

Terms of Reference:
Midterm Data Collection (MDC)
for the horizont3000 Framework Programme
2023 - 2026
in East Africa (Lot 1) and Senegal (Lot 2)

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List of Acronyms

ADA	Austrian Development Agency
ADC	Austrian Development Cooperation
BSIN	Bruder und Schwester in Not
CSO	Civil Society Organisation
CT	Consultancy Team
CV	Curriculum Vitae
DKA	Dreikönigsaktion
FR	Final report
GAP	Gender Action Plan
GBV	Gender Based Violence
GEM	Gender-empowerment measure
h3	horizont3000
HR-CS	Human Rights-Civil Society
IGA	Income Generating Activities
IR	Inception Report
KFB	Katholische Frauenbewegung
LED	Liechtensteinischer Entwicklungsdienst
M&E	Monitoring & Evaluation
MDC	Midterm Data Collection
MO	Member Organisation
NGO	Non-Governmental Organisation
OECD-DAC	The Organisation for Economic Co-operation and Development's Development Assistance Committee
OP	Output
PO	Partner Organisation
SL	Sustainable Livelihoods
ROEA	Regional Office East Africa
SDG	Sustainable Development Goal
ToR	Terms of Reference
WHG	Welthaus Graz

1. Context and Background

1.1 horizont3000

horizont3000 is an Austrian NGO with 11 Catholic member organisations (MOs). horizont3000 is mainly funded by the Austrian government (Austrian Development Cooperation / ADC), the European Union, contributions from its MOs and other public and private donors.

horizont3000 has specialised in the implementation of programmes and projects and the deployment of technical assistance personnel. horizont3000 works in close co-operation with local partner organisations, donors and other stakeholders such as international CSOs and research institutes to achieve common sustainable development goals. Through its presence in the regional and country offices, horizont3000 cooperates and engages through an open and constructive dialogue with local partner organisations and beneficiaries guaranteeing a participatory approach and ensuring relevance and sustainability. horizont3000 aims at targeting the most vulnerable population groups, such as smallholders, marginalised women, children and youth, human rights groups as well as indigenous populations. In 2023, horizont3000 carried out around 150 projects in 16 countries with an annual budget of approximately 12 million Euros. Currently, 27 people work in the horizont3000 office in Vienna and some 70 experts work in local offices or are deployed as technical advisors in partner organisations.

Gender equality and environmental protection are cross-cutting themes of the organisation. The methodological approach is strongly based on the empowerment of partner organisations and project participants, and on knowledge management.

1.2 Framework Programme 2023-2026

horizont3000 is currently implementing its 4-year framework programme (2023-2026) funded by the Austrian Development Agency (ADA) and MOs. This programme covers interventions in four regions and countries: East Africa, Central America, Senegal and Mozambique. As an overarching programme intervention, the knowledge management programme KNOW-HOW3000, provides the space and resources for sharing and learning activities between partner organisations within and beyond the framework programme, with a focus on learning & sharing for gender equality.

The framework programme 2023 – 2026, entitled *Gender Equality4Sustainable Development* has Gender Marker II according to OECD DAC criteria – its main thematic focus is the advancement of gender equality and the empowerment of women and girls. Another important focus is Climate Action.

