

TERMS OF REFERENCE

Project Title: Community Resilience Building in Livelihood and Disaster Risk Management (REBUILD)

Location: Tana River County

Duration: 60 days

Reports to: Project Manager

Objective: Conduct beliefs assessment to identify negative and positive social norms related to nutrition, hygiene and sanitation practices in Tana Delta and Galole Sub-counties and develop community dialogue guide based on the findings.

I. Background

CISP – Comitato Internazionale per lo Sviluppo dei Popoli (International Committee for the Development of Peoples) is a rights-based international NGO established in 1983 in Rome. CISP implements humanitarian, rehabilitation, and development projects through its cooperation with public and private local actors in over 30 countries globally. Since 1997 CISP has been working in Kenya to carry out projects in areas of development by supporting national and county authorities to provide quality, equitable, transparent, and accountable services in various sectors. Over the past 23 years CISP Kenya has expanded its activities across more than 12 Counties in both rural and urban areas in various sectors of intervention, including Agriculture and Food Security, Conservation, Livelihoods, Health and Nutrition, Protection (children, refugees, GBV), Education (early childhood, university), Governance, and Arts and Culture.

CISP is the lead agency in a consortium of partners (GROOTS, Nature Kenya, Procasur and NDMA) implementing a multi-year European Union (EU)-funded project (EU REBUILD) on resilience building and food security in Tana Delta and Tana River sub-Counties of Tana River County. The project is an integrated, multi-sectoral response to food security and sustainable livelihood challenges faced by agro-pastoralist and pastoralist communities, including drought and other effects of climate change. The project aims to enhance resilience of these communities through improving food and nutrition security of vulnerable households, especially for women and children, generating sustainable livelihoods and protecting productive assets.

	Intervention logic
Overall objective	The aim of the project is to contribute towards increased resilience of communities in ASAL areas of Kenya to drought and other effects of climate change.
Specific objective/ outcomes	a) Enhance food and nutrition security of vulnerable households, especially for women and children in Tana River County b) To generate sustainable livelihoods and protect productive assets in Tana River County
Relevant Result Area	Result I: Productive and climate resilient agriculture and livestock production strategies and measures are implemented in Tana River County.

	<p>Result 2: Generate sustainable livelihoods and protect productive assets in Tana River County.</p>
<p>Relevant activity Area</p>	<p>RIA1. Productive and Resilient Livestock Production: innovative pasture/fodder production, preservation and storage, tailored rainwater harvesting techniques, community-based veterinary system, involving veterinary department members, innovative livestock protection, marketing and breed improvement interventions, alternative livestock for vulnerable Households.</p> <p>RIA2. Productive, Resilient & Nutrition Sensitive Crop Production: promote cultivation of drought resistant, short maturing and nutritious crop variety, improved cultivation techniques, farm implements and soil fertility, conservation agriculture, agro-forestry, and efficient irrigation practices.</p> <p>RIA3. Climate Change Adaptation: tailored community knowledge development activities, controlled herd size and breed type selection; diversification of income sources; processing, value addition, and marketing; implement innovative Community Managed Disaster Risk Reduction (CMDRR) strategies, community based natural resource management.</p> <p>RIA4. Nutrition and WASH: homestead and school gardening with nutritious plants, improved utilization, and processing of nutritious food, growing of fruit trees for Households and schools; awareness raising on hygiene and sanitation practices, including innovative & appropriate water purification technology.</p> <p>R2A2. Income Diversification and Marketing: research on market opportunities and value chain support to increase production, enhance processing, value addition and marketing of farm and livestock products.</p> <p>R3A3. Capitalization of available local knowledge and dissemination among decision making actors and local communities through selected learning methodologies.</p>

2.0 Objective of the assignment

EU REBUILD project is seeking consultancy from service provider with the following objective: To **Conduct initial beliefs assessment to identify negative and positive social norms related to nutrition, hygiene and sanitation practices in the target Tana Delta and Galole sub-counties (Tana River County), validate the findings/report and develop community dialogue guide based on the findings.** This consultancy aims at conducting an initial beliefs assessment to identify negative and positive social norms related to nutrition, hygiene

and sanitation practices in the target sub counties, validate the findings/report and develop community dialogue guide based on the findings, conduct TOT training for the facilitators of the community dialogue.

