TERMS OF REFERENCE FOR BASELINE STUDY

ACTION TO END VIOLENCE AGAINST WOMEN AND CHILDREN IN UGANDA (EIDHR/ 2019/ 413 – 847)

APRIL 2020

Table of Contents

1. BACKGROUND INFORMATION 4
1.1. Conceptual Approach 5
2. PURPOSE OF THE BASELINE STUDY 8
2.1. Baseline Objectives 9
3. SCOPE OF THE BASELINE 9
3.1. Critical areas of focus 10
3.2. Tasks 10
4. METHODOLOGY 11
4.1. Baseline implementation approach. 11
4.2. Evaluation Methodology. 11
5. GUIDING PRINCIPLES AND VALUES 12
6. PROFILE OF CONSULTANT 12
7. BUDGET AND PAYMENT 13
8. DELIVERABLES: 13
9. REPORT SPECIFICATION 14
10. SCHEDULE 14
11. PROPOSAL EVALUATION CRITERIA 14
12. SUPERVISION/MANAGEMENT OF THE ASSIGNMENT 14
13. SUBMISSION OF THE PROPOSAL 15
13.1 Technical Proposal 15
13.2 Financial Proposal 15
13.3. Delivery of Technical and Financial Proposals 16

Project Name	Action To End Violence Against Women And Children In Uganda (EIDHR/ 2019/ 413 – 847)
Project objectives	**Overall Objective (OO)**: To contribute to the promotion and protection of the rights of children and women in Rukungiri and Mitooma Districts, Uganda. **Strategic Objectives (SO)** **SO1**: Enhanced capacities of key stakeholders to effectively tackle VAW/C in Mitooma and Rukungiri District. **SO2:** Expanded access to essential protection and rehabilitation services to women and children survivors of violence in Mitooma and Rukungiri
Scope of the baseline	**Rukungiri District;** Rwambara, Nyarushanje, Ruhinda, Kabisoni, and Buhunga Sub-counties **Mitooma;** Biteereko, Kiyanga and Kanyabwanga subcounties The critical areas of focus under the survey will include but not be limited to establishment of: • level of understanding, confidence and ability of girls to exercise their rights • Attitudes and support systems/mechanisms in place at community, sub-county and district level for girls' rights in the two districts. • Capacity of civil society in regard to support and action for the realization of girls' rights. • level of support for the protection and promotion of women and girls' rights among political leaders, members of the judiciary, the police and senior civil servants • Functionality of any existing social protection networks and systems that protect women and children from violence • Existence and functionality of referral mechanisms that seek to protect women and children from violence

	• Attitudes and perceptions of people on the values and roles of women and children in society as well as women and children's access to rehabilitation services and protection from violence • State of ownership and entitlement to production assets and resources by women • Ability of girls, women and children to protect themselves from violence and report any form of violence against them • Participation of women and children in decision-making processes that affect their lives
Project period	**2 years**
Beneficiaries	600 women (300 facing intimate partner violence, 250 OVC carers, and 50 women living with disability. 600 vulnerable children (boys and girls) in and out of school living with HIV/AIDS, facing violence and those living with disability especially deprived of parental care due to violence.
Implementing partners	SOS Children`s Village, Straight Talk Foundation and Rukungiri Women Integrated Development Foundation

1. BACKGROUND INFORMATION

SOS Children's Villages Uganda Programme in partnership with Straight Talk Foundation (STF) and Rukungiri Women Integrated Development Foundation (RWIDF) are implementing a two-year (Jan 2020 – December 2021) Action entitled "**Action to End Violence Against Women and Children in Uganda**" with co-financing from the Delegation of the European Union under the European Instrument for Democracy and Human Rights (EIDHR).

The action has the following objectives:

Overall Objective (OO): To contribute to the promotion and protection of the rights of children and women in Rukungiri and Mitooma Districts, Uganda.

Strategic Objectives (SO)

SO1: Enhanced capacities of key stakeholders to effectively tackle VAW/C in Mitooma and Rukungiri District.

