorship to 1000 women and adolescents through women empowerment centers.
2. Output 1.3: Women's access to savings and credit is enhanced
  - a. Activity 1.3.1: Establish 30 Village Savings and Loan Associations (VSLAs) with a target outreach of at least 30 members in each VSLA) in Uganda).
  - b. Activity 1.3.2: Provide training for 1000 members of VSLAs in Uganda on VSLAs operation and management
3. Output 1.4: Crisis affected women and girls have increased access to cash for work, second chance education and other employment opportunities
  - a. Activity 1.4.1: Support alternative sources of income through provision of Cash for Work opportunities for 200 women and youth in Uganda.
  - b. Activity 1.4.2: Offer Training on Gender Action Learning Systems methodology to 200 cash for work beneficiaries in Uganda to tackle the underlying negative gender norms that may hinder women from accessing cash programming initiatives.

## **2. Purpose of the Baseline study**

CARE would like to hire a consultant to conduct a baseline study to collect baseline values upon which the Intervention outcomes will be benchmarked in relation to the Log-frame. The baseline study will capture information / data on the current status of the targeted women and girls both refugees and their host communities in the districts of Adjumani, Yumbe; people with disability, Women living with HIV/AIDs, widows, single mothers, young mothers, and youth who drop out of school due to early/teenage pregnancy and women with less than 1\$ income earnings (living below poverty line) and elderly of age 45-50years. Men will also be targeted especially during formation of VSLA groups. These will be in areas of vocational skills, business enterprises, access to ICT facilities, VSLA operations, cash for work opportunities, and Gender Action Learning methodology.

### **Specific Objectives of the Baseline Study**

The specific objectives of the baseline study are:

- i. To state the current situation and establish the baseline values (benchmarks) related to all outcome level indicators and some key output indicators.
- ii. To articulate the appropriateness of the project indicators and targets, including defining/unpacking/ review the project outcome & output indicators and providing specific and achievable recommendations on the indicators design improvements.

### **3. Approach and Methodology**

The baseline study will take a Mixed-methods (qualitative and quantitative data collection and analysis) approach. The methods should be consistent with the purpose, objectives and principles and be the most appropriate to addressing the evaluation objectives. This should be specific and as detailed as possible regarding existing information sources, data collection instruments, protocols and procedures. The consultant will be responsible for defining and carrying out the overall approach. This will include specification of the techniques for data collection and analysis, structured field visits and interactions with beneficiaries and the project team/stakeholders. The consultant must ensure the meaningful and safe participation of women and girls in the baseline data collection and analysis. Tools, methodology and findings should be reviewed and validated by CARE MEAL team.

### **4. Deliverables**

The Consultant will be expected to deliver the following outputs:

- An inception report detailing the approach and methodology to be used and sample size calculations, a detailed execution plan, data-collection tools for the end line.
- A draft baseline study report with a summary of findings submitted to CARE within an agreed timeline with Consultant (soft-copy); this will also be presented to the Project team for feedback and validation;
- A final baseline report submitted to CARE
- Collected data (raw) after analysis submitted to CARE alongside the final report, as well as Workshop/meeting presentations, outlines, photos, videos, etc.

### **5. Roles, Responsibilities, and Timeline**

During data collection and analysis, the primary roles of CARE staff and any implementing partner with direct stake in the project, are as informants and reviewers. They may review and provide comments on data collection instruments, and all other deliverables before they are finalized. They must not collect primary data, or participate in translation, analysis, or interpretation of the data. The following delineates the key roles and responsibilities of CARE Staff and the consultant during the process:

CARE will be responsible for the following;

- Provide technical oversight to the execution of the assignment to ensure quality of products including approvals of the deliverables
- Share all necessary documents (including project document, log frame, MEAL plan) to the Consultant to finalize the methodology and data collection tools
- Provide input for study methodology, data collection instruments and report
- Provide technical oversight to the execution of the assignment to ensure quality of products including approvals of the deliverables
- Guidance and coordination throughout all the phases of baseline study, keeping communication with Consultant throughout all phases

- Provide support to the technical lead Consultant for the baseline survey field visits processes such as orientation and training of enumerators, FGDs and KIIs
- Closely follow up the data collection process, ensuring quality control, daily debriefing, meeting the timelines set

The Consultant will be responsible for the following;

- Review all relevant documents for baseline study
- Develop baseline study protocols which includes survey methodology and the data collection tools (questionnaires; focus group guides, interview protocol, data entry templates, etc.), as appropriate, including a field manual for training, and has to be approved by CARE MEAL team
- Designing the data collection forms, data entry template, procedures and systems, and training of data collector/enumerators in the use of the template
- Develop the field work schedule in consultation with MEAL team
- Supervise the data collection process, give advice and ensure the quality of the data
- Data analysis and report writing, draft the first report and include CARE's feedback and finalize the report
- The consultant undertaking this baseline survey will recruit competent enumerators for the quantitative survey and field facilitators/note takers for the qualitative study (FGDs and KIIs). The consultant will hire a gender-balanced team of enumerators and field facilitators. All team members must be fluent in the local language of the above-mentioned operational areas.

## **6. Baseline study duration**

The overall process is expected to be executed within 36 days including preparation, data collection, analysis and reporting. The Consultant should be able to undertake some of the tasks concurrently to fit within the planned time-frame, without compromising the quality expected. The assignment is expected to commence on September 1, 2021 and concluded by October 6, 2021. The consultant is required to propose a work schedule as part of the proposal.

## **7. Skills and competencies of the consultant**

The consultant should have at least 7 years' experience conducting surveys of similar programs of financial inclusion, cash programming, household income and gender in emergency. Notably, demonstrating knowledge in VSLA approaches, value chains and market systems, gender, quantitative and qualitative research, evaluations and development issues and (or) interventions with reputable organizations indicating:

- Academic qualification of a minimum of Master's degree in relevant technical specialties relevant to this assignment. A doctorate degree would be preferred.
- Possess skills (supervisory, timeliness, paying attention to compliance details, among others) in managing a consultancy process
- Excellent knowledge of the political and socio-economic context of refugees in Uganda and West Nile Region.
- Evidence of availability of appropriate qualifications, manpower and key staff that will constitute the team.
- Description of assignments of similar nature carried out. For each assignment previously executed, the consultant shall provide the name and addresses of the Client, date(s) of execution, names of lead and associate firms, a brief description and value of the services provided by the consultant and financing sources.
- The consultant or firm must explain in the methodology, how they intend to mobilise the professional skills for proper implementation of the assignment within the 36 working days earmarked for assignment as indicated in the timeframe below.

## **8. The proposal should contain:**

1. Any feedback on these Terms of Reference
2. Specific roles and responsibilities of the team leader, supervisory chain and other core members of the team including enumerators.
3. Schedule of key activities preferably in a format such as a Gantt chart.

- 4. Detailed budget with justification. The baseline study proposal should include a reasonable detailed budget to cover all costs associated with the baseline study. This should be submitted by major activities and line items for CARE’s review and decision. This includes a break-down of the cost to contract team members, travel, and lodging and per diem. Other related costs that might be in the budget include expenditures for hiring local personnel (drivers, translators, enumerators and other technical experts), translations, and renting meeting rooms for presentations/workshops.
- 5. Updated CV of Team Leader and other core members of the Team
- 6. A profile of the consulting firm/individual (including a sample report)
- 7. Four relevant references from previous similar work completed

**9. Contract Supervision.**

The consultant will be reporting to the MEAL Advisor.

**10. Submission of technical and financial proposals**

Interested consultants/firms that meet the requirements should submit letter of interest, technical and financial proposals not later than August 23, 2021 to the address .....