3.0 Scope of Services and 4.0 Deliverables

The main expected outcomes from this consultancy assignment will be:

#	3.0 Scope of service	4.0 Deliverable	Timeline
a	Develop the inception report on the proposed methodology and timeliness	1. Inception report (3-5 pages) and Work Plan with clear timelines and responsibilities	5days
b	Lead a team to Carry out an initial belief assessment to identify negative and positive social norms related to nutrition, hygiene, and sanitation practices including the development of the appropriate tools for data collection, analysis of collected data, report writing and stakeholder validation of report	2. Methodology and tools 3. Initial belief assessment report on negative and positive social norms related to nutrition, hygiene, and sanitation practices.	15 days
c	Develop a Communication for Social Change Strategy and prepare the training content and materials on community led dialogues facilitation in the context of nutrition, hygiene, and sanitation practices., specifically for Tana River and Tana Delta sub counties, based on social norms assessment reports.	4 Social and Behavior Change Communication strategy developed	20
d	To develop monitoring tools for community dialogues	5. Monitoring tools for community dialogues	5
e	To conduct a comprehensive Training of Trainers (ToTs) on Community-Led Dialogue Facilitation for changing social norms.	6. Training manuals on community led dialogues facilitation 7. comprehensive training reports	10
f	Development of a Community Action Plan.	8. Community Action Plan	5

5. Consultancy timeframe

The consultancy assignment is expected to take about 60 days (to be agreed by both parties) and consists of: development of tools, survey, reporting, stakeholders' engagement, meetings, and technical assistance to Key actors and project staff. The engagement will be staggered to feature the various timelines of the deliverables as per above table. Before commencing the tasks, the Service Provider should develop and share plans and tools for each deliverable with CISP.

6. Co-ordination of visits or interviews

The Service Provider will make its own logistic arrangements and cover all relevant expenses associated with the service, including data collection in the field and training, and meeting logistic expenses. CISP and partners will assist in the provision of requisite background information and where possible will link up the Service Provider with field-based personnel. CISP and partners will facilitate contact with key stakeholders including relevant national and county focal points from County government, NDMA, target community groups and other Key stakeholders.

7. Ethics and child protection

The consultant is obliged to respect the following ethical and child protection requirements:

- **Conflict of interest:** The consultant must demonstrate the necessary independence and declare any conflict of interest and potential biases, including bias towards any of the stakeholders, target groups, types of research methodologies or approach, social, political or religious prejudice.
- **Based on rights and ethics:** The consultant must respect the rights and dignity of participants as well as comply with relevant ethical standards and CISP Child Protection Policy and Code of Conduct. The research must ensure appropriate, safe, non-discriminatory participation, a process of free and un-coerced consent and withdrawal and confidentiality and anonymity of participants. The informed consent of each person (including children if necessary) participating in data collection should be documented.
- **Fair and inclusive:** The consultant should seek the views of various stakeholders: youth, women, PWD, their families, CSOs, community, partners and government actors and be able to identify and address potential conflict of interest and unequal power relationships. Special efforts should be made to make the research process sensitive to gender and inclusion

7. Service Provider's profile:

This consultancy assignment requires a multi-disciplinary approach of an experienced consultant or consortium of qualified consultants with:

- a) Master's degree in Nutrition and Dietics, Community Development, Management, Organizational Sociology, Economics, Organizational Psychology, Law or other related fields.
- b) At least 3 years' experience as a Community Led Dialogue Methodology trainer and facilitator
- c) Previous experience in conducting Training of Trainer (ToT) sessions

- d) A deep understanding of nutrition, community hygiene, and sanitation issues and social norms
- e) Able to establish and maintain effective and meaningful working relations with community and staff in general
- f) Experience in implementing community dialogues in the context of changing social norms
- g) Highly refined analytical, problem solving and organizational skills and a Detail-oriented, logical thinker.
- h) Proven knowledge of the Kenyan context and experience in working with ASAL counties is a strong advantage.
- i) Demonstrated substantial policy experience, working with government, development of training and advocacy material, preparation of reports, social media materials, organizing and facilitating learning events.
- j) International experience on the same thematic areas is a strong advantage.
- k) Excellent communication, presentation and writing skills, and experience preparing and delivering workshops.
- l) Highly proficient in use of English and Kiswahili with the ability to write in a clear and practical manner.