SO2: Expanded access to essential protection and rehabilitation services to women and children survivors of violence in Mitooma and Rukungiri

Expected Results under SO1:

- **Expected Result (ER) 1**: Improved capacity of legal institutions to prosecute perpetrators against reported cases of VAW/C
- **ER 2:** Functional referral mechanism in place leading to improved management of VAW/C cases and access to services

Expected Results under SO2:

The proposed action will expand access to essential protection and rehabilitation services for women and children survivors of violence in Mitooma and Rukungiri districts through:

- **ER 3:** Functional social protection networks and systems in place that protects women and children from violence
- **ER 4**: Transformed attitudes and perceptions on the values and roles of women and children in the society, increase access to rehabilitation services and protect from violence
- **ER 5**: Increased ownership and entitlement of production assets and resources by marginalized women
- **ER 6**: Girls, women and children are empowered to protect themselves from violence and report any form of violence against them
- **ER 7**: Increased participation of women and children in decision-making processes that affect their lives

1.1. Conceptual Approach

SOS Children's Villages is committed to creating and maintaining a caring and protective environment which promotes its core values, and prevents and addresses child abuse and exploitation. We strongly condemn all forms of child abuse and exploitation, be it within or outside of our organisation, and always respond to any case of proven, alleged or attempted abuse within our sphere of influence according to its nature. Efforts ensure that mechanisms are in place to raise awareness, aid prevention, encourage reporting and ease response.

Considering this conceptual approach, SOS Children's Villages is working with RWIDF and STF to empower women and children in a gender sensitive way to demand for their rights and gain the ability to access timely adequate care and protection services. The trio will strengthen capacities of law enforcement and other supportive government and community structures to respond to the needs of women and children more effectively.

Key implementation approaches and strategies include:
Rights Based Approach (RBA): as the action will empower the most vulnerable women and children to know and claim their rights, including active participation in shaping and implementing the project, as well as increase the ability and accountability of individuals and institutions who are responsible for respecting, protecting and fulfilling them, it follows the core principles of RBA.

Use of participatory approaches: meaningful participation of all stakeholders and joint decision-making will be encouraged. This includes local governments, community-based organizations, and beneficiaries, who will all play a central role in the planning and implementation of the action.

Capacity Building: the action will strengthen the capacities of communities, their networks and traditional institutions to ensure a sustainable impact of the intervention. The action will also strengthen the awareness and knowledge of duty-bearers including police force, judiciary, and decision-makers in the community as a means of ensuring lasting change.

Strengthen community institutions: the action will emphasize strengthening community institutions that often take lead roles in management of community assets, preparing community development plans, and responding to instances of violence against women and children. To date, the role of community leadership structures has not been fully connected with the local government structures and this can lead to conflict and duplication of efforts, undermining development work. The action will reinforce community-managed governance of communal resources by supporting participatory development of bylaws and, as mentioned above, capacity building of local government and community structures will thus be a core focus in the implementation of this action.

Partnerships building: achieving lasting results to end violence against women and children requires strong partnerships, starting with joint problem analyses and common understandings. The consortia will build on the unique competencies of each partner organisation and foster linkages with other programmes in the target areas, thereby creating synergies. Specifically, the action will seek partnerships with Rukungiri and Mitooma districts planning and budgeting processes to better link interventions to the district and regional development initiatives. Besides, the action will also make efforts to build partnership with prominent research institutions such as Makerere University Institute of Gender and Development Studies, Kampala International University and Makerere University Institute of Social Research for technical support.

Gender assessments and analysis: gender inequality will be addressed in each project intervention. The opinion of both women and men are factored in and respected while designing and implementing project interventions, through inclusive consultations at every stage of the project. Efforts will be made to work with and sensitize prominent male leaders and other male individuals in the operational area as the involvement of men and boys is key to facilitate a conducive environment and enable strong participation of women throughout the project implementation. Women and girls are the owners and leaders of this action as they have been participating from the design stage. The SASA training module meant to address core drivers of violence against women and girls in the community will be used.

Programme review and learning meetings: the action will hold quarterly programme review and learning meetings to share experiences between technical staff of consortia members in the two districts. The review and learning meetings will include government partners and community representatives to provide feedback on project design and implementation. The best practices shared at these meetings will be documented and disseminated among partners and actors involved in resilience building programmes.

Survivor Centred Approach: the privacy, safety and security of the survivors will be ensured at all times. Care and advocacy staff shall ensure that information about survivors will be treated with confidentiality and not be disclosed without their consent.
SOS Uganda will be obliged to support and hold duty bearers accountable to ensure easy and timely access to services by VAW/C survivors. This will include timely examination, investigation, evidence generation and psychosocial support.