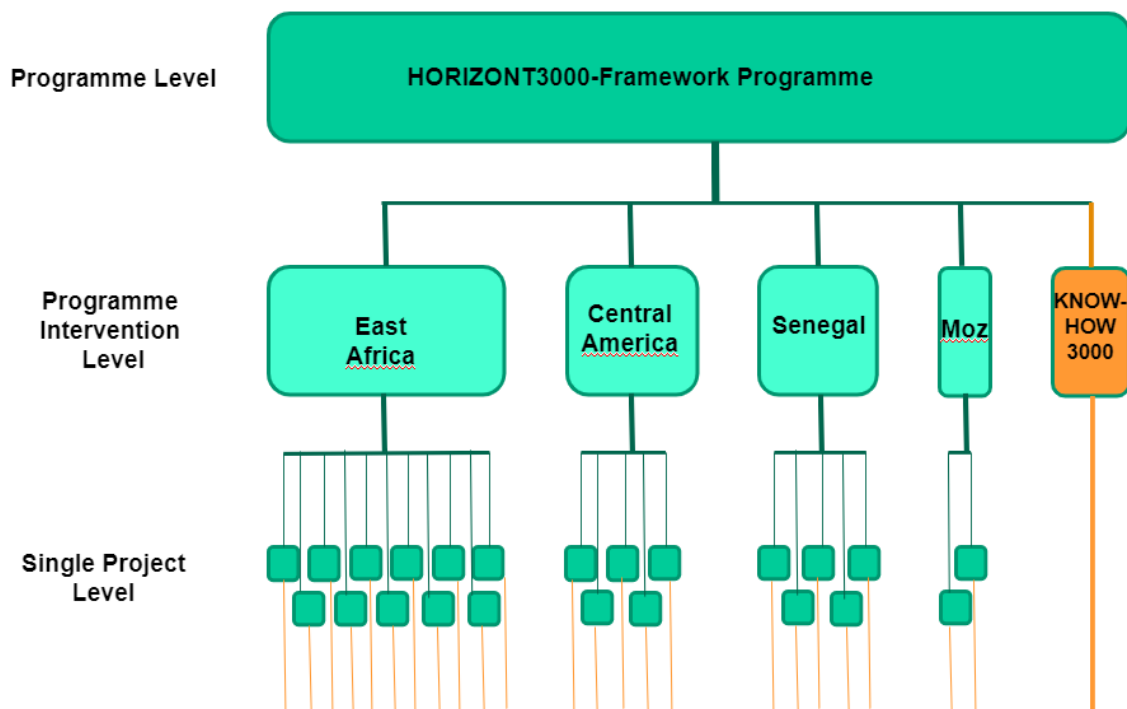


Image: Graphic visualisation of the Framework Programme 2023-2026 (note: number of projects not representative)

For the purposes of this tender, only the programme interventions in East Africa (lot 1: P-23-300) and Senegal (lot 2: P-23-900) are relevant and are elaborated in more detail as follows:

1.2.1 Programme Intervention P-23-300:

Gender Equality4Sustainable Development in East Africa

<p>Outcome: Advance Gender Equality within the sectors Sustainable Livelihoods (SL) and Human Rights-Civil Society (HR-CS) in Ethiopia, Kenya, South Sudan, Tanzania and Uganda. The programme contributes to SDG 2, SDG 5, SDG 6, SDG 7, and to the objectives of the EU Gender Action Plan (GAP) III</p>
<p>Outputs:</p> <ul style="list-style-type: none"> • OP1. Gender equality & women's empowerment in 5 East African countries promoted by supporting specific gender projects and transformative actions • OP2. Human rights, livelihoods and climate resilience of marginalized population improved in 5 East African countries with gender considerations mainstreamed • OP3. Organizational Learning & Sharing on Gender Mainstreaming and Gender Equality systematically strengthened with partner organisations in 5 East African countries <p>The outputs contribute to the SDGs and EU Gender Action Plan (GAP) III as outlined above under Outcome.</p>
<p>Target group(s):</p>

The beneficiaries are composed of individuals ranging from small scale farmers, youth, community activities, staff of partner organisations and stakeholders to vulnerable groups such as people with disabilities and marginalised ethnic groups whereas the focus is set to reach female beneficiaries. Over the period of 4 years the programme intervention will engage 136 091 direct beneficiaries (71 606 female / 64 485 male) whereas the number of indirect beneficiaries is 1 035 916 (543 033 female and 492 883 male).

Activities:

OP1:

- Training of women on public participation and leadership skills
- Awareness raising, group and community engagements on gender equality, distribution of household work
- Training on business and entrepreneurship skills, financial literacy
- Support women groups to establish sustainable IGA

OP2:

- Sensitization through national level advocacy campaigns on access to justice
- Training of paralegals and Land Rights Monitors (mainly in Tanzania);
- Establishment of legal clinics for victims of human rights violations, specifically GBV
- Promotion of agro-ecological practices, small livestock keeping, soil conservation measures climate resilient crops and green energy solutions (mainly in Ethiopia and Uganda)
- Provision of water supply through the improvement, establishment, construction and maintenance of water points and wells (mainly in Kenya)

OP3:

- Developing gender responsive Learning & Sharing Concept
- Implementation of Learning & Sharing Work Plan for Gender
- Knowlympics with focus on Gender equality and Gender mainstreaming;
- Implementation of Learning & Sharing Work Plan on other relevant topics mainstreaming Gender and Environment/ climate change

Context: The programme at hand builds on the foundation of the previous framework programme 2019-2022. The five partner countries and the two sectors (SL and HR-CS) remain the same whereas gender equality and climate resilience are the overarching principles.

1.2.2 Programme Intervention P-23-900:

Gender Equality4Sustainable Development in Senegal

Outcome

Rural households in Thiès, Fatick, Kaolack, Kaffrine, Kolda and Ziguinchor have sustainably improved their nutritional situation and dietary habits, taking into account an equity approach, by 2026.