8.0 Payment

Parties will agree on payment schedule with the successful bidder that will be based on achievement of set milestones.

9.0 Evaluation Criteria

The contract will be awarded based on the following:

	Description	score
Technical Evaluation criteria (60 marks total)		
1.	Quality of suggested consultant/consultants' team to undertake all aspects of the assignment	15
2.	Adherence to ToR's specifications and related requirements: a clear understanding of required deliverables and robust, appropriate proposed approach	25
3.	Displayed capacity for similar high-quality work on data collection, evidence gathering, and evaluation. Experience working in climate change, livelihoods, agriculture sector will be an advantage.	15
4.	Communication, Writing skills and language proficiency	5
Financial Evaluation criteria (40 marks total)		
1.	Competitive fee rates and expenses in relation to the market and demonstration of Value for Money	25
2.	Clear and effective financial plan to deliver output-based deliverables and key performance measures	5

3	Financial approach and methodology for ensuring the requirements will be delivered on time and in line with agreed costs, highlighting any financial risks.	10
	Total	100

f) Only those proposals deemed satisfactory, with a minimum score of 70% at the technical evaluation stage will proceed for the financial evaluation stage.

10. MODE OF APPLICATION

Applications with non-returnable copies of CVs, testimonials and sample of previous work should be submitted on or before **30th December 2020** and via email to admin@cisp-nairobi.org cc burugu@cisp-ngo.org; chemoiywo@cisp-nairobi.org:

All applications should include all of the following:

- **Cover letter (maximum 1 page)**
- Technical and Financial proposal **should be submitted as separate documents within** the same application.
- **Technical proposal (max 8 pages):** The technical proposal should include, at a minimum:
 - a) Profile of the Service provider with particular emphasis on previous experience in similar research, in Kenya and in other countries if applicable.
 - b) Full list of the team that will implement the study with description of respective roles.
 - c) Description of the proposed approach and methodology (including sampling methodology and disaggregation of data) with clear justifications, understanding of the TOR and the tasks to be accomplished.
 - d) Proposed workplan, including the expected level of effort and number of working days in a tabular form.
 - e) Description of how COVID regulations, restrictions and guidelines will be considered and adhered to during the assignment.
 - f) Only those proposals deemed satisfactory, with a minimum score of 70% at the technical evaluation stage will proceed for the financial evaluation stage.
- **Financial Proposal:** The Financial Proposals should be clear and effective to achieve output-based deliverables and key performance measures, while demonstrating Value for Money. The Financial Proposals should be inclusive of all costs required to render the services and achieve the deliverables of this TOR, including but not limited to: consultancy fees, accommodation and living costs, air and ground transport, stationeries and supplies, and communication costs of the consultants. The costs assigned with each output should be sufficiently detailed and any financial risks must be highlighted. The currency used for

the Financial Proposal shall be in Kenya Shillings and should include all relevant taxes applicable.

- **Supporting Documentation:**
 - a. At least two samples of previous work for similar assignments.
 - b. Curriculum Vitae of all consultant(s) involved in the service provision.
 - c. At least three Letters of recommendations from Companies/Organizations served in the past three years.
 - d. Kenya Tax Compliance Certificate for Kenyan registered entities or persons
 - e. KRA PIN certificate for Kenyan registered entities or persons
 - f. Business Registration Certificate for Kenyan registered entities or persons
 - g. For international firms/persons applying relevant statutory documents from country of origin should be included.

CISP is strongly committed to ending child abuse, all forms of sexual exploitation and abuse, and to building a work environment that is safe and welcoming for all, where sexual harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behavior. Any history indicating that the applicant has a history of child abuse, sexual exploitation and abuse, or sexual harassment, is a reason for excluding him or her from engagement with CISP.