The project strategy is designed in such a way that women and children will be empowered in a gender sensitive way to demand for their rights and the survivors will have the ability to access timely adequate care and protection services. Women will be empowered to access credit and start up income generation projects in order to provide for basic needs of their children and be valued as contributing members of the community. Law enforcement agencies will be equipped with the strategies and tools to effectively enforce existing Sexual and Gender based Violence laws. The child protection committees will have the capacity to assist them in carrying out the rural community sensitization. RWIDF and para social workers' capacities will be strengthened as their ability to lobby and advocate for the plights and need of vulnerable women and children in the communities will be reinforced. The understanding on sexual and gender based violence of local counsellors and representatives of the elderly/tradition, women, children, youth and the media will be strengthened in order to develop adequate bi-laws that will contribute to the prevention and elimination of sexual and gender based violence in the two districts. Finally, target groups will have greater access to financial services allowing them to start and manage sustainable businesses and develop lasting sources of income. Delivery of legal, health and education service will be improved as well. Final Beneficiaries will benefit indirectly from improved protection services and enjoy a violent free environment.

Eventually, the action will contribute to free vulnerable women and children of Mitooma and Rukungiri from violence and exploitation.

2. PURPOSE OF THE BASELINE STUDY

This baseline assessment is meant to be completed at the start of the Action described in section 1 above, with local stakeholders. It is anticipated that this study will help ***determine in a quantitative and qualitative manner the current situation in the targeted communities of Rukungiri and Mitooma districts in regard to violence against women and children***. This is expected to enable project assumptions and indicators at output, expected result, strategic objectives and overall objective/goal level to be measured and tracked thereby helping determine project progress, effectiveness, efficiency, sustainability, impact and lessons learnt among others.

2.1. Baseline Objectives

i. To review and improve existing indicators and support development of any other relevant indicator against which project assumptions will be verified and project progress at output, outcome and expected results will be monitored.

ii. To establish the current prevalence level of violence against women and children as well as the status of all agreed indicators in (i) above as at start of the project against which its later progress/ achievements will be measured.

iii. To identify key stakeholders and conduct a detailed stakeholder analysis for every identified stakeholder. Clearly state their major characteristics and contradictions, opportunities and threats they present to the project and recommend how the project can best work with each of these stakeholders to ensure effective results.

iv. To establish the current status of external and internal environmental conditions under which the project will be implemented and their potential impact on the project design and effectiveness

The consultant should feel free to propose and amend the above learning points as well as identifying any other unexpected learning points.

All objectives shall be answered in the baseline survey findings and reported to project team, local responsible partners and EU.

3. SCOPE OF THE BASELINE

The baseline survey will be conducted in the 2 districts of Rukungiri and Mitooma covering 5 subcounties in Rukungiri and 3 subcounties in Mitooma where the project will be implemented.

The key stakeholders in the baseline will include, but not necessarily be limited to: girls (10-17 years), men, women, children with disabilities, women with disabilities, children and women survivors of gender based violence, Project staff, district officials, local opinion leaders, central government officials, journalists, members of the judiciary, CSOs working on women and children issues in the two districts.

The baseline is expected to establish comprehensive data disaggregated by age, gender and disability that will serve as a benchmark for monitoring outcomes and impact of the Action to end violence against women and children project.

3.1. Critical areas of focus

The critical areas of focus under the survey will include but not be limited to establishment of:

- level of understanding, confidence and ability of girls to exercise their rights
- Attitudes and support systems/mechanisms in place at community, sub-county and district level for girls' rights in the two districts.
- Capacity of civil society in regard to support and action for the realization of girls' rights.
- level of support for the protection and promotion of women and girls' rights among political leaders, members of the judiciary, the police and senior civil servants
- Functionality of any existing social protection networks and systems that protect women and children from violence
- Existence and functionality of referral mechanisms that seek to protect women and children from violence
- Attitudes and perceptions of people on the values and roles of women and children in society as well as women and children's access to rehabilitation services and protection from violence
- State of ownership and entitlement to production assets and resources by women
- Ability of girls, women and children to protect themselves from violence and report any form of violence against them
- Participation of women and children in decision-making processes that affect their lives

3.2. Tasks

The consultant will be required to lead on the tasks below in consultation with SOS CV Uganda, STF and RWIDF;

i. Attend the inception meeting with the trio partners
ii. Review of project documents and understanding the project design, results framework and M&E plan.
iii. Design methodologies and tools for data collection (qualitative and quantitative) targeting all audiences relevant to specific indicators.