The program contributes to the following SDGs: **SDG 2 – Zero Hunger** with sub-goals 2.2./2.3./2.4, **SDG 5 – Gender Equality** with sub-goals 5.1./5.4./5.5, **SDG 6 - Clean Water & Sanitation** with sub-goal 6.4., **SDG 7 – Affordable and Clean Energy** with sub-goals 7.2. / 7.3., **SDG 13 – Climate Action** with sub-targets 13.1./13.3., **SDG 15 – Life on the land** with sub-targets 15.2./15.3./15.5. and **SDG 17 - Partnerships for the goals** with sub-targets 17.9./ 17.16. and the following **GAP III** targets:

3.3 Increased access for women in all their diversity to financial services and products, and productive resources / **3.10.** Women, men, girls and boys, in all their diversity, have improved nutrition levels / **4.1.** Enabling conditions created for equal participation of women, men, girls and boys, in all their diversity, in decision-making / **4.4.** Equitable social norms, attitudes and behaviours promoting equal participation and leadership fostered at community and individual levels – through civic education, media, education and culture at all levels / **6.1.** Increased participation of women and girls in all their diversity in decision-making processes on environment and climate change issues / **6.2.** Strategies and agreements on climate mitigation, adaptation, disaster risk reduction and sustainable management of natural resources and biodiversity are more gender-responsive, at local, national, regional and international level / **6.4.** Women and men in all their diversity, increasingly participate in and have improved access to jobs, entrepreneurship opportunities and alternative livelihoods in the green economy and the circular economy

Outputs

- O1 Households have increased their agricultural production, taking into account gender equity and environmental protection (SDG targets 2.3., 2.4., 5.5., 5a and GAP III Specific Objective 3.3.)
- O2 Household income has increased and is managed in a sustainable and gender-equitable manner (SDG targets 2.3., 5.5. and GAP III Specific Objectives 4.1.)
- O3 Household food habits and practices have improved, taking into account gender equity and environmental protection (SDG targets 2.2., 5.4. and GAP III Specific Objective 3.10.)
- O4 Natural resources of intervention areas are managed collectively and gender equitably in the face of environmental degradation and climate change impacts (SDG targets 5.5., 7.2., 7.3., 13.1., 13.3., 15.1., 15.2., 15.3., 15.5. and GAP III Specific Objectives 6.1., 6.4.)
- O5 Organizational learning & knowledge sharing in the areas of gender equality, food and nutrition security, climate change, agroecology, etc. are strengthened within the program partner organizations (SDG targets 5.1., 5.5., 13.3., 17.9., 17.16. and GAP III Specific Objective 4.4.)
- O6 Local and regional authorities take gender, climate change and nutrition into account in local governance (SDG targets 2.2., 5.1., 5.5., 13.3., 15.2., 15.3. and GAP III Specific Objective 6.2.)

Target groups

The direct beneficiaries of the program are people from rural households, associations, umbrella organizations of farmers and producers, vegetable growing groups, family farms, institutions and civil society organizations, as well as rural small business owners, women, youth, and representatives of local authorities and communities. The total number of **direct beneficiaries is 62,696 people** (40,908 women and 21,788 men). The total number of **indirect beneficiaries is 780,330 people** (404,904 women and 375,426 men).

In addition to the direct beneficiaries of the partner organizations, the staff members of the partner organizations are also direct beneficiaries in terms of knowledge management, exchanges, trainings, organizational learning, etc. This number of beneficiaries is 41 people (12 women and 29 men).

Main Activities

- Strengthening the technical and organizational capacities of producers and promoting agro-ecological farming practices,

- Strengthening the technical, organizational and management capacities of local actors,
- Building value chains and promoting rural entrepreneurship,
- Facilitating access to agricultural inputs, especially for women and youth.
- Promoting strategies for adapting to the effects of climate change and innovative measures in natural resource management and environmental protection,
- Promoting healthy eating and nutrition practices,
- Strengthening women's participation and empowerment,
- Training women leaders in organizational development, marketing, advocacy, lobbying and networking, administrative and financial management, etc.
- Strengthening the capacity of partner organizations and grassroots civil society organizations through trainings and exchange visits & dissemination of good practices, including with the support of the "gender lighthouse organisation ALPHADEV and a gender focal point at programme level.
- Partner organizations develop individual goals and action plans for organizational learning on gender and the environment/climate change
- Training and sensitization of local and regional authorities on gender, nutrition and climate change

Context

Food security and the promotion of resilient and sustainable agriculture in the context of climate change remain priorities for Senegal while presenting multiple challenges. Despite the different national agricultural policies and strategies implemented over the past decades, the livelihoods of rural populations are still not secure. In the rural areas where the HORIZONT3000 program operates, food insecurity is still a reality for a large part of the population.