iv. Submit a draft inception report including detailed methodology, sampling techniques, data collection tools and work plan.
v. Submit final inception report after receiving feedback on the draft with aligned suggested changes.
vi. Training research assistants to ensure that standardized methodology and application of tools are fully understood.
vii. Field testing the survey tools and fine tuning them before actual data collection.
viii. Implement and supervise field data collection, data input and cleaning.
ix. Analyze and synthesize data and prepare report and the project indicator tracking tool
x. Present baseline findings during a dissemination workshop for findings to SOS, STF, RWIDF and partners. Within which a validation and triangulation of results will be done.
xi. Prepare final report and submit both soft and hard copies alongside the raw datasets.

4. METHODOLOGY

4.1. Baseline implementation approach.

Undertaking of this baseline is divided into two separate lots. In the first lot, the consultant is expected to respond to objectives (i) and (ii) of this baseline.

In the second lot, the consultant will undertake activities to respond to objective (iii) and (iv) of this survey.

4.2. Evaluation Methodology.

Overall, the consultant shall propose an appropriate study methodology capable of addressing the baseline objectives.

However, SOS expects the proposal on this baseline to include a detailed study design and approach, sampling procedures, sample size determination, data collection methods/instruments, data analysis techniques, plan for dissemination of study findings and aspects of quality assurance/ethical considerations (informed consent etc.) during the research.

At the minimum, SOS expects the baseline methodology to reflect a mix of both qualitative and quantitative methods; use of methods and tools that are sensitive to inclusion of all target vulnerable groups and capable of generating disaggregated data.

The consultant is encouraged to propose an approach to the baseline study that suitably promotes the principle of voice and participation of children, women and Persons with Disabilities and other project participants.

5. GUIDING PRINCIPLES AND VALUES

The consultant(s) will adhere to the following SOS Children's Villages policies by reading and signing before visiting the project:

- Child protection policy
- Code of conduct

A copy of each shall be available for reference.

6. PROFILE OF CONSULTANT

The Action baseline study will be conducted by an external, independent consultant or consultants, with in-country support from SOS CV, Straight Talk Foundation and Rukungiri Women Integrated Development Foundation in agreeing the methodology and carrying out the baseline study.

The consultant(s) must have the following expertise and qualifications:

- A minimum of a Masters in any humanities such as Social work, Social sciences, Development studies or Statistics etc. A postgraduate qualification in M&E or Demography and experience in research among VAWC is essential. A specialty in women and children rights and inclusion, Gender Based and Domestic Violence, capacity building of local communities and civil society groups will be an added advantage.
- Conducted at least three studies in the areas of children, VAW/C or both prior to the baseline.
- The consultant should have at least 7 -10 years of experience
- Demonstrated understanding of and commitment to social and rights based approaches to women and children in development processes, including the importance of their voice and participation at all stages.
- Excellent understanding and experience in working with children and women organizations
- Proven experience of conducting quality baselines and assessing development programmes which deal with social change and empowerment: please provide examples of similar work.

- Demonstrated experience of combining quantitative and qualitative research methods
- Evidence of availability of appropriate qualifications, manpower and skills among key staff earmarked for deployment on the assignment.
- Thorough knowledge of Ugandan and international development policies and processes on Violence against Women and Children.
- Understanding of conflict sensitive analyses and programming.
- Ability to work within set deadlines, and to write concise reports.
- Gender balance in the team is an asset.
- Languages: English and Runyankole - Rukiga

7. BUDGET AND PAYMENT

Daily fee will be agreed between the consultant(s) and SOS CV Uganda (in line with Uganda Income Tax law, a withholding fee of 6% will be applied to the agreed daily fee) All travel and upkeep costs will be covered by SOS CV Uganda. The consultant will receive installment in two instalment based on the outputs of the work as follows;

- 40% upon signing the contract
- 60% on completion and approval of the final report.
- Any delays beyond the agreed timeline will result in a reduction of 10% on final payment

8. DELIVERABLES:

- An inception report detailing a study methodology, implementation plan and data collection tools.
- A draft report including indicator performance tracking framework. A draft baseline report will be presented for review by Project staff.
- Final report in the Harvard style referencing format which shall be approved by the project staff
- Final report including a log frame of all indicators, their definitions and baseline values printed (hard copy) in five copies and electronic copy on CD/flash. All reporting will be in English.
- A clean data set and transcriptions on CD/flash

9. REPORT SPECIFICATION

Baseline report will as a minimum include: executive summary, introduction, description of study objectives, study methods and limitations; study findings, conclusions and recommendation as well as the appendix which must indicate the indicators summary table of findings. Summary report will also be prepared and packaged for presentation and dissemination purpose.