On average, the **annual agricultural production** of households in rural areas is **only enough to live on for 6 to 7 months**. More than 46.6% of the rural population have poor harvests, while 45.4% suffer from insufficient income. Against the backdrop of the consequences of the COVID-19 pandemic (huge price increases), which has exacerbated the food insecurity of rural communities in Senegal, a study conducted in 2020 by People and Data on behalf of FAO informs that "almost 23% of Senegalesian households have lost at least one meal per day, going from three to two meals, or sometimes from two to one meal per day in rural areas." The impact of COVID-19 was even more pronounced in the quality of meals: "45% of households have less rich and varied diets due to reduced consumption of meat, fish, vegetables, fruits, and dairy products." This situation is exacerbated by the health consequences for children under 5 and pregnant women. In addition to COVID-19, the **effects of climate change** (temperature increase, low rainfall, changing and increasing heavy rainfall events, sea level rise, etc.) and the lack of capacity of small farmers to adapt to it are also reasons for this precarious situation. Moreover, in the program's intervention area, not only is the availability of food at the household level low, but also **the valorization and utilization of available products by households is insufficient**. The reasons for this are poor nutritional habits and awareness, poor management/conservation of harvests and stocks (insufficient storage facilities), low utilization of local produce, poor quality of products, etc.

Although the government has made efforts to strengthen and promote gender equality, through several specific legal and institutional changes, Senegal remains **a patriarchal society** with traditional practices, attitudes and beliefs that **reinforce unequal gender roles**, and persistently contribute to negatively affecting women's participation in development. According to the European Union's Senegal 2021 gender profile, women's ability to access productive resources in Senegal is particularly disadvantaged compared to men, especially in rural areas.

2. Objectives of the Midterm Data Collection (MDC)

In order to create the foundations for results-oriented monitoring, evaluation and reporting, baseline studies and gender analyses were carried out in 2023 for all projects in the Framework Programme 2023-2026. In the Central America Programme Intervention, the baseline study was carried out by one external consultancy firm during the first year of the programme, and even a toolkit for data collection, monitoring and reporting was elaborated. In East Africa and Senegal, however, the studies were commissioned in a decentralised manner, resulting in high variability of results and quality of data.

This MDC aims at validating, and in some cases, establishing comparable midlines for all projects within the Senegal and East Africa programme interventions, and elaborating toolkits for further data collection, monitoring and reporting for the projects within the programme interventions of East Africa and Senegal.

2.1 Objectives of the Study

- Data collection of current status of project and programme indicators (for end of 2024), disaggregated by sex and age (if applicable).
- Elaboration of user-friendly and gender sensitive data collection instruments for further monitoring by the horizont3000 RCOs (programme intervention level), as well as by the partner organisation (single project level), specifically tailored to the requirements of gender indicators.
- Elaboration of a user-friendly tool to aggregate the collected (project) data to programme intervention level.
- Identification of target population per indicator and recommendations on revision of project and programme targets.
- Training and support of key h3 and partner organisation staff on data collection instruments.

2.2 Final beneficiaries and users of the results of the MDC

- Key staff at partner organisations as responsible for project cycle management and M&E within the various projects.
- horizont3000 staff, as responsible for project cycle management within the framework programme.
- Funders and h3 MOs, in particular ADA, DKA, KFB, BSIN-Innsbruck, WHG, and LED as recipients of monitoring, reporting and evaluation products of the framework programme.

3. Scope

3.1 Temporal Scope

The MDC will encompass the first and second years of implementation of the ADA Framework Programme: January 2023-December 2024.

3.2 Geographic Scope

Geographically, the MDC will cover 26 projects in six countries (4 in Ethiopia, 6 in Uganda, 8 in Tanzania, 2 in Kenya, 6 in Senegal).

The tender is divided into two lots. Lot 1 covers the 20 projects in Ethiopia, Uganda, Tanzania and Kenya. Lot 2 covers the 6 projects in Senegal.

Contractors can bid either on just one of the two lots or on both lots at once.

The working language for lot 1 is English. The working language for lot 2 is French and English.

3.3 Thematic Scope

A pre-selection of key project and programme indicators to be collected during the study will be provided to the consultant team by horizont3000. As it is a GEM II programme, particular focus will be put on key gender and gender transformative indicators.

4. Design and Approach

4.1 Overview of the programme's monitoring requirements

horizont3000 and its partner organisations work with logical frameworks (logframes) on three different levels. There is one logframe for the entire framework programme, one for each of the constituting programme interventions (Central America, East Africa, Senegal...), and one logframe for each project at the level of partner organisations.

All projects contribute to some indicators on programme level but no project contributes to all indicators on programme level. The project-level logframes specify to which of the programme indicators a project is meant to contribute but they usually encompass additional, project-specific indicators that are not monitored at programme level. These project-specific indicators are not part of the MDC.

The aim of the MDC is to provide primary data for 12 indicators (one outcome and 11 output indicators) at the level of the framework programme and one additional output indicator at the level of the programme intervention P-23-900 (12 indicators in lot 1 and 11 indicators in lot 2,

13 indicators for lots 1 & 2). Every project contributes to between four and ten (six on average) of these programme-level indicators.

Almost all indicators selected for the MDC need to be collected at beneficiary level. Furthermore, most of the indicators are composite indicators. They need to be broken down into several items that can be asked in a survey.

For example, one indicator is the “percentage of beneficiaries (female/male) with attitudes supportive of gender equality”. Hence, the contractor is requested to elaborate a number of survey items to adequately operationalize the indicator in a way that is comparable across projects and regions.

Also, most indicators take the form of a headcount. For example, one indicator reads “number of women who have increased their income by at least 10 % through assistance provided”. In these cases, the MDC should provide either the exact number or a methodologically sound estimate of all beneficiaries who fulfil the criterion in question at the time of data collection.

Logframes on all levels as well as a table detailing which indicators should be measured for each project can be provided to interested bidders on request.

4.2 Approach to data collection and sampling

The contractor is responsible for providing high quality data for all indicators selected for the MDC. Although partner organisations regularly report data on all relevant indicators, the baseline reports submitted in 2023 raised serious questions about data quality and validity.

Even though the contractor may, after careful review, rely on existing data provided by partner organisations for some projects, this should not be expected in most cases. The contractor should therefore plan to visit project sites of all partner organisations to collect primary data at beneficiary level at least for some indicators for every project on the list.

To clarify, to which extent the contractor can rely on existing data, a remote inception call with each partner organisation will be scheduled early in the inception phase. During this call, the contractor must verify the intended target population and targets for each relevant indicator as intended by the partner organisation.

The horizontal 3000 Regional Office for East Africa (ROEA) and the country office for Senegal will support the contractor in the organization of those remote inception calls and in the logistical planning of the data collection.

Based on this information, the contractor will need to decide for each project (and indicator) whether a full survey of the population of project participants reached is possible, or whether a sampling strategy is needed. In the latter case, a sampling strategy needs to be developed and laid out in the inception report.

4.3 Methods and instruments of data collection

Given the indicators included in the MDC, the required primary data is mainly quantitative in nature (headcount, percentage, or, in some cases, self-reported income figures or acreage).

Some of the data may be collected qualitatively (e. g. open-answer questions) but needs to be subsequently quantified in order to fulfil monitoring requirements. In addition, some composite indicators will require a quantitative element as well as a qualitative element, for example to assess the level of focus on women’s expertise, interests or needs in the fulfilment of indicator targets.

The contractor is expected to develop a master questionnaire which operationalises all indicators included in the MDC into adequate survey items. The questionnaire must then be tailored to the specifics of each project in close collaboration with horizont3000 and its partner organisations.

The questionnaire must be implemented via KoboToolbox as this is the tool used by horizont3000 and the majority of its partner organisations. This will allow for the questionnaire to be adapted and used by partner organisations in future indicator monitoring.

4.4 Field work

Alternative A: All field work carried out by personnel hired by the contractor

Lot 1: MDC in Ethiopia, Uganda, Kenya, and Tanzania

The contractor is responsible for carrying out the data collection simultaneously in Ethiopia, Uganda, Tanzania and Kenya. Therefore, the offer must include budgets for four separate teams of enumerators, one for each country. The budgets need to cover daily rates, meals, accommodation and transport. As a basis for budget calculation, the following table gives an overview of partner organisations and their project sites.

Country	Partner organisation	Location of project sites
Ethiopia	HEfDA	Project sites in Munesa district, Arsi zone, Oromia region
	ECC-SDCO Hosanna	Lemo district, Hadiya zone, Central Ethiopia region
	SCORE	Hammer district, South Omo zone, South Ethiopia region
	WE-Action	Adami Tulu Jido Kombolcha district, Rift Valley, East Shewa zone, Oromia region
Uganda	AFIRD	Project sites in Mpigi
	YARD	Project sites in Buikwe, Buvuma and Kayunga
	Caritas Mityana	Project sites in Kasanda district (Kalwana, Kassanda and Bukuya sub counties)
	UWONET	Office in Kampala, project sites in Lamwo and Nwoya
	Caritas Masaka (MADDO)	Project sites in Rakai and Kyotera, within 65 km from Masaka
Caritas Tororo	Office in Tororo, project sites in 4 Districts (Tororo, Namisindwa, Manfwa & Busia)	
Kenya	Diocese of Lodwar (DOL)	office in Lodwar, project sites in seven parishes of Turkana County

	PACIDA	office in Marsabit, project sites in Turbi ward, North Horr
Tanzania	ADP Mbozi	project sites in Songwe district, Songwe region
	CHEMA	project sites in Karagwe and Kyerwa
	HAKIARDHI	project sites in Kileto district, Manyara region, and Kilosa district, Morogoro region
	MHOLA - Bukoba	project sites in Muleba district
	OWSL - ERI	project sites in Bunda and Serengeti districts, Mara region
	Rulenge Dioc. HLDD	project sites in Biharamulo district
	FIDE	project sites in Babati district, Manyara region
WODSTA	project sites in Arumeru district, in Arusha region, and Babati district, Manyara region	

Lot 2: MDC in Senegal

The budgets need to cover daily rates, meals, accommodation and transport. As a basis for budget calculation, the following table gives an overview of partner organisations and their project sites.