10. SCHEDULE

The consultancy will last for 30 days from the date of signing the contract

11. PROPOSAL EVALUATION CRITERIA

The proposal will be evaluated based on the Quality Cost-Based Selection (QCBS) Criteria:

1) Individual Consultant's qualifications and competence 10%
2) Experience in the relevant field 20% (At least three studies in the areas of children, VAW/C or both done prior to the baseline)
3) Understanding of TORs (10%)
4) The study methodology in response to the TORs in 30%
5) The financial proposal shall be evaluated out of 30 marks

Note that proposals obtaining more than 50 out of 70 of the technical proposal points are the only ones which will be considered technically suitable and qualify for financial assessment.

12. SUPERVISION/MANAGEMENT OF THE ASSIGNMENT

The baseline will be carried out by an independent consultant (or team of consultants) contracted by SOS CV Uganda. The consultant(s) will directly work with the Project MEAL officer and shall be supervised by the Project Coordinator with support from National Office M&E manager. The consultant will also work closely at technical level with the Project Officers for Child Protection, Gender and Livelihoods. The baseline consultant team is entitled to consult stakeholders pertinent to the assignment, but it is not permitted to make any commitment on behalf of the Project or any of its consortium members.

13. SUBMISSION OF THE PROPOSAL

Consultants are requested to submit both a technical and financial proposals separately for this assignment. All relevant CVs of the core team members should be submitted as appendices to the technical proposal.

13.1 Technical Proposal

The technical proposal should include but not be limited to the following information:

- Understanding of the TORs, evaluation methodology, implementation plan and budget as well as proposed key staff.
- A brief discussion of your recent experience and client references in carrying out assignments of a similar nature. You should also provide any other information that will facilitate evaluation of your competency to execute this assignment.
- Detailed description of the manner in which the consultant understands and will respond to the TOR, including timeframe and number of persons involved and comments to the TOR (max. 4 pages).
- A detailed description of the methodology that will be engaged.
- Clear description of roles of the proposed members involved in the assignment (max. 2 pages).
- Relevant signed Curriculum Vitae of all the professional members of the team (max. 2 pages for each personnel).
- Names and contact information of three referees of your recent assignments who can be contacted regarding relevant experience

13.2 Financial Proposal

The financial proposal must contain an overall quotation in Uganda shillings (UGX) for all the services to be provided and must itemise the following:

- An all-inclusive day rate for each team member (professional and administrative)
- An amount for per diems (daily subsistence allowance if any)
- Any other cost, indicating the nature of such costs
- Summary of the total costs for the services proposed indicating clearly the administrative and field costs

NB.

a) Each consultant will be required to give explicit budget notes for line items to define concepts used and show how quantities have been generated.
b) All costs for proposal preparation and of negotiating a contract, including travel, cannot be reimbursed as a direct cost of the assignment.
c) The proposed items in the budget might not be conclusive and the consultant is free to propose other expenses s/he envisages and justify why and how they relate to the activity in his/her financial proposal.
d) Please note that your total cost will be subject to withholding tax of 6% and will be deducted by SOS CV Uganda and remitted to Uganda Revenue Authority (URA) directly. You must, however, indicate your TIN number in your application.

13.3. Delivery of Technical and Financial Proposals

Separate technical and financial proposals will be zipped in one folder and emailed to benon.webare@sosuganda.org and copy to patrick.bengana@sosuganda.org with subject line of the email reading ***Baseline VAW/C EIDHR/ 2019/ 413 – 847***

- All proposals received and not in conformity with the above requirements will not be considered.
- Your offer must be valid for at least 60 days from the deadline of submission
- SOS CV Uganda is not bound to accept or select the lowest bidder. A systematic competent process will be followed.
- The consultancy is expected to commence in May 2020.
- All inquiries for this assignment must be addressed to benon.webare@sosuganda.org not later than 15th April 2020 beyond which no inquiries will be entertained.
- Last date of bid submission is Wednesday 22, April 2020 by 05:00pm.