Senegal	SYMBIOSE	project sites in six municipalities (Darou Salam, Dabaly, Paoskoto, Ndrané Escale, Wack Ngouna, Keur Mandongo) in the area of Niore du Rip
	CARITAS Kaolack	project sites seven municipalities (Toubacouta, Niore Alassane Tall, Keur Saloum Diané, Keur Samba Guèye, Karang, Djilor and Diossong) in the area of Sokone
	ALPHADEV	<i>no separate project sites, works with beneficiaries of the other partner organisations</i>
	CAREM	project sites in Djilass, Loul Séssene, and Fimela
	ENDA Sante	project sites in Diass, Sindia, Popenguine and Joal areas
	OFAD	project sites in seven municipalities (Bagadadji, Bignarabé, Dialambéré, Mampatim, Médina Chérif, Koulinto, Saré Bidji) in Kolda region
	CARITAS Ziguinchor	project sites in Nyassia and Boutoupa Camaracounda in Ziguinchor region

Alternative B: field work (in part) carried out by staff of partner organisations

As an alternative to the enumerator teams being hired independently by the contractor, the data collection in the field may, in part, be performed by the M&E staff of partner organisations. This would have several advantages. First, it would strengthen M&E capacity among key staff in the partner countries, a central goal of the MDC. Second, it would encourage peer learning between staff of different partner organisations. Third, it would save the effort needed to find qualified enumerators fulfilling the necessary language requirements. **For these reasons, horizont3000 prefers this alternative B.**

However, horizont3000 and the contractor will discuss the feasibility of this alternative after the contract has been awarded. An honest assessment of alternatives A and B (or a combination of both) and a decision on the best way to ensure valid, high-quality data will therefore be made jointly by horizont3000 and the contractor during the inception phase.

4.5 Data aggregation and analysis

The collected data must be aggregated and analysed both at the level of individual partner organisations and at programme intervention level. On each level, aggregate values and descriptive statistics must be given for all indicators included in the MDC. Whenever these values are calculated from a sample, appropriate measures for evaluating the quality of the estimated parameters must be included.

The aggregated data must be inserted into the project and programme intervention logframes, templates of which will be provided by horizont3000 during the inception phase.

Furthermore, the contractor shall make recommendations for target revisions at project and programme levels based on the data collected.

4.6 Data collection tools and training

The data collection tools and methods used for the MDC as well as the (anonymized) raw data are an important output of the assignment as they will be used by partner organisations and horizont3000 for future monitoring. The contractor must therefore provide the questionnaires as set up in KoBoToolbox as well as the raw data to horizont3000 as supplementary documentation to the draft report.

After completing the final report, the contractor shall train M&E staff of all partner organisations on how to use the questionnaire and how to calculate the indicator values at future monitoring stages.

4.7 Do-no-harm principle and gender sensitivity

The MDC covers a diverse range of beneficiary communities, some of them disadvantaged in multiple ways. The contractor needs to provide evidence that the data collection follows a do-no-harm approach. In particular, all personnel working on behalf of the contractor must adhere to the following principles at all stages of the assignment:

- Respect for local customs and culture,
- Responsible conduct when discussing issues such as harmful social norms, discrimination, human rights violations or acts of violence,
- Guarantee of anonymity and privacy for all surveyed individuals,
- Inclusivity towards all members of the community.

The framework programme puts gender equality front and centre, many project activities aim to transform gendered power dynamics. Therefore, the contractor needs to ensure that data

collection is done in accordance with relevant standards for gender-responsive monitoring and evaluation. The approach used shall be outlined by the contractors in the offer.

The international experts must have relevant gender expertise and be able to demonstrate substantial experience with conducting gender-responsive monitoring and evaluation projects.

5. Workplan / Key phases of the MDC

The following work plan is valid for both lots of the MDC. The contractor may suggest minor adjustments based on methodological or logistical considerations. However, all final reporting deadlines (completed indicator tables, draft and final report) must be met.

Period / Date	Activities / Deliverables	Responsibilities
Tender and contracting phase		
October 17, 2024	Publication of ToR	horizont3000
November 10, 2024	Deadline for offers	Consultancy Team (CT)
November 22, 2024	Selection of consultancy, contract award and signature	horizont3000
Inception phase		
week beginning November 25, 2024	Kick-off Workshop / clarification of assignment	horizont3000 & CT
1 st half of December	Remote inception calls with POs and horizont3000 country offices	CT, partner organisations (PO), horizont3000 country offices
December 16, 2024	Inception Report Deadline	CT
December 20, 2024	Validation of inception report	horizont3000
January 8, 2024	Deadline for finalized IR and briefing with in-country data collection coordinators	CT
Field phase		
January 13, 2024	beginning of data collection	
Mid-January 2024-February 2025	data collection (<i>simultaneously in all countries with separate data collection teams</i>)	CT, PO
1 st week of March, 2025	Reflection workshops per country	CT, PO, horizont3000 country offices & desk officers
Reporting phase		
March 14, 2025	Deadline for logframes (PO-level, country-level and programme level) and draft report (30 p. max.)	CT
week beginning March 17, 2025	presentation of final report (remote)	CT, horizont3000
March 25, 2025	Approval of the Draft report	horizont3000

April 1, 2025	Final report deadline	CT
1 st half of April, 2025	Training on new data collection tool with partner organisations (hybrid)	CT, PO, horizont3000 country offices & desk officers

6. Deliverables

6.1 Inception Report (IR)

The inception report must not exceed 25 pages for both lots 1 & 2 combined (excluding annexes) or a maximum of 20 pages if contracted for lot 1 or 2 exclusively. It must be written in English and conform to the following structure:

Cover sheet with

- logos of the contractor, horizont3000 and co-financing partners
- title of the MDC (and specification of lot)
- date of submission
- names of the author(s)

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 - 2.3 Data collection tools for each project
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 - 2.4 Limitations, risks and mitigation measures
3. Quality assurance and ethical considerations
4. Work plan
5. Annexes

Formal requirements:

- coherency in format (chapters, headings, page numbers)
- good readability

A PowerPoint presentation (or other) of the findings and initial recommendations for the data collection toolkit.

6.2 Draft Report

The draft report follows the same structure as the final report. The draft report will be assessed for completeness and commented by horizont3000. The consultants will be asked to justify why they do or do not choose to (partially or fully) incorporate the comments into the final report.

6.3 Final Report (FR)

The final report must not exceed 30 pages for both lots 1 & 2 combined (without annexes), or a maximum of 27 pages if contracted exclusively for lot 1, or 22 pages if contracted exclusively for lot 2. It must be written in English, include an executive summary (max. 5 pages) and be structured as follows:

Cover sheet with:

- logos of the contractor, horizont3000 and co-financing partners
- title of the MDC study (and specification of lot)
- date of submission
- names of the author(s)

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5. Summary of Results (Indicators) by Programme Intervention (East Africa and Senegal)
6. Recommendations
 - 7.1 Recommendations for the Programme
 - 7.2 Specific recommendations for each project / partner organisation
7. Annexes
 - 8.1 Updated logframes for each project and programme intervention
 - 8.2 Raw data sets
 - 8.3 data collection tools (surveys, key informant interview guides, etc)

7. Estimated working days and travel budgets

The contractor shall offer a team of at least two international experts being responsible for planning, organising, and delivering the services described in these ToR in their entirety. One of the international experts must serve as the team leader and main point of contact for horizont3000. The international experts will work exclusively remotely.

In addition, the contractor shall offer one local M&E expert per country in which data is to be collected who will oversee the data collection on-site and lead the team of survey enumerators for each country.

If horizont3000 and the contractor choose alternative A for data collection (see section 4.4), the contractor is also responsible for contracting one team of enumerators for each of the countries in which data is to be collected. In this case, the contractor shall hire the local enumerator teams after the MDC kick-off meeting with horizont3000 but no later than three weeks before the beginning of the data collection phase.

The contractor is required to demonstrate their ability to hire enumerator teams in all countries in question in the offer. The cost for the enumerators' per diems shall be calculated based on the information under section 7.2. Maximum budgets for travel during data collection are given under section 7.3. As horizont3000 and the contractor will decide between alternatives A and B for data collection in the inception phase, both the per diems and travel costs for the enumerator teams shall be calculated separately from all other costs and presented as an optional part of the offer.

If horizont3000 and the contractor decide on data collection alternative B, the travel budgets indicated under section 7.3 will be repurposed to cover all travel by partner organisations' M&E staff during data collection. Irrespective of which alternative is chosen, the horizont3000 regional office in Kampala and the country office in Senegal will assist the contractor in planning the logistics of the data collection.

7.1 International and local experts

Lot 1: MDC in Ethiopia, Uganda, Kenya, and Tanzania

Phase	Task	Estimated working days	
		International experts	Local experts/data collection team leaders
Inception phase	Kick-off, document review and remote inception calls with PO	6,5	4 x 2
	Questionnaire development, adaptation, validation and implementation in KoBo Toolbox; sampling strategy	10	

	Inception report (IR), IR presentation and finalization, briefing of local experts	7,5	4 x 1
Field phase	Enumerator training, on-site workshops with PO staff		ETH: 3 UGA: 4 KEN: 2 TZA: 5
	Data collection (including travel days)		ETH: 17 UGA: 23,5 KEN: 9 TZA: 25
	Data cleaning, backstopping and feedback loops, reflection workshop per country	6	ETH: 3,5 UGA: 4 KEN: 2 TZA: 3,5
Data analysis	Data quality control, aggregation, descriptive analysis and filling out of logframes	5	
Reporting phase	Elaborating recommendations, draft final report (FR), presentation and finalization of FR	9	4 x 1
	Developing data collection tools for PO, remote training of PO M&E staff	10	
Total		53	ETH: 27,5 UGA: 35,5 KEN: 17 TZA: 37,5

Lot 2: MDC in Senegal

Phase	Task	Estimated working days	
		International experts	Local experts/data collection team leaders
Inception phase	Kick-off, document review and remote inception calls with PO	4,5	2
	Questionnaire development, adaptation, validation and implementation in KoBo Toolbox; sampling strategy	6	
	Inception report (IR), IR presentation and finalization, briefing of local experts	5	1
Field phase	Enumerator training, on-site workshops with PO staff		5
	Data collection (including travel days)		21
	Data cleaning, backstopping and feedback loops, reflection workshop per country	2,5	3
Data analysis	Data quality control, aggregation, descriptive analysis and filling out of logframes	2,5	
Reporting phase	Elaborating recommendations, draft final report (FR), presentation and finalization of FR	5	1,5
	Developing data collection tools for PO, remote training of h3 and PO M&E staff	4,5	
Total		30	33,5

7.2 Enumerators

Lot 1: MDC in Ethiopia, Uganda, Kenya, and Tanzania			
country	Est. # of days (enumerator training, travel between intervention sites, and data collection)	Suggested # of enumerators	Languages
Ethiopia	18	7-10	Afaan Oromo, Amharic, Hadiya, and Hammer
Uganda	24,5	6-9	Luganda, Luo, and Japadhola/Lugisu/Lusamia or Kiswahili
Kenya	10	5-7	Kiswahili, Gabra and Borana
Tanzania	26	4-6	Kiswahili
Lot 2: MDC in Senegal			
Senegal	22	5-7	Wolof, Serere, Pular, Diola Mandingue

7.3 Travel costs for data collection

Lot 1: MDC in Ethiopia, Uganda, Kenya, and Tanzania

The maximum budget for transport, food and accommodation for all teams of enumerators, including the local experts, in all four countries is 27.000 EUR.

Lot 2: MDC in Senegal

The maximum budget for transport, food and accommodation for the team of enumerators, including the local expert, in Senegal is 10.000 EUR.

8. Qualifications of the consultants

A consulting company with staff based in each of the partner countries with local expertise and good knowledge of the project area is preferred. The team must be able to offer the following background and experience:

- The team leader must have a minimum of 6 years' working experience in qualitative and quantitative data collection and analysis.
- Proven track-record of survey design, data collection and analysis of key GEM II outcome indicators.
- Expertise in gender-sensitive, human rights-based approaches and sufficiently equipped in participatory approaches
- Fluency in English (lot 1 & 2) and French (lot 2 only), knowledge of local languages are an added value

Members of the consultancy team must not have been involved in the design and/or implementation of the programme. We propose a minimum of 2 experts and a maximum of 4 international experts for this study. The consultancy team should be gender balanced and diverse.

The composition of the team must be detailed and explained in the technical offer, as well as the division of tasks between all team members and the added value of each of them.

9. Requirements for the offer

The offer must be in English, not exceed 12 pages and shall contain the following information:

- Name, address, country of residence, and legal information of the contractor
- Technical offer detailing the contractor's overall approach, methodological considerations and preliminary sampling strategy to the assignment
- A time and work plan
- A description of roles and the distribution of tasks among the team of international and local experts
- Financial offer in line with the specifications given in section 7 above.

CVs for all international experts and local experts (data collection team leaders) must be provided as an annex to the offer, as well as relevant policies/guidelines regarding do-no-harm, safeguarding, gender, etc. The CVs and policies do not count towards the maximum 12 pages of the main body of the offer.

For all tenders the following evaluation grid will be applied:

- Methodological quality of the technical offer: 80%
- Financial offer: 20%.

The offer should be sent until November 10th to alice.bayer@horizont3000.org. horizont3000 reserves the right to extend the deadline if offers received by that date do not meet the requirements.

The payment will be distributed as follows:

- 20% on signing the service contract
- 20% after validation of the inception report
- 30% at the end of the feedback session and delivery of the draft report
- 30% after validation of the final report by the coordination team.

10. Relevant References

The following documents can be provided on request to interested bidders:

- programme intervention and single project documents / intervention logics as used for the interim report;
- commented logframes (East Africa and Senegal);
- table of indicators to be measured for each lot;
- baseline studies conducted in 2023;
- project gender analyses;
- horizon3000 gender equality policy 2022-2030.